



TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday July 20, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of previous Regular Meeting dated July 6, 2011
2. District Invoices
3. Responses to Contra Costa County Civil Grand Jury Reports 1104 and 1105

F. NEW BUSINESS AND ACTION ITEMS

1. Dewatering and Bio-Solids Facility Expansion Project
2. Approve and Adopt Resolution 2011-18, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB L&L Zone #9 for the Fiscal Year 2011-2012
3. Corneil Park Play Area Renovation (Ph. I) Change Order

G. VEOLIA REPORT

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated April 14, 2011
2. R – Discovery Bay P-6 Zone Citizen Advisor Committee minutes dated May 10, 2011
3. R – Transplan Committee meeting minutes dated June 9, 2011
4. R – State Route 4 Bypass minutes dated June 9, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to next Regular meeting of August 3, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday July 6, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov

A. ROLL CALL

The meeting was called to order 7:00p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

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

Resident Jeff Barber – Stated that he would like to see the Town of Discovery Bay, CSD Board create plans for the future treatment of the Egeria Densa. Resident Barber also provided his protest letter in regards to the Rate Increase.

C. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Lieutenant Burton – Lieutenant Burton announced that this is his last meeting and he also introduced his replacement, Lieutenant Alan Johnson. He provided his report and the details for the month of June 2011.

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT

Chief Burris – Provided his report and the details for the month of June 2011.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No Report

5. SUPERVISOR MARY PIERHO, DISTRICT III REPORT

President Graves – Stated that Karyn Cornell was unable to attend the meeting and he provided the updates.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report – No Report

**These meetings are held Quarterly

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of previous Regular meeting dated June 15, 2011

2. District Invoices

3. District Financials

4. Acceptance of Grant Deeds and Certificate of Acceptances for certain parcels and one easement to a parcel currently owned by New Discovery, Inc.

5. Approval and Adoption of Resolution No. 2011-12 accepting the Dedication of Ravenswood Park (Subdivision 8710) and open space parcels (APN's 011-600-060, 011-610-099, 011-610-100, 011-620-047, & 011-620-048) from Contra Costa County

6. Caselle Clarity Software & Services Proposal

7. California Special Districts Association 2011 Board Elections

General Manager Howard – Stated that Item E-5 will be pulled from the Consent Calendar for a minor correction.

Motion made – by Director Tetreault to approve the Consent Calendar except for Item E-5 and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

General Manager Howard – Stated that Agenda Report – Item E-5 – Recommended Action will be amended to:

Approval and Adoption of Resolution No. 2011-12 accepting the Dedication of Ravenswood Park (Subdivision 8710) and open space parcels (APN's 011-600-060, 011-610-099, 011-610-100, 011-620-047, & 011-620-048) from Western Pacific Housing.

Motion made – by Director Tetreault to accept Staff recommended action and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

1. Draft Audited Financial Statements for FY 2009-10

General Manager Howard – Introduced Mark Croce with Croce and Company who provided the presentation for the Draft Audit.

Mark Croce – Provided the details of the June 30, 2010 Draft Audit Report.

2. Award of contract for the Cornell Park Play Area Renovation (Ph. II) project to Community Playgrounds, Inc.

Parks and Landscape Manager Perez – Stated that the Phase II renovation will be including only the installation of the Playground Equipment and the safety surfacing. There were two (2) bids due to the type of work. The lower bid was from Community Playgrounds Inc., which is a very reputable company.

Motion made – by Vice-President Dawson to accept bid and award construction contract in the amount of \$52,238.00 to Community Playgrounds, Inc. and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Agency Comment Request – 1020 Discovery Bay Boulevard Home Remodel

General Manager Howard – Introduced this item and the contractor, Mark and Barbara Dagle. Barbara Dagle provided the details of the remodel located at 1020 Discovery Bay Boulevard.

President Graves – Stated that the Board has no comments on the Project and directed the General Manager to send a letter to the County.

Motion made by – Director Simon that there are no negative comments on the project and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

1. Update on the East Contra Costa Fire Protection District

Director Steele – Stated that the Community Camp-Out held at Cornell Park was a well attended event and he looks forward to attending again.

President Graves – Provided his report and stated that he attended the ECCFPD Special meeting held on June 11, 2011 and provided the details of the meeting.

President Graves – Stated that he went out on a tour of the Bay and was amazed at the progress of the treatment within a two (2) week period for the Egeria Densa. The treatment for the Egeria Densa is working.

H. MANAGER'S REPORT

None.

I. GENERAL MANAGER'S REPORT

1. Management Internship Progress Update

General Manager Howard – Stated that the Internship Program has been working very well.

2. Update on June 27, 2011 Sanitary Sewer Overflow (SSO)

General Manager Howard – Stated that on Amesbury Street there was approximately twenty (20) gallons that seeped out of a small hole from one (1) of the manhole covers. The spill was captured within the storm drain. Also, we believe that the spill was a result of a reseat that had been created and backed up.

3. Update on Department of Boating and Waterways regarding Egeria Densa Eradication Program

General Manager Howard – Stated that he provided and explained in detail the email from Lucia Becerra, Chief Deputy Director/Acting Director with the Department of Boating and Waterways which was sent to him on July 1, 2011. He also went on a tour with Lucia Becerra, Supervisor Piepho, Director Tetreault, and several Scientist and shared slides from the tour. A discussion continued between the General Manager and the Board.

4. Select date for the Water Master Plan Workshop

General Manager Howard – The date for the Workshop will be set for July 14, 2011 at 7:00p.m.

General Manager Howard – Stated that he has one (1) last item that is not on the Agenda and that is the Community Center Committee – Director Steele, Jim Mattison, and I will be going on a tour on Tuesday, July 12, 2011. Also the Community Center Survey can be found on www.discoverybaysurvey.com so please take the Survey.

Vice-President Dawson – Stated that there is a Bill that is currently being discussed in Congress – The Bill is H.R.1837 which was put together by Representative Nunes. The residents of Discovery Bay and the Delta region as a whole can contact their Representatives and let them know that we are against draining the Delta and getting rid of Northern California water rights.

There was a discussion between the Board and the Public in regards to the Egeria Densa treatment cost.

President Graves – Stated that he would like to re-address the situation with the ECCFPD and would like to direct Staff to write a letter to LAFCo expressing our displeasure and concern over the attempts that Oakley and Brentwood to disband the ECCFPD by undermining that District for their own benefit.
There was a discussion between the Board and the Public in regards to the situation.

J. DISTRICT LEGAL COUNSEL REPORT
None

K. COMMITTEE UPDATES
None

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting Minutes dated May 19, 2011
2. R – Memorandum - Proposed CSDA Bylaws Amendments from Jo Mackenzie, CSDA Board President to California Special Districts Association (CSDA) Voting Members dated June 1, 2011
3. R – Email from Lucia Becerra regarding an update on the Egeria Densa treatment in Discovery Bay dated June 29, 2011

M. PUBLIC RECORD REQUESTS RECEIVED
None

N. FUTURE AGENDA ITEMS

Vice-President Dawson – Connection fees for new homes

General Manager Howard – Stated that the process is premature and that there can be a discussion within the Workshop July 14, 2011

O. ADJOURNMENT

The meeting was adjourned at 8:27 p.m. to the special meeting on July 14, 2011 at 1800 Willow Lake Rd -- Located in back of Delta Community Presbyterian Church

//cmc – 7.12.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

July 20, 2011

Prepared By: Terri Degler, Accounts Assistant
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 199,686.68

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2010/2011
Town of Discovery Bay CSD Operating & Capital Budget 2010/2011
Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2011/2012
Town of Discovery Bay CSD Operating Budget 2011/2012
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #8 2010/2011
Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets 2010/2011
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #8 2011/2012
Request For Bay Lighting & Landscape District #8 Operating and Capital Budgets 2011/2012
Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #9 2010/2011
Discovery Bay Lighting & Landscape District #9 Operating & Capital Budgets 2010/2011
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #9 2011/2012
Discovery Bay Lighting & Landscape District #9 Operating Budget 2011/2012

AGENDA ITEM: E-2

Request for authorization to pay invoices
 For the Meeting on July 20, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code							
1	7007	Sue Heinl Expense report July 2011 Mileage					\$9.44
2	7011	ReliaStar Life Insurance JR475(b) District office	7/1-7/15				\$953.36
3	7024	ReliaStar Life Insurance JR475(b) Landscaping	7/1-7/15				\$288.18
		Sub-Total					\$1,241.54
4	7011	SDRMA Inv#0008126-IN, dtd 7/7/11 Medical benefits District office	Aug. 2011				\$2,107.90
5	7024	SDRMA Inv#0008126-IN, dtd 7/7/11 Medical benefits Landscaping	Aug. 2011				\$526.97
		Sub-Total					\$2,634.87
6	7301	Areomod Inv#SO19816-1, dtd 7/5/11 Electric sensor					\$455.45
7	7301	American Retrofit Inv#116, dtd 7/7/11 Labor to install pump @ Bio belt press					\$100.00
8	7301	American Retrofit Inv#117, dtd 7/7/11 Labor to ireboot PLC @ Willow Lake WP					\$100.00
9	7301	American Retrofit Inv#118, dtd 7/11/11 Labor to reset Well 4					\$650.00
10	7301	American Retrofit Inv#119, dtd 7/13/11 Install replacement battery					\$100.00
		Sub-total					\$950.00
11	7330	Univar Inv#SI5894166, dtd 7/6/11 Chemicals					\$1,347.96
12	7330	Univar Inc#SI5894167, dtd 7/6/11 Chemicals					\$1,657.65
		Sub-Total					\$3,005.61
13	7414	Freedom Mailing Service Inv#18999, dtd 7/13/11 Bill processing					\$914.15
14	7670	Freedom Mailing Service Inv#18999, dtd 7/13/11 Barcode scanner					\$127.70
		Sub-Total					\$1,041.85
15	7420	United State Postal Service check request 7/12/11 Funds for Postage Due					\$100.00
16	7510	Spectral Wireless Inv#3468, dtd 7/1/11 1st Qtr Monthly internet service	Jul-Sept				\$240.00
17	7520	Locher Enviromental Inv#10636, dtd 7/12/11 Data Plan for wetlands					\$2,376.00
18	7620	R & M Signs Inv#71311, dtd 7/13/11 Numbers for trucks					\$113.00
19	7665	Denalect Alarm Inv#R26234, dtd 7/1/11 1st Qtr billing	Jul-Sept				\$105.00
20	7665	Discovery Locks & More Inv#7329, dtd 7/6/11 Repair Main Office door					\$321.15
21	7665	Golden State Lumber, Inc. #3592361, dtd 7/6/11 Vinyl sinkers/bright joist					\$1,164.03
22	7950	Shred-It Inv#75 76179205, dtd 7/1/11 Secure document shredded on-site					\$62.00
23	7952	Antloch Plumbing Inv#5280, dtd 7/6/11 Repair drinking fountain waste lines *****reimburseable - Zone 61*****					\$302.48
24	7952	Odyssey Landscape Inv#36035950, dtd 6/28/11 Install annual color @ Bixler Median *****reimburseable - Zone 35*****					\$1,300.00
25	7952	Odyssey Landscape Inv#36035950, dtd 6/28/11 Install annual color @ Point of Timber *****reimburseable - Zone 61*****					\$625.00
		Sub-Total					\$1,925.00
		Total					\$16,047.42
Caselle Utility Account							
1	7951	Rfund of Overpayment Acct#1-011-550-059-7.01					\$28.77
		Caselle Utility Total					\$28.77
TODB GRAND TOTAL							\$16,076.19

Obj #	TOWN OF DISCOVERY BAY CSD O&M BUDGET - FISCAL YEAR 2011-12 APPROVED 6/15/11 Account Description	2011/2012 Approved Budget	Pending Approval 07/20/11	2011/2012 YTD REIMB.	2011/2012 YTD Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages					
7001	Salary & Wages	\$531,551			\$0	\$531,551
7005	Overline	\$5,000			\$0	\$5,000
7007	Auto Allowance	\$4,200	\$9		\$0	\$4,200
7010	Payroll Taxes	\$53,655			\$0	\$53,655
7011	Group Insurance (Partial EE Reimb)	\$44,400	\$3,061		\$642	\$43,758
7021	Landscape Related Salary & Wages (Reimb)	\$157,737			\$0	\$157,737
7022	Landscape Related Overtime (Reimb)	\$3,000			\$0	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$16,073			\$0	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$815		\$79	\$23,521
7030	Worker's Comp	\$8,000			\$3,574	\$4,426
	Sub-Total	\$847,216	\$3,886	\$0	\$4,295	\$842,921
	Board of Directors					
7101	Compensation	\$36,000			\$0	\$36,000
7102	Travel & Training	\$2,500			\$0	\$2,500
	Sub-Total	\$38,500	\$0	\$0	\$0	\$38,500
	Contractual Services					
7205	Legal Services	\$80,000			\$0	\$80,000
7210	Consulting Services *	\$210,000			\$0	\$210,000
7215	Water & Wastewater Services Contract	\$1,148,000			\$0	\$1,148,000
7220	Liability Insurance	\$50,000			\$53,911	(\$3,911)
7225	Accounting Financial Services	\$30,000			\$0	\$30,000
	Sub-Total	\$1,518,000	\$0	\$0	\$53,911	\$1,464,089
	Operations & Maintenance					
7301	General Repairs - Water/Sewer	\$550,000	\$1,405		\$0	\$550,000
7305	General Repairs - Pumps	\$100,000			\$0	\$100,000
7310	NTR/SIP Testing - RWQCB	\$5,000			\$0	\$5,000
7312	Preventive & Corrective Fund	\$107,000			\$0	\$107,000
7330	Chemicals/Odor Supplies	\$100,000	\$3,006		\$0	\$100,000
7385	NPDES NOV Fines (s)	\$25,000			\$0	\$25,000
7410	Copier Maintenance	\$4,500			\$0	\$4,500
7414	Outsource of Water Billing	\$15,000	\$914		\$0	\$15,000
7420	Postage	\$2,500	\$100		\$0	\$2,500
7430	Office Supplies	\$8,000			\$0	\$8,000
7440	Public Communications & Noticing	\$5,000			\$0	\$5,000
7450	Election Expenses	\$0			\$0	\$0
7460	Memberships	\$17,500			\$2,085	\$15,415
7470	Rent - Public Meetings	\$500			\$0	\$500
7480	Permits	\$40,000			\$0	\$40,000
7490	Travel & Training	\$3,000			\$0	\$3,000
7510	Info Systems Maintenance	\$2,500	\$240		\$0	\$2,500
7520	Cellular Communications/Data	\$6,500	\$2,376		\$0	\$6,500
7535	Electrical Cost (water)	\$335,000			\$0	\$335,000
7537	Electrical Cost (sewer)	\$370,000			\$0	\$370,000
7550	Telephone	\$4,800			\$0	\$4,800
7620	Special Equipment	\$3,000	\$113		\$0	\$3,000
7630	Facility Maintenance/Landscape	\$15,000			\$110	\$14,890
7665	Office Buildings/Improvements	\$10,000	\$1,590		\$0	\$10,000
7670	Office Equipment/Software	\$30,000	\$128		\$10,145	\$19,855
7680	Office Furnishings	\$1,000			\$0	\$1,000
7685	Miscellaneous Small Tools	\$3,500			\$0	\$3,500
7690	Equipment Maintenance/Fuel	\$20,000			\$0	\$20,000
7925	Miscellaneous Bank Charges	\$500			\$0	\$500
7950	Miscellaneous Services & Supplies	\$2,500	\$62		\$0	\$2,500
7951	Miscellaneous Reimbursable	\$1,000	\$29		\$0	\$1,000
7952	Landscape Related Reimbursables	\$200,000	\$2,227		\$0	\$200,000
7970	Unrecoverable Charges	\$5,000			\$0	\$5,000
7990	G.F. Expenditures	\$0			\$0	\$0
	Sub-Total	\$1,993,300	\$12,190	\$0	\$12,340	\$1,980,960
	Inter-Governmental Charges					
7805	Revenue Collection	\$6,000			\$0	\$6,000
7810-0810	Investment Fee	\$200			\$0	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$480			\$0	\$480
7820	Accounting (A/P, A/R, GL)	\$2,000			\$0	\$2,000
7825	Public Works - Permits	\$10,000			\$0	\$10,000
7850	Property Taxes	\$10,000			\$0	\$10,000
	Sub-Total	\$28,680	\$0	\$0	\$0	\$28,680
	TOTAL O&M Budget	\$4,425,696	\$16,076	\$0	\$70,545	\$4,355,151

Request for authorization to pay invoices
For the Meeting on July 20, 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/11 - 6/12

Acct Code			
1	2100	Office Depot Inv#570118164001, dtd 7/1/11 Office supplies	\$44.40
2	2130	Watersavers Inv#11071800, dtd 6/27/11 Waterproof wire/gloves	\$53.45
3	2282	Watersavers Inv#11071800, dtd 6/27/11 Dial/Razorback shovel	<u>\$93.40</u>
		Sub-Total	\$146.85
4	2281	JaniKing Inv#OAK7110236, dtd 7/1/11 Monthly contract for July	\$350.00
5	2282	Odyssey Landscape Inv#36035952, dtd 6/28/11 Irrigation repairs @ Cornell Park	\$1,610.00
6	2282	Watersavers Inv#11072734, dtd 6/29/11 Lodgepole stakes	\$27.09
7	2282	Watersavers Inv#11074611, dtd 7/6/11 Nozzles/pine stakes/plastic valve	\$824.48
8	2282	Watersavers Inv#11074633, dtd 7/6/11 Flag	<u>\$30.53</u>
		Sub-Total	\$882.10
9	4829	GreenValley Landscape Inv#927, dtd 7/5/11 Landscape improvements @ Sand Point	\$1,505.25
		TOTAL	\$4,538.60

Obj #	Discovery Bay Landscape & Lighting District #8 O & M BUDGET 2011/2012 Approved 8/16/11 Account Description	2011/2012 Approved Budget	Plan to Approve 7/20/2011	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages				
2310	Staff Payroll	\$93,760		\$0	\$93,760
	Sub-Total	\$93,760		\$0	\$93,760
	Contractual Services				
2310	Professional/Specialized Services	\$8,000		\$0	\$8,000
2360	Insurance	\$5,000		\$0	\$5,000
	Sub-Total	\$13,000		\$0	\$13,000
	Operations & Maintenance				
2100	Office Expenses, Supplies	\$1,250	\$44	\$0	\$1,250
2102	Books, Periodicals & Subscriptions	\$200		\$0	\$200
2103	Postage	\$50		\$0	\$50
2110	Communications	\$1,765		\$0	\$1,765
2120	Utilities (Street Lights, Water, Garbage)	\$108,500		\$0	\$108,500
2130	Small Tools & Instruments	\$2,000	\$53	\$0	\$2,000
2131	Minor Equipment, Furniture less than \$1,000	\$500		\$0	\$500
2170	Household Items	\$1,750		\$0	\$1,750
2190	Public Notices	\$300		\$0	\$300
2200	Memberships	\$250		\$0	\$250
2250	Rent & Lease of Equipment	\$500		\$0	\$500
2251	Computer Software	\$0		\$0	\$0
2270	Maintenance of Equipment	\$1,000		\$0	\$1,000
2271	Automotive Supplies & Repairs	\$2,000		\$0	\$2,000
2272	Gasoline	\$3,500		\$0	\$3,500
2281	Maintenance of Buildings	\$5,400	\$350	\$0	\$5,400
2282	Grounds Maintenance	\$212,000	\$2,586	\$0	\$212,000
2284	Requested Maintenance from County	\$0		\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$100		\$0	\$100
2303	Other Travel Employee Expenses	\$1,500		\$0	\$1,500
2470	Road/Construction Materials (Street Signs)	\$500		\$0	\$500
2479	Other Special Expenses	\$12,000		\$0	\$12,000
	Sub-Total	\$355,065		\$0	\$355,065
	7800 Inter-Governmental Charges				
3530/3550	Taxes & Assessments	\$1,000		\$0	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$500		\$0	\$500
5011	Reimbursement for County Admin. Costs	\$500		\$0	\$500
	Sub-Total	\$2,000		\$0	\$2,000
	TOTAL O&M Budget	\$463,825	\$3,033	\$0	\$463,825

Obj#	Account Description	2011/2012 Approved Budget	Approve 7/20/2011	2011/2012 Actuals	2011/2012 Remainder of Buget YTD
Discovery Bay Landscape & Lighting District #8 CAPITAL BUDGET 2011/2012 Approved 6/16/11					
PARKS					
4789	Cornell Park - Playground Replacement	\$ 126,000.00		\$0	126,000
4834	Cornell Park (Restroom Partitions)			\$0	0
	Cornell Park (ADA Upgrades)	\$35,000	\$1,505	\$0	35,000
	Cornell Park (Tennis Court Surfacing)	\$20,000		\$0	20,000
	Cornell Park (Dog Park Fencing)	\$85,000		\$0	85,000
	Cornell Park (Tot Lot Removal)	\$12,500		\$0	12,500
	Cornell Park (Horse Shoes & Bocce Court)	\$15,000		\$0	15,000
	Parks Sub Total	\$293,500	\$1,505	\$0	293,500
STREETSCAPE					
4265	Various Improvements	\$7,500		\$0	7,500
4546	Structure & Walkway Repairs	\$2,000		\$0	2,000
4829	Landscape Master Plan Areas			\$0	0
	Willow Lake Road Streetscape			\$0	0
	Discovery Bay Blvd. (West) / Sand Point Rd.	\$12,000		\$0	12,000
	Highway 4 (East)	\$30,000		\$0	30,000
	Discovery Bay Blvd (East)	\$50,000		\$0	50,000
	Streetscape Sub Total	\$101,500	\$0	\$0	101,500
MISC.					
4853	Vehicle Purchase	\$25,000		\$0	25,000
4959	Tools & Sundry Equipment	\$3,000		\$0	3,000
	Misc. Sub Total	\$28,000	\$0	\$0	28,000
	Total Capital Budget	\$423,000	\$1,505	\$0	423,000

**Request for authorization to pay invoices
For the Meeting on July 20, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/11 - 6/12**

Acct Code			
1	2282	Antioch Plumbing Inv#5280, dtd 7/6/11 Repair leaking drain line @ Ravenswood Park	\$362.47
Total			\$362.47

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	Planned to Pay 7/20/2011	2011/2012 YTD REIMB.	2011/2012 YTD ACTUALS	2011/2012 Remainder of Budget YTD
	Salary & Wages					
2310	Staff Payroll	\$37,952			\$0.00	\$37,952
	Sub-Total	\$37,952	\$0	\$0	\$0.00	\$37,952
	Contractual Services					
2310	Professional/Specialized Services	\$8,200			\$0.00	\$8,200
2360	Insurance	\$1,500			\$0.00	\$1,500
	Sub-Total	\$9,700	\$0	\$0	\$0.00	\$9,700
	Operations & Maintenance					
2100	Office Expenses, Supplies	\$500			\$0.00	\$500
2102	Books, Periodicals & Subscriptions	\$50			\$0.00	\$50
2103	Postage	\$150			\$0.00	\$150
2110	Communications	\$350			\$0.00	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$26,325			\$0.00	\$26,325
2130	Small Tools & Instruments	\$750			\$0.00	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$250			\$0.00	\$250
2170	Household Items	\$750			\$0.00	\$750
2190	Public Notices	\$500			\$0.00	\$500
2200	Memberships	\$50			\$0.00	\$50
2250	Rent & Lease of Equipment	\$0			\$0.00	\$0
2251	Computer Software	\$0			\$0.00	\$0
2270	Maintenance of Equipment	\$200			\$0.00	\$200
2271	Automotive Supplies & Repairs	\$300			\$0.00	\$300
2272	Gasoline	\$500			\$0.00	\$500
2281	Maintenance of Buildings	\$0			\$0.00	\$0
2282	Grounds Maintenance	\$44,500	\$362		\$0.00	\$44,500
2284	Requested Maintenance from County	\$0			\$0.00	\$0
2301	Employee Auto Mileage - Reimbursement	\$50			\$0.00	\$50
2303	Other Travel Employee Expenses	\$0			\$0.00	\$0
2470	Road/Construction Materials (Street Signs)	\$0			\$0.00	\$0
2479	Other Special Expenses	\$1,350			\$0.00	\$1,350
	Sub-Total	\$76,575	\$362	\$0	\$0.00	\$76,575
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$425			\$0.00	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0			\$0.00	\$0
5011	Reimbursement for County Admin. Costs	\$0			\$0.00	\$0
	Sub-Total	\$425	\$0	\$0	\$0.00	\$425
	TOTAL O&M Budget	\$124,652	\$362	\$0	\$0.00	\$124,652

Request for authorization to pay invoices
 For the Meeting on July 20, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code					
1	7002	Express Services Inv#99695847-6, dtd 6/29/11	Temp. Employees	w/e 6/26/11	\$1,018.72
2	7002	Frank Cramer Exp. Rpt for June 2011, mileage			\$95.88
3	7010	Willet Company Inv#233, dtd 7/7/11	Create/revise job descriptions		\$5,000.00
4	7280	Bay Area Air Quality Inv#2TF94, dtd 6/30/11	Annual permit renewal @ site #B3197		\$7,508.00
<u>Capital One Visa statement ending 2/14/11</u>					
5	7300	General Repairs			\$1,887.49
6	7430	Office supplies			\$62.56
7	7510	Web site/internet			\$114.00
8	7520	Wireless			\$188.20
9	7550	Telephone			\$191.50
10	7630	Site main/Landscape			\$228.55
11	7665	Office bldg/Improvements			\$68.51
12	7685	Tools			\$138.60
13	7690	Fuel			\$458.59
14	7950	Misc.			\$12.70
15	7952	Reimbuseable from #8			\$277.05
16	7952	Reimbuseable from #9			\$1.67
Sub-Total					\$3,629.42
<u>Capital One Visa statement 4/14/11 (addendum)</u>					
17	7952	Reimbuseable from #8			\$226.02
<u>Capital One Visa statement ending 5/14/11</u>					
18	7300	General Repairs			\$87.30
19	7430	Office Supplies			\$112.39
20	7510	Web site/internet			\$114.00
21	7520	Wireless			\$188.00
22	7550	Telephone			\$628.84
23	7690	Maint/Fuel			\$1,573.95
Sub-Total					\$2,704.48
<u>Capital One Visa statement ending 6/14/11</u>					
24	7300	General Repairs			\$29.81
25	7510	Web site/internet			\$114.00
26	7520	Wireless			\$187.80
27	7550	Telephone			\$759.67
28	7685	Tools			\$82.98
Sub-Total					\$1,174.26
29	7300	J.W. Backhoe Inv#1537, dtd 6/30/11	Repair leak @5605 Schooner Loop		\$2,167.03
30	7300	J.W. Backhoe Inv#1538, dtd 7/6/11	Repair leak@4088/4085 Newport Lane		\$10,845.96
31	7300	J.W. Backhoe Inv#1539, dtd 7/6/11	Repair leak on Harbor Street		\$4,662.70
32	7300	J.W. Backhoe Inv#1540, dtd 7/6/11	Paved 2 spots on Harbor Street		\$5,019.22
Sub-Total					\$22,694.91
33	7300	R & B Company Inv#S1261109.001, dtd 6/29/11	Traffic Control valve box		\$226.65
34	7300	R & B Company Inv#S1261903.001, dtd 6/30/11	Black Polywrap		\$253.46
35	7300	R & B Company Inv#S1242691.001, dtd 2/22/11	(Credit memo for overpayment 1/5/11)		-\$160.00
Sub-Total					\$320.11
36	7300	Paul E. Vaz Trucking, Inc. Inv#13543, dtd 6/30/11	TODB		\$640.76
37	7300	Paul E. Vaz Trucking, Inc. Inv#13544, dtd 6/30/11	Water treatment plant		\$758.60
Sub-Total					\$1,399.36
Sub-Total page 1					\$45,771.16

Request for authorization to pay Invoices
 For the Meeting on July 20, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code

		<u>US Bank statement ending 5/25/11</u>	
38	7290	Staff Training	\$218.78
39	7300	General Repairs W/S	\$4,434.51
40	7300-P	Pump Repairs	\$161.80
41	7430	Office supplies	\$14.01
42	7670	Office Equipment/supplies	\$506.11
43	7690	Main/Fuel	\$1,533.95
44	7950	Misc.	\$403.72
45	7952	Reimburseable #8 L&L	\$856.49
46	7952	Reimburseable #9 Ravenswood	<u>\$471.78</u>
		Sub-Total	\$8,601.15
		<u>US Bank statement ending 6/27/11</u>	
47	7290	Staff Training	\$289.00
48	7300	General Repairs W/S	\$3,150.72
49	7430	Office supplies	\$677.45
50	7510	Internet	\$100.00
51	7550	Telephone	\$355.46
52	7685	Tools	\$68.62
53	7690	Maint/Fuel	\$1,141.49
54	7952	Reimbursable from Zone#8	\$2,508.10
55	7952	Reimburseble from Zone#9	<u>\$312.47</u>
			\$8,603.31
56	7330	BCS Inv#SI5892633, dtd 6/29/11 Chemicals	\$1,427.39
57	7330	BCS Inv#SI5892635, dtd 6/29/11 Chemicals	<u>\$1,181.81</u>
		Sub-Total	\$2,609.20
58	7420	Neopost Acct.#7900 0449 0838 4658 Monthly service for June 2011	\$853.29
59	7430	Intuit Order#0031624368, dtd 7/5/11 Office supplies	\$321.47
60	7430	Office Depot Inv#569293635001, dtd 6/24/11 Office supplies	\$2.72
61	7430	Office Depot Inv#569608945001, dtd 6/28/11 Office supplies	\$40.16
62	7430	Office Depot Inv#569697746001, dtd 6/28/11 Office supplies	\$35.78
63	7680	Office Depot Inv#569697766001, dtd 6/28/11 Office supplies	\$15.56
64	7430	Office Depot Inv#570118164001, dtd 7/1/11 Office supplies	\$55.55
65	7430	Office Depot Inv#570118530001, dtd 7/1/11 Office supplies	<u>\$6.28</u>
		Sub-Total	\$156.05
66	7420	UPS Inv#12X417281, dtd 7/9/11 Postage	\$1.17
67	7520	Verizon Inv#0990099260, dtd 6/26/11 Wireless telephone	\$408.30
68	7550	AT&T Acct # 925 513-8290 595 9, dtd 6/26/11 Monthly service 5/26-6/25/11 Evoltn systm	\$121.33
69	7550	AT&T Acct # 925 513-8682 198 8, dtd 3/26/11 Monthly service 5/26-6/25/11 scada phone line P1	\$36.10
70	7550	AT&T Acct # 925 364-1131 023 4, dtd 6/22/11 Monthly service Main office	<u>\$355.46</u>
		Sub-Total	\$512.89
		Sub-Total page 2	\$22,066.83

Request for authorization to pay Invoices
 For the Meeting on July 20, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
71	7630	Hertz Equipment Rental Inv#25691183-001, dtd 6/24/11 Plant 1	\$1,269.49
72	7690	All American Rentals Inv#00055006, dtd 6/30/11 Window/drip #182027	\$383.17
73	0910-007	McFadden Construction Proj. 452, dtd 6/22/11 UV System and Bypass Pipeline	\$24,828.52
			Sub-Total page 3 \$26,481.18
			Sub-Total page 2 \$22,066.83
			Sub-Total page 1 <u>\$45,771.16</u>
TODB TOTAL...			\$94,319.17
Payroll for 6/1/11-6/15/11			
1	7001	General Manager Payroll	\$11,002.59
2	7002	<u>District Staff Payroll and Payroll Processing Fees</u>	<u>\$42,018.76</u>
			Payroll Total... \$53,021.35
Caselle Utility Account			
1	7951	Refund of Overpayment Acct# 1-011-450-043.202	\$30.91
2	7951	Refund of Deposit - Tess's Teahouse and Gardens	<u>\$1,000.00</u>
			Sub-Total \$1,030.91
Caselle Utility Total			
TODB GRAND TOTAL			\$148,371.43
Community Center Fund			
1	7960	Brentwood Press & Publishing agreement dtd 5/7/11	995.00
2	7960	James B. Heninger refund for cancelled park reservation	<u>24.88</u>
Community Center Fund Total			\$1,019.88

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting Account Description	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	75.00% Mar 11 Month to Date Expenses	83.33% Apr 11 Month to Date Expenses	91.67% May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 07/20/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD																																													
														Contract/Services	General Manager	District Staff	Staff Water Related	Landscaping Related (Reimb)	District Benefit's	Legal	Consulting Services	Veolia Operations	Veolia Prev & Corrective Fund	NPDES Permit	Staff Water Related	Outsource of Water Billing	General Operating Expenses	Audit	Electrical Cost (water)	Electrical Cost (sewer)	Public Comm & Noticing	Election Expenses	Rent - Public Meetings	Memberships	Permits	NPDES NOV Fines (\$)	Staff Training	General Repairs Water / Sewer	Pump Repairs	NTR / SIP Testing	Special Equipment/Signage	Chemicals/Odor Materials	Office Expenses	Copier/ Maint	Postage	Office Supplies	Communications	Web Site/Internet	Wireless	Telephone	District Wide	Site Maintenance /Landscape	Office Bldg / Improvements	Office Equipment / Software	Office Furnishings	Tools	Maint / Fuel	Directors Expense
7000	Contract/Services																																																									
7001	General Manager	\$103,719	102%	\$130,000	\$55,364		\$33,116		\$22,006	\$11,003		\$121,221	93%																																													
7002	District Staff	\$388,678	176%	\$270,000	\$223,591	\$863	\$122,637	\$44,387	\$87,834	\$43,133		\$542,924	201%																																													
7003	Staff Water Related			\$126,000								\$0	0%																																													
7004	Landscaping Related (Reimb)			\$124,000								\$0	0%																																													
7005	District Benefit's	\$0	0%	\$52,500	\$3,690	\$5,649	\$4,393	\$4,413	\$5,530			\$30,001	57%																																													
7006	Legal	\$87,417	146%	\$80,000	\$7,321	\$18,192	\$43	\$43	\$9,293			\$71,347	89%																																													
7007	Consulting Services	\$104,787	44%	\$210,000	\$24,611	\$36,432	\$34,867	\$47,482	\$100,791	\$5,000		\$344,419	164%																																													
7008	Veolia Operations	\$1,079,476	161%	\$1,173,000	\$250,086	\$88,434	\$83,362	\$95,701	\$87,132			\$1,021,527	87%																																													
7009	Veolia Prev & Corrective Fund	\$101,819	212%	\$80,000	\$15,754	\$3,560						\$56,102	70%																																													
7010	NPDES Permit	\$0	0%	\$80,000								\$0	0%																																													
7011	Staff Water Related											\$0	0%																																													
7012	Outsource of Water Billing			\$24,000								\$0	0%																																													
7013	General Operating Expenses											\$0	0%																																													
7014	Audit	\$21,025	111%	\$35,000								\$23,980	67%																																													
7015	Electrical Cost (water)	\$328,208	109%	\$300,000	\$13,890	\$15,931	\$14,538	\$15,829	\$69,249			\$359,628	120%																																													
7016	Electrical Cost (sewer)	\$371,784	124%	\$325,000	\$26,828	\$22,447	\$25,755	\$25,821	\$78,841			\$382,328	118%																																													
7017	Public Comm & Noticing	\$13,367	134%	\$5,000		\$5,281	\$1,820	\$190	\$5,227			\$7,825	152%																																													
7018	Election Expenses	\$0	0%	\$12,000								\$5,281	44%																																													
7019	Rent - Public Meetings	\$0	0%	\$500								\$0	0%																																													
7020	Memberships	\$28,073	46%	\$16,000	\$237							\$6,023	38%																																													
7021	Permits	\$29,233	97%	\$50,000								\$38,381	77%																																													
7022	NPDES NOV Fines (\$)	\$1,716	49%	\$25,000			\$3,112	\$4,216	\$1,942	\$7,508		\$15,000	60%																																													
7023	Staff Training	\$554,147	185%	\$350,000	\$27,444	\$33,099	\$31,505	\$48,786	\$790	\$508		\$2,951	118%																																													
7024	General Repairs Water / Sewer	\$97,797	196%	\$150,000	\$7,029	\$19,296	\$6,715	\$17,510	\$35,598	\$34,004		\$657,179	188%																																													
7025	Pump Repairs	\$0	0%	\$15,000								\$127,109	85%																																													
7026	NTR / SIP Testing	\$4,699	157%	\$3,000	\$2,394	\$4,289	\$6,910	\$63	\$548			\$1,299	43%																																													
7027	Special Equipment/Signage	\$97,797	196%	\$65,000								\$95,681	147%																																													
7028	Chemicals/Odor Materials																																																									
7029	Office Expenses	\$4,697	94%	\$4,500	\$284	\$271		\$730				\$2,650	63%																																													
7030	Copier/ Maint	\$17,497	250%	\$2,500	\$765	\$937	\$3,307	\$96	\$881	\$854		\$11,721	469%																																													
7031	Postage	\$17,497	250%	\$8,000	\$765	\$499	\$490	\$1,111	\$1,717	\$1,328		\$8,328	104%																																													
7032	Office Supplies	\$29,109	970%	\$1,000	\$823	\$807	\$356	\$602	\$1,075	\$442		\$5,400	540%																																													
7033	Wireless	\$4,849	162%	\$4,500	\$852	\$411	\$396	\$616	\$676	\$972		\$6,381	142%																																													
7034	Telephone	\$6,871	255%	\$4,000	\$107	\$106	\$355	\$684	\$1,311	\$2,448		\$5,776	144%																																													
7035	District Wide																																																									
7036	Web Site/Internet	\$23,632	236%	\$15,000	\$823	\$807	\$356	\$602	\$1,075	\$442		\$5,400	540%																																													
7037	Site Maintenance /Landscape	\$21,877	438%	\$10,000	\$150	\$150	\$224	\$2,725	\$313	\$69		\$3,812	38%																																													
7038	Office Bldg / Improvements	\$30,035	601%	\$6,000	\$312	\$192	\$224	\$2,725	\$1,785	\$506		\$7,572	95%																																													
7039	Office Equipment / Software	\$1,456	146%	\$1,000	\$68	\$68				\$16		\$397	40%																																													
7040	Office Furnishings	\$6,193	206%	\$3,500	\$594	\$248	\$219	\$163	\$336	\$290		\$6,483	185%																																													
7041	Tools	\$25,823	141%	\$19,000	\$1,068	\$6	\$1,431	\$1,969	\$3,880	\$5,091		\$27,892	147%																																													
7042	Maint / Fuel	\$25,823	141%	\$19,000	\$1,068	\$6	\$1,431	\$1,969	\$3,880	\$5,091		\$27,892	147%																																													
7043	Directors Expense	\$25,038	70%	\$36,000	\$2,445	\$1,884	\$2,331	\$2,797	\$4,972			\$25,988	72%																																													
7044	Compensation	\$312	31%	\$600	\$385	\$90	\$50	\$86	\$2,953	\$416		\$164	27%																																													
7045	Training	\$161,203	16120%	\$10,000	\$385	\$90	\$50	\$86	\$2,953	\$416		\$13,558	113%																																													
7046	Miscellaneous			\$100,000	\$19,022	\$11,162	\$16,958	\$4,826	\$31,468	\$4,654		\$140,324	140%																																													
7047	Misc. - Reimbursable	\$0	0%									\$0	0%																																													
7048	Misc. - Zones Reimbursable	\$0	0%									\$0	0%																																													
7049	Reimbursement (Hofmann)	\$102,503	171%	\$48,000			\$2,558					\$4,458	74%																																													
7050	Insurance			\$6,000								\$0	0%																																													
7051	General Liability											\$0	0%																																													
7052	Worker's Comp											\$0	0%																																													
7053	County Services											\$0	0%																																													
7054	Revenue Collection	\$5,153	172%	\$5,500								\$4,640	84%																																													
7055	Investment Fee	\$0	0%	\$700								\$0	0%																																													
7056	Data Processing	\$0	0%	\$2,500								\$0	0%																																													
7057	Accounting (A/P, A/R, GL)	\$0	0%	\$2,500								\$0	0%																																													

TOWN OF DISCOVERY BAY CSD
OPERATING BUDGET 2010/2011

Approved at 06/16/10 Meeting
Account Description
Public Works - permits
Reimbursements to Town of DB

Acct. #	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	May 11 Month to Date Expenses	Jun 11 Month to Date Expenses	Pending Approval 07/20/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7825	\$21,180	42.4%	\$6,000	\$789	\$3,787	\$3,366	\$329,311	\$633		\$0	\$15,622	260%
CREDITS	(\$91,100)		(\$231,000)								\$0	0%
TOTAL	\$3,711,273	127%	\$3,697,800	\$679,247	\$263,266	\$426,421	\$709,742	\$123,543		\$4,223,242		114%

Reimbursements:

Date	No	Company	Amount
11/19/10	2487	DB L&L #9	\$317.50
11/19/10	2491	DB L&L #8	\$496.65
03/14/11	2623	DB L&L #9	\$1,963.94
03/14/11	2622	DB L&L #8	\$4,402.10
03/14/11	2629	DB L&L #9	\$2,170.62
03/14/11	2628	DB L&L #8	\$6,265.52
03/14/11	2634	DB L&L #8	\$5,258.79
03/14/11	2635	DB L&L #9	\$2,002.93
03/14/11	2640	DB L&L #8	\$4,595.25
03/14/11	2646	DB L&L #8	\$4,573.38
03/14/11	2647	DB L&L #9	\$2,204.98
03/14/11	2652	DB L&L #8	\$3,492.52
03/14/11	2653	DB L&L #9	\$141.74
Total Reimbursements for 10/11			\$37,883.92

Miscellaneous Adjustments:

Date	Acct. #	Amount	Description
7/21/2010	7950	\$5,545.00	S/B in #7952
8/4/2010	7950	\$168.44	S/B in #7952
7/21/2010	7300	\$4,408.00	S/B in #1011-017
8/4/2010	7010	\$11,331.42	S/B in #7300
8/4/2010	7300	\$23,805.08	S/B in #7300P
8/25/2010	7300	\$650.00	S/B in #0809-002
8/25/2010	7300	\$225.00	S/B in #7830
8/25/2010	7300	\$96.00	remove - pd 7/27/10
8/25/2010	7300	\$177.99	S/B in #7300
8/25/2010	7300	\$4,010.87	S/B in #7300P
8/25/2010	7520	\$731.00	S/B \$716.00
8/25/2010	7550	\$731.00	S/B \$8,452.00
9/15/2010	7300	\$8,944.00	S/B in #7300P
10/6/2010	7300	\$1,444.52	S/B in #7300P
11/3/2010	7300	\$550.00	S/B in #7300P
11/17/2010	7300	\$4,040.70	S/B in #7300P
12/1/2010	7300	\$1,000.00	S/B in #7300P
12/15/2010	7300	\$3,028.68	S/B in #7300P
12/1/2010	7300	\$3,080.55	S/B in #7300P
1/5/2011	7720	\$6,821.83	S/B in #7952
1/5/2011	7951	\$9,183.00	S/B in #7951
6/15/2011	7950	\$126.30	S/B in #7951
6/15/2011	7665	\$14,626.55	S/B in #0910-015

Acct. #	SEWER	TOWN of DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011 Approved at 6/16/10 Meeting	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Apr 11 M-T-D Exp.	May 11 M-T-D Exp.	Jun 11 M-T-D Exp.	Plan to Approve 07/20/11	2010/2011 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD
0910-004	Rehab Manholes	\$0	0%	\$15,000								\$24,070	160%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000								\$0	0%
0910-006	Replace Sewer Main	\$0	0%			\$31,910						\$0	#DIV/0!
0910-007	UV System	\$457,297	114%			\$5,440		\$2,058		\$24,829		\$341,913	#DIV/0!
0910-008	Salinity Project	\$0	0%	\$200,000								\$0	0%
0910-009	Pumps / Motors Replacement	\$35,470	71%									\$0	0%
0910-010	Wetlands	\$8,304	1%	\$85,000								\$0	#DIV/0!
1011-001	By-Pass Pipeline	\$0		\$80,000								\$0	0%
1011-002	Replace PLC's	\$0		\$20,000								\$10,708	13%
1011-003	Bio-Solids Pumps (2) Wet Well	\$0		\$22,000								\$0	0%
1011-004	Rehab Lift Station W			\$60,000								\$500	1%
1011-005	Bypass Valve Lift Station S			\$12,000								\$0	0%
1011-006	Metal Cover for UV Area			\$125,000								\$0	0%
1011-007	Clarifier Cleaning Devices			\$25,000								\$0	0%
1011-008	Paving for Bio-Solids Area			\$15,000								\$0	0%
1011-009	New Moles (2)			\$80,000			\$1,625					\$58,858	74%
1011-010	Road Crossing Ramps			\$25,000								\$0	0%
	Sewer Sub Total	\$581,375	36%	\$769,000		\$37,350	\$1,625	\$0	\$24,829	\$0	\$0	\$616,623	80%
0809-002	Well #6 Design & Drill Test Hole	\$475,615						\$4,632				\$46,353	
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000			\$5,522					\$0	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000								\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%									\$0	#DIV/0!
0910-014	Water Meter Program	\$63,079	13%	\$500,000			\$300					\$21,660	4%
	Water Meter Program: Reimbursements			(\$500,000)								\$0	0%
1011-011	Filter Media Replacement			\$40,000								\$45,769	114%
1011-012	Stabilize Around Willow Lake											\$0	#DIV/0!
1011-013	Rehab Well(s)			\$30,000				\$3,059				\$0	45%
1011-014	Replace Water Mains			\$50,000								\$0	0%
1011-015	Water Meter Trailer			\$20,000								\$0	0%
1011-022	Emergency Sewer Main repairs - Cherry Hills							\$77,091				\$0	0%
	Water Sub Total	\$555,237	106%	\$148,000		\$0	\$5,822	\$84,783	\$0	\$0	\$0	\$204,267	138%
0910-015	Replace District Office Roof												
1011-016	Pickup Truck (1)	\$0	0%					\$29,254				\$0	0%
1011-017	K-Rail for Bulk Material			\$20,000								\$0	0%
1011-018	Portable Message Units			\$15,000								\$4,408	29%
1011-019	GPS Tracking Device			\$30,000								\$0	0%
1011-020	Replace Fence Near Marina			\$12,000								\$0	0%
1011-021	New Chairs for Board Room			\$15,000								\$0	0%
	Other Sub Total	\$7,251	19%	\$98,000		\$0	\$0	\$29,254	\$0	\$0	\$0	\$4,408	4%
0102-001	Pipeline Replace Reserve	\$0										\$0	#DIV/0!
	CREDITS Reimbursement to Town of DB	\$0										\$0	#DIV/0!

CAPITAL IMPROVEMENT PROGRAM 2010/2011

Approved at 6/16/10 Meeting

Acct. #	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Apr 11 M-T-D Exp.	May 11 M-T-D Exp.	Jun 11 M-T-D Exp.	Plan to Approve 07/20/11	2010/2011		2010/2011 % of Budget YTD
									ACTUALS	REMB.	
	Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$37,350	\$7,447	\$114,037	\$24,829	\$0	\$825,298	#DIV/0!

Miscellaneous Adjustment:

9/16/2009
 Luhdorff Inv# 0024921 \$16027.85
 was put in Acct# 7021, s/b in Acct# 0809-002 ln

Request for authorization to pay invoices
For the Meeting on July 20, 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/10 - 6/11

Acct Code			
1	2281	Antloch Plumbing, Inc. Inv#5272, dtd 6/30/11 Repair Mens toilet at Parking lot	\$180.00
2	4789	Gates + Assoc. Inv#32147, dtd 7/6/11 Cornell Park #P4157.01	\$1,080.64
3	4789	Gates + Assoc. Inv#32151, dtd 7/6/11 Cornell Park #P4157.02	\$1,737.97
		Sub-Total	\$2,818.61
4	4789	Landscape Structures Inv#M86892, dtd 6/30/11 Play equipment	\$24,637.11
5	4789	United Parcel Service Inv#12X417271, dtd 7/2/11 re: James Breneman`	\$32.39
		TOTAL	\$27,668.11

County Acct#	Town of Discovery Bay/D.Bay L&L Park #8 Operating Expense Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	2010/2011 Month to Date Expenses					Plan to Approve 7/20/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
						Jan 11	Feb 11	Mar 11	Apr 11	May 11			
2100	Office Expenses	\$500	\$1,076	215%	\$850	\$25	\$286	-\$57	\$22	\$101	\$554	\$1,633	192%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150	\$11	\$60					\$220	147%
2103	Postage	\$50	\$0	0%	\$50							\$11	22%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785							\$60	3%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$7,424	\$7,082	\$8,306	\$7,108	\$368	\$15,327	\$93,960	80%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750		\$120	\$58	\$53	\$117	\$118	\$1,946	259%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975		\$24					\$99	10%
2170	Household Items	\$800	\$1,209	151%	\$900		\$210			\$194		\$1,283	143%
2190	Public Notices	\$100	\$533	533%	\$150								0%
2200	Memberships	\$200	\$0	0%	\$450		\$40	\$5				\$165	37%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500							\$220	44%
2251	Computer Software	\$500	\$0	0%								\$0	#DIV/0!
2270	Maintenance of Equipment	\$700	\$1,558	221%	\$950			\$6		\$171	\$138	\$404	43%
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000		\$341		\$431	\$53		\$1,870	93%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$4,000		\$300	\$295		\$20	\$275	\$2,010	50%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300	\$350	\$350		\$700	\$2	\$1,760	\$5,284	100%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$12,969	\$13,701	\$18,149	\$21,311	\$13,215	\$34,394	\$194,239	117%
2284	Requested Maintenance from County (3620)	\$500	\$0	0%								\$0	#DIV/0!
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100				\$221	\$10	\$10	\$241	241%
2303	Other Travel Employee Expenses	\$200	\$102	51%	\$1,500			\$369	\$44			\$433	29%
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100		\$4,402		\$805		\$175	\$6,318	78%
2310	Staff Payroll	\$63,000	\$39,084	62%	\$72,000			\$20,693			\$21,627	\$55,214	77%
2360	Insurance	\$8,000	\$10,389	130%	\$5,200	\$315						\$1,630	31%
2470	Road/Construction Materials (Street Signs)	\$1,000	\$0	0%	\$500							\$0	0%
2479	Other Special Expenses	\$5,000	\$5,810	116%	\$3,500					\$1,128	\$105	\$2,717	78%
2490	Miscellaneous Services & Supplies	\$200	\$21	10%	\$300	\$108						\$307	102%
3530	Taxes & Assessments	\$4,500	\$0	0%								\$0	0%
3611	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500						\$2,719	\$2,719	#DIV/0!
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500							\$0	0%
Misc.	Reserves	\$500	\$0	0%	\$500							\$0	0%
	Total Expenses	\$465,100	\$362,238	78%	\$394,494	\$21,202	\$26,856	\$47,904	\$30,698	\$15,380	\$77,193	\$180,372,982	95%

Miscellaneous Adjustments:

3/11/11 \$60.00 was in acct 2100, S/B in 2102 (11/23/10).

County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	5/1/2011 Month to Date Expenses	Jun 11 Month to Date Expenses	Approve 7/20/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500	\$3,294		\$103					\$4,062	54%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500			\$830					\$830	24%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000		\$816	\$82,021	\$11,129	\$42	\$6,381	\$27,488	\$28,875	25%
4829	DB L&L Zone #8 Landscape Master Plan Entirair	\$0	\$0		\$0	\$924	\$14,773		\$50,931				\$199,048	#DIV/0!
4834	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0		\$0								\$0	#DIV/0!
4953	Cornell Park - Discovery Bay	\$233,100	\$9,314	4%	\$350,000					\$21,822	\$17,204		\$78,466	22%
4956	Vehicle Purchase	\$3,000	\$0	0%	\$7,500		\$815	\$2,686					\$3,501	47%
	Tools & Sundry Equipment	\$1,000	\$26	3%	\$1,000		\$2,600						\$17,493	#DIV/0!
	Total	\$251,100	\$14,182	6%	\$484,500	\$4,217	\$18,804	\$85,639	\$62,060	\$21,864	\$23,585	\$27,488	\$334,874	69%

*** DB L&L Zone #8 Misc. Projects (1) |
1 Willow Lake Rd \$120,000
2 Discovery Bay Blvd. (East) \$230,000
\$350,000

**Request for authorization to pay invoices
For the Meeting on July 20, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/10 - 6/11**

Acct Code

2282	Odyssey Landscape Inv#36035979, dtd 6/28/11 Drainage work @ Ravenswood Park	\$1,300.00
4546	American Retrofit Inv#115, dtd 6/29/11 Labor to check solar light @ Ravenswood Park	\$350.00

Total **\$1,650.00**

2010/2011

Town of Discovery Bay/L&L #9 Ravenswood
Operating Expense Budget
Approved at 6/16/10 Meeting

County Acct#	Account Description	2009/2010 Budget	2010/2011 Budget	58.33% Jan 10 Month to Date Expenses	66.67% Feb 10 Month to Date Expenses	75.00% Mar 10 Month to Date Expenses	83.33% Apr 10 Month to Date Expenses	91.67% May 10 Month to Date Expenses	91.67% Jun 11 Month to Date Expenses	Planned to Pay 7/20/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	\$150	\$60	\$25		\$38	\$94				\$511	341%
2102	Books, Periodicals & Subscriptions	\$50	\$50	\$21								\$24	49%
2103	Postage	\$50	\$50	\$21								\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	\$650									\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	\$12,500	\$600	\$566	\$1,369	\$577	\$9	\$1,368			\$13,756	110%
2130	Small Tools & Instruments	\$100	\$100	\$100	\$26	\$48	\$414	\$52	\$63			\$798	798%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	\$500									\$103	21%
2170	Household Items	\$0	\$700		\$46	\$35		\$43				\$317	45%
2190	Public Notices	\$50	\$150									\$253	189%
2200	Memberships	\$50	\$165									\$40	24%
2250	Rent & Lease of Equipment	\$500	\$500									\$0	0%
2251	Computer Software	\$500	\$500									\$0	0%
2270	Maintenance of Equipment	\$200	\$200									\$0	0%
2271	Automotive Supplies & Repairs	\$300	\$300									\$80	40%
2272	Gasoline/Fuel for Equipment	\$300	\$500		\$297	\$75	\$250					\$337	112%
2282	Grounds Maintenance	\$54,000	\$48,540	\$2,920	\$2,912	\$3,765	\$5,294	\$1,920	\$8,722	\$1,300		\$1,229	246%
2301	Auto Mileage/Employee Reimbursement	\$100	\$100									\$43,274	839%
2303	Other Travel Employee Expenses		\$250									\$23	0%
2310	Professional Services	\$5,000	\$2,000									\$0	0%
2310	Staff Payroll	\$13,000	\$25,500		\$1,964	\$6,379			\$815			\$10,955	549%
2360	Insurance	\$5,000	\$1,850	\$315		\$3,073			\$11,612			\$17,839	70%
2470	Road/Construction Materials (Street Signs)		\$5,000									\$490	27%
2479	Other Special Expenses		\$500		\$10		\$25		\$1,812			\$0	0%
2490	Miscellaneous Services & Supplies		\$300					\$34				\$2,180	436%
3530	Taxes & Assessments	\$1,000	\$500									\$34	11%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	\$100									\$0	0%
	Misc. Reserves											\$0	0%
	Total Expenses	\$85,150	\$95,955	\$3,917	\$5,846	\$14,743	\$6,599	\$2,152	\$24,785	\$1,300		\$92,473	96%

Reserves=
Total Reserves
* Maintenance includes bioswales/mitigation areas.
* Future budget for utilities etc. to be based on actuals.

Town of Discovery Bay/L&L #9 Ravenswood
Capital / Asset

For 2007/08 there is no planned Capital Improvement
Plans

Miscellaneous Adjustments:

3/11/11 \$34.79 was in 2282. S/B in acct. 2170

County Acct#	Account Description	2010/2011 Budget	Town of Discovery Bay/D.Bay L&L Zone #9 Capital / Asset Budget 10/11						2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			66.67% Feb 10 Month to Date Expenses	75.00% Mar 10 Month to Date Expenses	83.33% Apr 10 Month to Date Expenses	91.67% May 10 Month to Date Expenses	100.00% Jun 10 Month to Date Expenses	Planned to Pay 7/20/2011			
4226	Various Park	\$0									
4265	Various Improvements	\$87,865	\$71,777	\$29,212		\$157					
4546	Structure & Walkway Repairs	\$11,000	\$3,245	\$8,564	\$1,199		\$350	104,830	119%		
4789	Playground Equipment	\$0						31,435	286%		
4956	Tools & Sundry Equipment	\$0						0			
	Total	\$98,865	\$75,022	\$37,776	\$0	\$1,199	\$350	\$0	136,265	138%	



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

July 20, 2011

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

Agenda Title

Responses to Contra Costa County Civil Grand Jury Reports 1104 and 1105.

Recommended Action

That the Board of Directors approve sending response letters to the Contra Costa County Civil Grand Jury regarding Report No. 1104 "Elected Board Membership" and Report No. 1105 "Ethics and Transparency Issues in Contra Costa County" and authorize the Board President to sign the respective response letters

Executive Summary

On April 28, 2011 the Town of Discovery Bay CSD received a letter and accompanying Report No. 1104 from the Contra Costa County Civil Grand Jury. The report was titled "Elected Board Membership." A copy of that report is attached.

On May 31, 2011 the Town of Discovery Bay CSD received a letter and accompanying Report No. 1105 from the Contra Costa County Civil Grand Jury. The report was titled "Ethics and Transparency Issues in Contra Costa County." A copy of that report is attached.

The California Government Code requires that the responding party reply to each finding and recommendation. The deadline for Report No. 1104 is July 25, 2011 and the deadline for Report No. 1105 is August 24, 2011.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Contra Costa County Civil Grand Jury Report 1104 and proposed response letter,
Contra Costa County Civil Grand Jury Report 1105 and proposed response letter,

AGENDA ITEM: E-3

Grand Jury

Contra
Costa
County



4-28-11

725 Court Street
P.O. Box 911
Martinez, CA 94553-0091

April 26, 2011

Rick Howard, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Rick Howard:

Attached is a copy of Grand Jury Report No. 1104, "Elected Board Membership" by the 2010-2011 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefor.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

Rick Howard, General Manager
Town of Discovery Bay Community Services District
April 26, 2011
Page 2

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than July 25, 2011.

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to jcuev@contracosta.courts.ca.gov (Word document).

Sincerely,



LINDA L. CHEW, Foreperson
2010-2011 Contra Costa County Civil Grand Jury

RECEIVED
COURT
4-28-11

A REPORT BY
THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY

725 Court Street
Martinez, California 94553

REPORT 1104

Elected Board Membership


APPROVED BY THE GRAND JURY:

Date: APRIL 6, 2011


LINDA L. CHEW
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 4-21-11


JOHN LAETTNER
JUDGE OF THE SUPERIOR COURT

Contact: Linda Chew
Foreperson
(925) 957-5638

Contra Costa County Grand Jury Report #1104

ELECTED BOARD MEMBERSHIP Public Service or Public Employment?

**TO: Cities and Towns in Contra Costa County (see distribution list)
Independent Special Districts (see distribution list)**

SUMMARY

Given the difficult economic challenges facing local government, the Contra Costa County Grand Jury conducted a survey about compensation for elected Special District Boards (Board) and City Councils (Council). The Grand Jury looked at the use of funds and if the total amounts spent by these agencies for elected officials' compensation seemed reasonable.

The study revealed significant compensation disparities among elected Boards and Councils within Contra Costa County (County).

For example, while Martinez and Oakley both have similar populations of about 35,000 residents, the Martinez City Council total compensation is \$131,326, while Oakley's is only \$28,544.

San Ramon with 60,000 residents pays \$163,190 to its entire Council while Pittsburg, with slightly more residents, pays its Council \$40,035.

Richmond and Antioch, both with around 100,000 residents, pay their entire Councils \$267,139 and \$112,591 respectively.

The Grand Jury recognizes those agencies that pay nothing or minimum compensation and thus demonstrate the spirit of public service.

At the same time, there are a large number of Boards and Councils that are being compensated amounts which may be viewed as exorbitant. Board and Council members are elected to serve their constituents. They set policy, oversee programs and services administered by professional employees and are accountable to the public for their actions.

The Grand Jury believes the public should be aware of the compensation paid to their elected officials, what benefits are provided and whether the compensation structure indicates that the spirit of public service has changed to an entitlement of public employment.

BACKGROUND

County residents are living in very difficult economic times, in which both public agencies and individuals have had to cut spending.

The Grand Jury surveyed all 19 cities in the County as well as the 27 largest independent special districts that have their own publicly elected Boards of Directors. Population information for the analysis was obtained from Local Agency Formation Commission reports. The survey collected data for Fiscal Years (FY) 2008-09 and 2009-10.

Information was requested for the following categories pertaining to annual expenditures for elected officials: salary and/or meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, car allowance or mileage, cell phone and/or internet access and travel & conference costs.

The total amount spent county-wide in FY 2009-10 on compensation for the surveyed Boards and Councils was \$2,419,169.

The following data is grouped by cities and special districts. Data reported are the total amounts for each Board or Council regardless of the number of elected members. All cities have five elected Council members with the exception of Richmond, which has seven. All special districts have five Board members except the Byron-Bethany Irrigation District, which has nine, with two vacancies.

Cities

- The average annual amount spent for each Council was \$77,895.
- Lafayette, Moraga and Orinda had minimal expenses for their elected leaders.
- Eight cities compensate their elected leaders more than the average for all surveyed. These cities spent an average of \$136,145. Of that amount, 76.4% was paid for salary and/or meeting fees and health care benefits. See table below.
- Twelve cities pay for elected officials' pensions or other forms of retirement benefits.
- Twelve cities pay for elected officials' health care insurance costs.
- Eight cities pay life insurance premiums for elected officials.
- Six cities pay for elected officials' cell phone or internet access.

The following table summarizes the compensation data collected for the cities.

Total Council Compensation Expense

Cities	Population	Cost	Salary and/or Meeting Fees	Health Care Insurance Costs	Pension & Deferred Comp	Other Costs
City of Lafayette	24,500	\$631	\$0	\$0	\$0	\$631
Town of Moraga	16,800	\$2,673	\$0	\$0	\$0	\$2,673
City of Orinda	17,600	\$2,801	\$0	\$0	\$0	\$2,801
City of Oakley	34,000	\$28,544	\$27,924	\$0	\$0	\$620
City of Clayton	10,784	\$29,590	\$23,400	\$0	\$4,640	\$1,550
City of El Cerrito	23,596	\$37,613	\$26,710	\$0	\$3,574	\$7,329
City of Pittsburg	63,004	\$40,035	\$33,240	\$5,220	\$0	\$1,575
Town of Danville	42,601	\$54,998	\$40,064	\$11,764	\$1,502	\$1,668
City of Pinole	19,193	\$59,965	\$17,862	\$41,396	\$0	\$707
City of Walnut Creek	66,000	\$61,798	\$35,100	\$0	\$16,086	\$10,612
City of Pleasant Hill	33,377	\$72,206	\$37,950	\$27,541	\$4,569	\$2,146
City of Brentwood	50,614	\$91,998	\$34,155	\$42,425	\$2,186	\$13,232
City of Hercules	23,000	\$93,691	\$51,960	\$34,141	\$5,059	\$2,531
City of San Pablo	30,950	\$100,961	\$45,210	\$37,906	\$6,555	\$11,290
City of Antioch	100,150	\$112,591	\$53,746	\$1,922	\$5,576	\$51,346
City of Concord	124,780	\$128,262	\$74,580	\$42,303	\$10,720	\$659
City of Martinez	36,179	\$131,326	\$46,200	\$71,416	\$9,697	\$4,012
City of San Ramon	59,002	\$163,190	\$47,935	\$59,768	\$12,457	\$43,030
City of Richmond	102,186	\$267,139	\$152,130	\$53,700	\$0	\$61,309
Total of 19 Cities		\$1,480,012	\$748,166	\$429,502	\$82,622	\$219,721
Average of 19 Cities		\$77,895	\$39,377	\$22,605	\$4,349	\$11,564

Note: Richmond has seven Council members; all other cities have five Council members

Special Districts

- The average annual amount spent for each Board was \$34,784.
- Nine special districts paid their elected leaders from zero to less than \$100 in total. They are: Crockett Community Services District, Diablo Community Services District, Kensington Police Protection & Community Services District, Town of Knightsen Community Services District, Kensington Fire Protection District, Rodeo-Hercules Fire Protection District, Bethel Island Municipal Improvement District, Green Valley Recreation and Park District, and Moraga-Orinda Fire District.
- Eight special districts compensate their elected officials more than the average for all surveyed. These districts spent an average of \$99,089. Of that amount 87.7% was paid for salary and/or meeting fees and health care insurance costs. See the table below.
- Eight out of the nine most generous special districts are water or wastewater providers that pass on their costs to rate payers.
- Three special districts contribute to pension or other form of retirement benefits for one or more elected officials.

- Nine special districts pay for health care insurance costs for one or more elected officials.
- Four special districts pay life insurance premiums for one or more elected officials.

The following table summarizes the compensation data collected for the 27 special districts.

Total Special District Board Compensation Expense

Special District	Popu- lation	Total Cost	Salary & Meeting Fees	Health Care Insurance Costs	Pension	Other Costs
Crockett Community Services District	3,500	\$0	\$0	\$0	\$0	\$0
Diablo Community Services District	1,200	\$0	\$0	\$0	\$0	\$0
Kensington Police Prot & Com. Serv. Dist.	5,000	\$0	\$0	\$0	\$0	\$0
Knightsen Town Community Serv. Dist	1,500	\$0	\$0	\$0	\$0	\$0
Kensington Fire Protection District	4,936	\$0	\$0	\$0	\$0	\$0
Rodeo-Hercules Fire Protection District	30,000	\$0	\$0	\$0	\$0	\$0
Bethel Island Municipal Improve District	3,000	\$0	\$0	\$0	\$0	\$0
Green Valley Recreation and Park District	473	\$0	\$0	\$0	\$0	\$0
Moraga-Orinda Fire District	42,000	\$50	\$0	\$0	\$0	\$50
Byron Sanitary District	995	\$4,425	\$4,425	\$0	\$0	\$0
Diablo Water District	31,000	\$7,365	\$7,300	\$0	\$0	\$65
Ambrose Recreation and Park District	23,000	\$7,858	\$5,150	\$0	\$0	\$2,708
Rodeo Sanitary District	8,717	\$8,975	\$8,975	\$0	\$0	\$0
San Ramon Valley Fire Protection Dist	158,071	\$12,331	\$8,085	\$0	\$0	\$4,246
Pleasant Hill Recreation and Park District	40,003	\$15,226	\$12,500	\$0	\$0	\$2,726
West Contra Costa Healthcare District	201,196	\$16,385	\$8,200	\$4,188	\$0	\$3,997
Los Medanos Comm. Healthcare District	81,953	\$20,500	\$20,500	\$0	\$0	\$0
Discovery Bay Community Services Dist	15,000	\$22,661	\$22,500	\$0	\$0	\$161
Stege Sanitary District	40,000	\$30,670	\$22,540	\$0	\$0	\$8,130
Mt. View Sanitary District	18,253	\$41,283	\$19,307	\$12,593	\$0	\$9,383
Mt. Diablo Healthcare District	191,452	\$42,498	\$0	\$42,498	\$0	\$0
East Contra Costa Irrigation District	60,000	\$76,227	\$3,605	\$72,192	\$0	\$430
Ironhouse Sanitary District	35,350	\$94,070	\$28,220	\$62,780	\$2,051	\$1,020
Contra Costa Water District	550,000	\$99,826	\$36,700	\$41,177	\$0	\$21,949
Byron-Bethany Irrigation District	3,000	\$105,380	\$5,360	\$99,684	\$0	\$336
Central Contra Costa Sanitary District	451,900	\$158,174	\$52,156	\$90,435	\$0	\$15,583
West County Wastewater District	124,398	\$175,254	\$93,934	\$44,277	\$18,823	\$18,220
<i>Total of 27 Special Districts</i>		<i>\$939,158</i>	<i>\$359,457</i>	<i>\$469,823</i>	<i>\$20,873</i>	<i>\$89,005</i>
<i>Average of 27 Special Districts</i>		<i>\$34,784</i>	<i>\$13,313</i>	<i>\$17,401</i>	<i>\$773</i>	<i>\$3,296</i>

Note: Byron-Bethany Irrigation District has nine Board members, of which two are vacant; all other special districts have five Board members.

Contra Costa Water District reported no pensions paid but has a provision in their retirement plan to pay a pension for Board members at age 62 after 10 years of service.

Professional full-time managers are hired to run each agency. Historically, elected officials have looked upon their work as public service for the betterment of the community. Agencies have provided their elected leaders with benefits. These include health care insurance, employer paid retirement benefits, life insurance premiums, payments for cell phone/internet access, and mileage reimbursement or car allowance.

The total dollar amounts are small in relation to agency overall budgets. However, services to the public are being reduced in most agencies which usually means staff reductions. Although service reductions have been implemented, governing boards have continued to enjoy the same level of benefits. They should demonstrate their leadership by eliminating or reducing benefits.

FINDINGS AND RECOMMENDATIONS

Each agency named needs to respond only for its own practices.

Finding # 1: Sixteen cities and eighteen special districts provide benefits to their elected leaders in some fashion. These benefits may include salary, meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, cell phone usage, and internet connections.

Recommendation # 1: All cities and special districts should conduct an annual public review of compensation provided to their respective elected Councils and Boards. This review should include such items as salary, meeting fees, health care insurance costs, pension/deferred compensation, life insurance premiums, cell phone usage, and internet connections. The public review should address whether or not changes in compensation are warranted.

Finding # 2: Eight cities spend more than the county-wide average (\$39,377) for salary and meeting fees. They are: Antioch, Concord, Danville, Hercules, Martinez, Richmond, San Pablo and San Ramon.

Recommendation # 2: These cities, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement reductions of salary and meeting fee expenditures to bring them in line with other cities.

Finding # 3: Eight special districts spend more than the county-wide average (\$13,313) for salary and meeting fees. They are: Central Contra Costa Sanitary District, Contra Costa Water District, Discovery Bay Community Services District, Ironhouse Sanitary District, Los Medanos Community Healthcare District, Mt. View Sanitary District, Stege Sanitary District and West County Wastewater District.

Recommendation # 3: These special districts, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement a

reduction of salary and meeting fee expenditures to bring them in line with other special districts.

Finding # 4: Health care benefits are provided to elected Board members by twelve cities and nine special districts.

Recommendation # 4: The policy of paying health care insurance costs for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Concord, Danville, Hercules, Martinez, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo and San Ramon.

Special Districts: Byron-Bethany Irrigation District, Central Contra Costa Sanitary District, Contra Costa Water District, East Contra Costa Irrigation District, Ironhouse Sanitary District, Mt. Diablo Healthcare District, Mt. View Sanitary District, West Contra Costa Healthcare District and West County Wastewater District.

Finding # 5: Pension benefits, with potential long-term financial implications for the agency, are provided to Council and Board members by twelve cities and three special districts.

Recommendation # 5: The policy of paying pension or deferred compensation for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, Pleasant Hill, San Pablo, San Ramon and Walnut Creek.

Special Districts: Central Contra Costa Sanitary District, Ironhouse Sanitary District and West County Wastewater District.

REQUIRED RESPONSES

Findings and Recommendations:

Cities and Towns

Antioch	1, 2, 4 and 5
Brentwood	1, 4 and 5
Clayton	1 and 5
Concord	1, 2, 4 and 5
Danville	1, 2, 4 and 5
El Cerrito	1 and 5
Hercules	1, 2, 4 and 5
Martinez	1, 2, 4 and 5
Oakley	1
Pinole	1 and 4
Pittsburg	1 and 4
Pleasant Hill	1, 4 and 5
Richmond	1, 2 and 4

San Pablo	1, 2, 4 and 5
San Ramon	1, 2, 4 and 5
Walnut Creek	1 and 5

Independent Special Districts:

Ambrose Recreation and Park District	1
Byron-Bethany Irrigation District	1 and 4
Byron Sanitary District	1
Central Contra Costa Sanitary District	1, 3, 4 and 5
Contra Costa Water District	1, 3 and 4
Diablo Water District	1
Discovery Bay Community Services District	1 and 3
East Contra Costa Irrigation District	1 and 4
Ironhouse Sanitary District	1, 3, 4 and 5
Los Medanos Community Healthcare District	1 and 3
Mt. Diablo Healthcare District	1 and 4
Mt. View Sanitary District	1, 3 and 4
Pleasant Hill Recreation and Park District	1
Rodeo Sanitary District	1
San Ramon Valley Fire Protection District	1
Stege Sanitary District	1 and 3
West Contra Costa County Healthcare District	1 and 4
West County Wastewater District	1, 3, 4 and 5

Distribution List:

Cities and Towns

Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek.

Independent Special Districts:

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Stege Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District.



TOWN OF DISCOVERY BAY CSD

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

July 20, 2011

Linda L. Chew, Foreperson
2010-2011 Contra Costa County Civil Grand Jury
725 Court Street
Post Office Box 911
Martínez, CA 94553-0091

Ref: Contra Costa County Civil Grand Jury Report No. 1104 "Elected Board Membership"

Dear Foreperson Chew;

The Board of Directors for the Town of Discovery Bay Community Services District ("TODBCSD") have received the April 26, 2011 Contra Costa County Civil Grand Jury Report No. 1104 "Elected Board Membership" and has reviewed its findings. The TODBCSD was asked to respond to the findings and subsequent recommendations relative to Findings No. 1 and 3, respectively.

FINDING #1

The TODBCSD agrees with the Contra Costa County Civil Grand Jury Finding #1. The TODBCSD does, as stated in Report No. 1104 "... provide benefits to their elected leaders in some fashion. These benefits may include salary, meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, cell phone usage, and internet connections."

The TODBCSD fully complies with and adheres to California Government Code Section 61047(a) which states "The board of directors may provide by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month."

In addition, the TODBCSD provides an amount not to exceed \$527/month for various health care premiums. Pursuant to GC§ 61047(c), the TODBCSD also reimburses travel, mileage and incidental expenses while representing the district on official business.

RECOMMENDATION #1

Recommendation #1 suggests that "All cities and special districts should conduct an annual review of compensation provided to their respective elected councils and boards". The TODBCSD partially agrees with Recommendation #1 in that compensation should be reviewed by its Board of Directors but disagrees that it should be done annually.

All of California's Independent Special Districts are subject to California Government Code Sections 61000 et seq., including the Town of Discovery Bay Community Services District. Board member compensation, and the narrow manner in which it is permitted, is specifically acknowledged in the aforementioned Government Code sections.

The TODBCSD has an established meeting structure for its official Board Meetings. The TODBCSD Board of Directors meets on the first and third Wednesdays of each month at 7:00 pm. Regularly scheduled Board meetings provide the opportunity to conduct the business of the district and to carry out the duties of their position. Additionally, it is at times necessary to call for a special meeting, to conduct a community workshop, or to attend a meeting that qualifies for a stipend pursuant to California Government Code Sections 61047(a) and 61047(e). At virtually each regular meeting the items of compensation for each Board

member are contained in the warrants which are available to the public and reviewed by the Board of Directors before approving the expenditure. Thus, an annual review is unnecessary.

Any interested member of the public can review compensation of any TODBCSD Board member for compliance and conformity with California GC§61047.

FINDING #3

The TODBCSD agrees with the information relative to the Contra Costa County Civil Grand Jury Finding #3 that compensation for elected members of the Town of Discovery Bay CSD Board of Directors exceeds the mean average for all special districts within Contra Costa County.

However, and as explained in the response to Finding and Recommendation #1, it should yet again be acknowledged that the district fully complies with CSD Law and its associated California Government Codes 61000 et seq. relative to elected Board member compensation practices. A mean average, while simplistic, does not accurately reflect the amount of compensation a board receives in connection with the work that it does as compared to other districts with similar duties or the policy of the amount of payment a particular district may decide to implement. The TODBCSD is a community services district with a broad range of duties including sewer, water, recreation, and lighting/landscaping for the residents of Discovery Bay. In order to fulfill its obligations as a Board, it meets twice a month and requires its members to participate in committees and attending meetings of other public bodies. While the TODBCSD does not know how many meetings and what responsibilities each of the other special districts have that were used for arriving at the mean average, the TODBCSD believes that the compensation it is providing to Board members is in conformance with law and reasonable.

RECOMMENDATION #3

The TODBCSD will not implement Recommendation #3 by implementing a salary reduction for elected members of the board since it is providing its board member compensation at each regular meeting. Elected board members of Independent Special Districts in California do not receive a salary. Pursuant to GC§ 61047(a), board members are paid a stipend for a "day of service". Elected officials are required by their oath of office to uphold and defend the laws of the state of California and the Constitution of the United States of America. In carrying out their offices, it is necessary to meet and conduct the business of the district, either at a regularly scheduled meeting, a special meeting of the board, a community workshop, or any other type of meeting that warrants their participation. Elected members of boards and city councils work tirelessly and attend a number of public events. Some of these meetings are not compensated, yet as a result of their elected position, officials are expected to attend these events in order to be effective leaders. The types of meetings that a special district board member receives compensation for are clearly defined in California Government Code Section 61047(e) and are narrowly construed. Board members of Independent Special Districts are compensated by the number of meetings they attend, however, those meetings must fall into those specific categories that are defined in GC§ 61047(e).

The Town of Discovery Bay Community Services District Board of Directors is in full compliance and executes their obligations consistent with laws of the state of California.

Respectfully submitted,

J. Kevin Graves, President
Town of Discovery Bay Community Services District

RH/ca

Cc: Board of Directors
Daniel J. Schroeder, Neumiller and Beardslee

Grand Jury

remanded to Board of Supervisors 6/6/11

Town of Discovery Bay
Received 5/31/11
725 Court Street
P.O. Box 911
Martinez, CA 94553-0091

Contra Costa County



May 26, 2011

Rick Howard, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Rick Howard, General Manager:

Attached is a copy of Grand Jury Report No. 1105, "Ethics and Transparency Issues in Contra Costa County" by the 2010-2011 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding;
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefor.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

- 1. The recommendation has been implemented, with a summary describing the implemented action.
- 2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
- 3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.

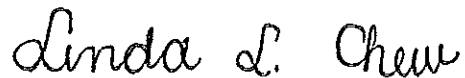
Town of Discovery Bay Community Services District
May 26, 2011
Page 2

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **August 24, 2011**.

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to jcuev@contracosta.courts.ca.gov (Word document).

Sincerely,



LINDA L. CHEW, Foreperson
2010-2011 Contra Costa County Civil Grand Jury

A REPORT BY
THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY

725 Court Street
Martinez, California 94553

REPORT 1105

Ethics and Transparency Issues in Contra Costa County

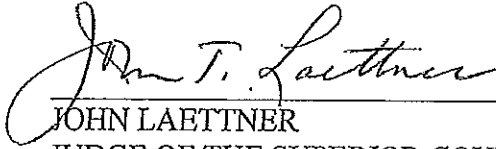
APPROVED BY THE GRAND JURY:

Date: MAY 4, 2011


LINDA L. CHEW
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 5/16/11


JOHN LAETTNER
JUDGE OF THE SUPERIOR COURT

Contact: Linda Chew
Foreperson
(925)-567-9638

Contra Costa County Grand Jury Report 1105

ETHICS AND TRANSPARENCY ISSUES IN CONTRA COSTA COUNTY

**TO: Contra Costa County Board of Supervisors
Contra Costa Local Agency Formation Commission
Cities in Contra Costa County
Independent Special Districts in Contra Costa County**

SUMMARY

Ethical behavior and transparency (openness) by public officials are essential to good government. Despite the fact that County officials receive ethics training, the Grand Jury has found instances of ethical breaches.

In some cases, there have been public accusations of ethical misbehavior and/or misrepresentation, charges of nepotism and cronyism, and allegations of long-term County mismanagement of a mitigation fund.

The Grand Jury believes that greater effort must be made to improve openness and accountability, to display more sensitivity to ethical considerations, and to be aware of any appearances of impropriety to the public.

BACKGROUND

Effective January 1, 2006, AB 1234 (Government Code Sections 53232, et seq.) required that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles. The requirement applies not only to the governing body of a local agency but also to members of commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Training must be renewed every two years.

According to the Fair Political Practices Commission and the California Attorney General, training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

(1) Laws relating to personal financial gain by public servants...

- (A) Laws prohibiting bribery (Pen. Code, § 68)
 - (B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).
 - (C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).
 - (D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).
 - (E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).
- (2) Laws relating to claiming perquisites of office
 - (3) Government transparency laws
 - (4) Laws relating to fair processes

The Grand Jury has divided the remainder of this report into several sections. Each section contains its own findings and recommendations. An overall finding and recommendation has also been made that may apply to all agencies throughout the County.

LAFCO: SOME MEMBERS OVERSTEPPING THEIR BOUNDARIES

BACKGROUND

The Contra Costa Local Agency Formation Commission (LAFCO) reviews, approves, or disapproves changes in organization to cities and special districts including annexations, detachments, new formations and incorporations. Its members (commissioners) serve the entire county and are to be neutral decision makers. LAFCO commissioners are guided by a Commissioner's Handbook which states:

“Government Code Section 56325.1 states that while serving on the Commission all members shall exercise their independent judgment on behalf of the interests of residents, property owners and the public as a whole.”

In May, 2010, two LAFCO commissioners addressed a developer-sponsored local ballot measure to extend the Urban Limit Line of the City of Brentwood. Prior to the election, these commissioners signed a public letter indicating that they were speaking not only as LAFCO spokespeople, but as representatives of the Contra Costa County Mayors' Conference, their appointing agency. They stated that should Brentwood voters defeat Measure F, LAFCO could annex the land in question to Antioch. Further, certain other LAFCO commissioners, instead of speaking to these statements, chose to weigh in supportively on the **content** of the letter, when the matter was not before LAFCO. The measure failed, and both LAFCO and the Mayors' Conference took some action to address this.

LAFCO stated that its procedures do not allow for reprimand or removal of offenders, but inserted new language into the Commissioner's Handbook (1.4 Rules and Procedures – Section F.5) which details when a commissioner may act as a spokesperson.

The Mayors' Conference, while voting (12-4) not to remove the involved commissioners, issued an admonishment, and adopted an amendment to the Conference Policies and Procedures statement prohibiting individual positions from being expressed as representative of the will of the Conference. In its motion, the Mayors' Conference stated that it "is not in the business of taking issues on individual matters, especially when pitting one city against another."

The Grand Jury recognizes that some corrective actions have been taken. However, some LAFCO members weighed in favorably on the import of the letter. While LAFCO had the option to recommend removal to the offending members' appointing authority for "malfeasance of office" (Commissioner Handbook 1.2), it did not do so.

FINDINGS

1. Some LAFCO members committed ethical breaches by indicating that they spoke on behalf of LAFCO and the Mayors' Conference on matters not before LAFCO.
2. Certain other LAFCO members weighed in inappropriately on the statements.

RECOMMENDATIONS

1. All LAFCO members, including the public member, should receive regular training per AB 1234*, on the LAFCO Commissioners Handbook with particular focus on LAFCO's mission statement and ethics, as well as the Updated Commissioner Representation policy (1.4 Rules and Procedures – Section F.5).
2. LAFCO should promptly consider appropriate action when a violation of its policies occurs.

***AB 1234 - Local Officials Ethics Training Requirement**

The newest of these ethics training requirements applies to certain local public officials. While similar to the rules for state officials that have been in place since 1998, the rules applicable to local officials are different in content, including a requirement that these officials receive training not only in applicable ethics laws but also in ethics principles and agency rules.

NEPOTISM ALIVE IN CEMETERY DISTRICT

BACKGROUND

Nepotism is favoritism (as in appointment to a job) based on kinship.¹

Nepotism undermines public trust by making government look like a family business run not for the community, but for the families in power.²

The Contra Costa County Board of Supervisors (BOS) makes appointments to certain special district boards. Each Supervisor recommends appointments for their respective district, after public notice of vacancy and interviews of applicants have been completed.

Recently, when a Supervisor's spouse sought an opening on the board of a small cemetery district, this notice and interview process was not initially followed. As a result, there was significant public reaction to the appearance of nepotism.

The spouse of one Supervisor sat on LAFCO, which regulates County boundaries. A prerequisite for this person's inclusion on LAFCO was being on the board of a special district. This person's current special district membership was ending soon and he sought a special district slot elsewhere.

In violation of California's Maddy Act (Gov. Code Section 54970-54974) the Clerk of the Board failed to advertise/post this opening to the public. As a result, several interested candidates were not considered or interviewed. The Supervisor self-recused and another Supervisor recommended appointment of the spouse. Ultimately, the BOS referred the process to an impartial outside panel, so as to avoid any real or perceived conflict-of-interest. The position was then advertised and applications from eight people were received.

After an interview process, a different individual was recommended by the special panel and was appointed by the BOS.

Subsequently, the BOS adopted an anti-nepotism policy that prohibits appointment by BOS members of relatives, domestic partners, and individuals with shared business interests to Boards, Councils, and Advisory Panels.

¹ Merriam-Webster Dictionary

² Robert Wechsler
Director of Research, City Ethics
<http://www.cityethics.org/node/811>

FINDINGS

1. There was a failure to advertise/post the open position, in compliance with the Maddy Act.

2. The initial recommendation to appoint the spouse of the Supervisor for the open special district position was not consistent with the appointment procedure.
3. At a minimum, these improprieties created the appearance of nepotism.
4. The formation of an outside, impartial panel to interview and select an applicant was appropriate.
5. The adoption of a County anti-nepotism policy was proper.

RECOMMENDATIONS

1. The County should adopt a policy requiring the formation of impartial selection committees in situations where there are conflicts of interest, real or perceived, that cannot be adequately addressed by a normal recusal process.

THE DECOMPOSING OF THE KELLER CANYON MITIGATION FUND

BACKGROUND

The Keller Canyon Mitigation Fund (KCMF) was established in 1992 to lessen the impacts of an East County landfill on roads, open space, and the surrounding community. Funds are generated through dumping fees and granted through an application process. Approximately \$14 million has been awarded over the past ten years.

In 2005, the BOS voted to eliminate the Finance Committee oversight of the KCMF. Since then the District Supervisor, the Supervisor's Chief-of-Staff, and a County employee comprise the KCMF Committee, and have had discretion in the awarding of grants. Eligible recipients of grants have expanded from those who were truly impacted by the landfill to any non-profit groups the KCMF Committee deems eligible.

In 2010, a group of concerned citizens complained about irregularities with the KCMF's operations. The group conveyed its concerns to various County agencies. Among these were:

- KCMF is being used illegally as a political "slush fund."
- KCMF lacks required grantee and management paperwork (applications, work plans, progress reports, etc.).
- Substantial expenditures are being made outside of the intent and guidelines of the KCMF, often without required BOS approval.

The Contra Costa County Auditor-Controller's office addressed the charges in its November 5, 2010, "Response to Allegations Concerning the Keller Canyon Mitigation Fund" Report (Auditor's report).

A fraud audit was not performed. However, it was determined that the "internal control environment of the KCMF is seriously deficient" and that because of this there is "a possibility of fraud and abuse". In addition, it was determined that over the last 10 years, \$634,372 was spent without required BOS approval, and that since 2005, when BOS Finance Committee oversight ended, the fund has had a deficit in each of the following years.

The Auditor's report detailed some problem areas with the fund and recommended, among other goals, restoring transparency, accountability, and public confidence in county governance with regard to the KCMF.

One recommendation calls for establishment of an ethics policy and training for KCMF Committee members. This recommendation, which "includes a recusal provision," seeks to eliminate numerous instances where KCMF Committee members also sit on boards of grantee organizations.

At the time this Grand Jury report was written, the BOS had instructed the Finance Committee to review the Auditor's Report and its recommendations.

FINDINGS

1. Proper oversight of the KCMF by the BOS is lacking, which provides opportunity for impropriety.
2. The KCMF has distributed grants without the required applications, work plans, and follow-up reports.
3. The KCMF, as currently administered, is not transparent, and lends itself to a perception of being a "political slush fund," (defined as "A sum of money used for illicit or corrupt purposes, as for buying influence." (Webster's New Universal Unabridged Dictionary)).
4. Ethical concerns are raised when grants are awarded to organizations whose boards include members of the granting committee.
5. Despite the fact that \$14 million has been distributed over the past ten years, no annual report has been issued. At the time of the writing of this report, no County-linked website to the KCMF could be found.
6. Due to a lack of publicly available information about the KCMF, not all non-profit organizations, nor the public, are aware of the fund, its mission, and its processes, and thus are unable to benefit from it.

RECOMMENDATIONS

1. The BOS should direct the County Administrator's Office to more closely monitor the KCMF activity and ensure compliance with BOS approval requirements, as well as application, work plan and performance reporting requirements.
2. The BOS should require training on and compliance with a County ethics policy for all KCMF Committee members.
3. An annual report for the KCMF should be issued, and a County-linked website should be established to clarify mission, application and selection process and requirements.
4. The BOS should consider re-establishing the Finance Committee oversight of grant awards.
5. The BOS should ensure that all County mitigation funds, or similar funds under the control of a single Supervisor, receive proper supervision.

OVERALL FINDING

The Grand Jury finds that:

1. Avoiding the appearance of unethical behavior especially with regard to conflicts-of interest and nepotism, is crucial to public confidence in governance.

OVERALL RECOMMENDATION

1. Each of the 19 cities, 28 independent special districts and the County should review and report to the Grand Jury on the adequacy of its:
 - a) nepotism policy;
 - b) conflict-of-interest policy; and
 - c) ethics training policy.

REQUIRED RESPONSES

LAFCO section

Findings and Recommendations

Local Agency Formation Commission

1, 2

NEPOTISM section

Findings

Contra Costa County Board of Supervisors 1-5

Recommendations

Contra Costa County Board of Supervisors 1

KELLER CANYON section

Findings

Contra Costa County Board of Supervisors 1-6

Recommendations

Contra Costa County Board of Supervisors 1-5

Overall Finding and Recommendation

Finding and Recommendation

Contra Costa County Board of Supervisors 1

REQUESTED RESPONSES

Overall Finding and Recommendation

Finding and Recommendation

The cities of: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek

1

Independent Special Districts:

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Town Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Rollingwood-Wilart Park Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Stege Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District, Byron-Brentwood-Knightsen Union Cemetery District 1



TOWN OF DISCOVERY BAY CSD

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

July 20, 2011

Linda L. Chew, Foreperson
2010-2011 Contra Costa County Civil Grand Jury
725 Court Street
Post Office Box 911
Martinez, CA 94553-0091

Ref: Contra Costa County Civil Grand Jury Report No. 1105 "Ethics and Transparency Issues in Contra Costa County"

Dear Foreperson Chew;

The Board of Directors have received the May 26, 2011 Contra Costa County Civil Grand Jury Report No. 1105 "Ethics and Transparency Issues in Contra Costa County" and has reviewed its findings. The Town of Discovery Bay Community Services District (TODBCSD) was asked to respond to the findings and subsequent recommendations included in that report.

Overall Finding:

The TODBCSD concurs with the Contra Costa County Civil Grand Jury Overall Finding that it is important to "Avoid(ing) the appearance of unethical behavior with regard to conflicts-of-interest and nepotism" and that it "is crucial to public confidence in governance."

The TODBCSD takes every opportunity to avoid situations that *could* be perceived as a potential conflict of interest.

Overall Recommendation:

The Contra Costa County Civil Grand Jury recommends that each independent special district review and report to the Grand Jury on the adequacy of its:

- a) Nepotism policy;
- b) Conflict-of-interest policy; and
- c) Ethics training policy

With regard to the above mentioned inquiries, the TODBCSD responses are as follows:

- a) The TODBCSD does not feel a need to implement a nepotism policy at this time.
- b) The TODBCSD has adopted a Conflict of Interest Policy and a copy is attached for your perusal.
- c) The TODBCSD is in compliance with AB1234 and all Board members and key executive and administrative staff have completed their Ethics Training requirements consistent and pursuant to AB1234. Copies of the certificates of completion are attached for the Grand Jury's confirmation.

If you have any questions or require additional clarification, please do not hesitate to ask.

Respectfully submitted;

J. Kevin Graves, President
Town of Discovery Bay Community Services District

RH/ca

Cc: Board of Directors
Daniel J. Schroeder, Neumiller and Beardslee

Enclosures (2)

DRAFT



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2010-12

COPY

RESOLUTION AMENDING THE CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code section 81000 et seq., requires state and local government agencies to adopt and amend a Conflict of Interest Code as necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation found at California Code of Regulations, Title 2, Section 18730, which contains the terms of a standard Conflict of Interest Code which may be adopted by reference; and


WHEREAS, it is necessary to amend the Conflict of Interest Code to reflect the current positions; and

WHEREAS, a public hearing was held to consider the amendments pursuant to Government Code Section 87311.

HOW THEREFORE, BE IT RESOLVED that the Board of Director amends it Conflict of Interest Code as set forth in the attached Conflict of Interest Code.

PASSED, APPROVED AND ADOPTED THIS 1ST DAY OF SEPTEMBER 2010.

J. KEVIN GRAVES


President, Board of Directors

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 regularly schedule meeting, held on the 1st of September, 2010, by the following vote of the Board:

AYES:	<u>5</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTENTION:	<u>0</u>

RICHARD J. HOWARD


Secretary, Board of Directors

2010 Local Agency Biennial Notice

Name of Agency: Town of Discovery Bay Community Services District
Mailing Address: 1800 Willow Lake Road, Discovery Bay, CA 94505
Contact Person: Rick Howard Office Phone No: 925.634.1131
E-mail: Canderson@todb.ca.gov Fax No: 925.513.2705

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. This agency has reviewed its conflict-of-interest code and has determined that (Check one box):

An amendment is required. The following amendments are necessary:
(Mark all that apply.)

- Include new positions (including consultants) that must be designated.
- Delete positions that manage public investments from the list of designated positions.
- Revise disclosure categories.
- Revise the titles of existing positions.
- Delete titles of positions that have been abolished.
- Other (describe) _____

No amendment is required.

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

[Handwritten Signature]
Signature of Chief Executive Officer

2 SEP 10
Date

Complete this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2010, to:

Clerk of the Board of Supervisors
Contra Costa County
651 Pine Street, Room 106
Martinez, CA 94553

CONFLICT OF INTEREST CODE FOR THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICE DISTRICT

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosed categories are set forth, constitute the conflict of interest code of the Town of Discovery Bay Community Service District.

Designated members and employees shall file statements of economic interests with the Town of Discovery Bay Community Service District. The statements will be available for public inspection and reproduction. (Gov. Code Section 81008).

APPENDIX

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Directors	All
General Manager	All
Water and Waste Water Manager	All
Landscape Manager	All
Attorney	All
Consultants*	All

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The President of the Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and this is not required to fully comply with the disclosure requirements described in this section. Such a written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

DISCLOSURE CATEGORIES

1. All investments and business positions in business entities, and all sources of income and interests in real property. This category is known as full disclosure.
2. Investments in or income from persons or businesses engaged in the business of providing service or supplies, including, but not limited to, equipment, machinery, or office supplies, to the Town of Discovery Bay Community Services District, or could foreseeably provide services or supplies to the Town of Discovery Bay Community Services District
3. Interests in real property located in whole or in part within the boundaries of the Discovery Bay Community Services District, or within a two-mile radius of the Town of Discovery Bay Community Services District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property if the fair market value of the interest is greater than \$2,000.00.
4. Business positions, including, but not limited to, status as a director, officer, sole owner, partner, trustee, employee, or holder of a position of management in any business entity which, in the prior two years had contracted with, or in the future may contract with, the Town of Discovery Bay Community Services District to provide services or supplies to the Town of Discovery Bay Community Services District.

AB 1234 Ethics Education Proof of Participation Certificate

Participant Name: Rick Howard

Course Date & Time: March 21, 2011, 7:00 p.m. – 9:00 p.m.

Location: Pleasant Hill Recreation and Park District Community Center

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Pleasant Hill Recreation and Park District affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.



To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim _____ ethics education credit hour(s).

Participant Signature _____

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. **These certificates are only available at this program; duplicates will not be issued.**

**AB 1234 Ethics Education
Proof of Participation Certificate**

Participant Name: Virgil Koehne

Course Date & Time: March 21, 2011, 7:00 p.m. – 9:00 p.m.

Location: Pleasant Hill Recreation and Park District Community Center

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

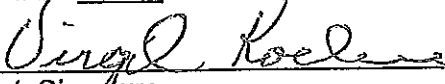
- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Pleasant Hill Recreation and Park District affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.



To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim _____ ethics education credit hour(s).



Participant Signature

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. **These certificates are only available at this program; duplicates will not be issued.**

**AB 1234 Ethics Education
Proof of Participation Certificate**

Participant Name: Fairin Perez

Course Date & Time: March 21, 2011, 7:00 p.m. -- 9:00 p.m.

Location: Pleasant Hill Recreation and Park District Community Center

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Pleasant Hill Recreation and Park District affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.

◆

To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim 2 ethics education credit-hour(s).

Participant Signature: _____

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. These certificates are only available at this program; duplicates will not be issued.

135: 11 2011

**AB 1234 Ethics Education
Proof of Participation Certificate**

Participant Name: Liz Hardy

Course Date & Time: March 21, 2011, 7:00 p.m. – 9:00 p.m.

Location: Pleasant Hill Recreation and Park District Community Center

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Pleasant Hill Recreation and Park District affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.

◆

To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim _____ ethics education credit hour(s).



Participant Signature

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. **These certificates are only available at this program; duplicates will not be issued.**

Internet Course Certificate of Completion

**ETHICS ORIENTATION
FOR
STATE OFFICIALS**

I am aware of, and have attempted to comply with, the procedures established by my agency for making this Internet training a part of my agency's ethics orientation. I have carefully read all of the instructional materials that were provided in this interactive Internet course.

J. KEVIN GRAVES

Name

Town of Discovery Bay - CSD

Agency

6 Dec 10

Date course completed

Board of Directors

Position

Signature

Date

My signature on this certificate signifies that I have read and completed the foregoing and that all of the statements and information set forth above are true.

Certificate of Completion

Internet Course Certificate of Completion

**ETHICS ORIENTATION
FOR
STATE OFFICIALS**

I am aware of, and have attempted to comply with, the procedures established by my agency for making this Internet training a part of my agency's ethics orientation. I have carefully read all of the instructional materials that were provided in this interactive Internet course.

Brian James Dawson

Name

Town of Discovery Bay CSD

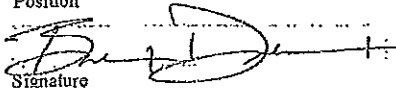
Agency

8/14/2010

Date course completed

Director

Position



Signature

8/15/2010

Date

My signature on this certificate signifies that I have read and completed the foregoing and that all of the statements and information set forth above are true.

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Oct 31, 2010

Training Time*: 2 hr. 29 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.



By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two-hours of public service ethics law and principles credit.

Participant Signature

mark simon

Participant Name

Discovery Bay Community Service District

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; these certificates are only available upon completing the online session. *To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.

AB 1234 Ethics Education Proof of Participation Certificate

Participant Name: Chris Steele

Course Date & Time: March 21, 2011, 7:00 p.m. – 9:00 p.m.

Location: Pleasant Hill Recreation and Park District Community Center

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

Pleasant Hill Recreation and Park District affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.



To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim 2 ethics education credit hour(s).

Chris Steele

Participant Signature

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. **These certificates are only available at this program; duplicates will not be issued.**

Public Service Ethics Education Online Proof of Participation Certificate

Date of Completion: Sep 21, 2010

Training Time*: 2 hr. 0 min.

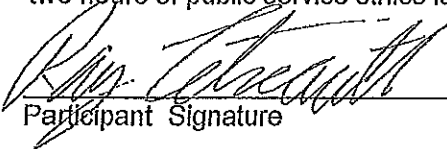
This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
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- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.



By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.


Participant Signature

Ray tetreault

Participant Name

Discovery bay CSD

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; **these certificates are only available upon completing the online session.** * To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

July 20, 2011

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

Agenda Title

Dewatering and Bio-Solids Facility Expansion Project

Recommended Action

Authorize staff to enter into a contract with HERWIT Engineering Inc. in an amount not to exceed \$64,900 for the Dewatering and Bio-Solids Facility Expansion Project

Executive Summary

As a part of the Fiscal Year 2011-12 Capital Improvement Program, the expansion of the Dewatering and Bio-Solids Facility located at Wastewater Treatment Plant II is necessary to accommodate existing and backlogged solids for processing and removal.

The existing facility is not presently capable of handling the volume of raw materials necessary to balance thru-put to out-put. Presently, there are two (2) storage ponds that are used for sludge handling. One of the ponds is full and cannot accommodate any more sludge.

The additional dewatering and belt press facilities will significantly improve the Districts ability to more efficiently and cost effectively, manage the bio-solids processes.

This contract will provide for the plans, specifications and engineering documents for the project.

Fiscal Impact:

Amount Requested \$64,900

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

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

Previous Relevant Board Actions for This Item

Approved FY 2011-12 CIP Budget

Attachments

Engineering Scope of work and Cost Proposal

AGENDA ITEM: F-1

HERWIT
ENGINEERING

Exhibit A

**Town of Discovery Bay Community Services District
Discovery Bay, California
Dewatering Facility Expansion**

SCOPE OF SERVICES

This Scope of Services (Exhibit A) is incorporated into and made part of the Existing Contract for Professional Services ("Agreement") entered into by Town of Discovery Bay Community Services District and HERWIT Engineering as of July 1, 2011.

Task 1 – 30 % Engineering Design Services – Dewatering Facilities

- A. Review existing design drawings and conduct site visits needed for detailed design.
- B. Preparation of 30% plans and specifications for the expansion of the existing Dewatering Facilities.
 - 1. The expansion of the existing Dewatering Facilities will include two belt presses and associated polymer dosing, pumping, flow measurement, and solids loading equipment.
 - 2. The layout will anticipate the electrical requirements for future solar dryers.
 - 3. Prepare plans and sections to 30% complete to allow design review with the District and cost estimating of the building.
 - 4. Prepare Electrical Single Line and MCC Line up.
 - 5. Prepare preliminary P&IDs for all processes.
 - 6. Identify yard piping and electrical duct banks required for the project.
 - 7. Prepare technical specifications for the belt press and associated equipment to allow pre-purchasing the equipment.

Task 2 – 100 % Engineering Design Services – Dewatering Facilities

- A. Preparation of a 100 % Plans and Specifications for bidding of a complete design for the digester control building and associated equipment.
- B. Prepare and submit 90 % submittals for review and comment by District Staff.
- C. Incorporate 90 % comments and prepare final plans and specifications for bidding.
- D. Attend meetings at the project site.
- E. Print 8 full size sets of plans and specs for the final deliverable to the District.
- F. Provide digital PDF files of the plans and specs.
- G. Provide ACAD files.

Task 3 – Bidding Services as Directed by District

- A. District will bid the project and manage the bidding to general contractors.
- B. HERWIT will attend pre-bid meeting and job walk through.
- C. HERWIT will answer questions during bidding and prepare project addendums as needed.

Task 4 – Optional Construction Services – (Not included in this proposal, these items will be included under a separate cost proposal.)

- A. Review shop drawings.
- B. Answer project Requests for Information (RFIs)
- C. Prepare Project Change Orders.
- D. Conduct site inspections.
- E. Conduct final inspection for acceptance.
- F. Assist in startup and training.

Task 5 – Optional Design Services – Drying Slab (Not included in this proposal, these items will be included under a separate cost proposal.)

- A. Preparation of 30 % Plans and Specifications for the Dryer Slab.
 - 1. Prepare plans and sections to 30% complete to allow design review with the District and cost estimating of the building.
 - 2. The layout will anticipate the electrical requirements for future solar dryers.
 - 3. The layout will include yard piping required for the project.
- B. Preparation of 100 % Plans and Specifications for bidding of a complete design for the digester control building and associated equipment.
- C. Project can be incorporated as a Bid Alternate in Dewatering Facilities Expansion Project or as a stand alone package to bid at the same time or separately.
- D. Print 8 full size sets of plans and specs for the final deliverable to the District.
- E. Provide digital PDF files of the plans and specs.
- F. Provide ACAD files.

Assumptions:

- A. The project scope is based an expansion of the existing Dewatering Facilities similar to the layout shown in the attached drawing.
- B. All fees for all permits and applications shall be paid by the District.
- C. Should the project design and or construction schedule become extended for reasons outside of HERWIT's control beyond the agreed schedule, and the cost of Design Professional's performance increase materially on account of the delay, the contract cost shall be increased to accommodate the extra time required to complete the project.

Items Not Included:

The following items are not included in this scope of work. It is our understanding that the following items that may be necessary for completion of the project are contracted to others as identified below.

- A. Surveying, if required.
- B. Geotechnical investigation, if required.
- C. Work identified under Task 4 Construction Services.

Miscellaneous:

There will be several subconsultants working under HERWIT Engineering to complete this project. These subconsultants and areas of responsibility are as follows.

- A. Electrical Engineering, Arostegui Engineers, Project Manager Leonel Arostegui
- B. Structural Design, STRUCTCON Engineering, Project Manager Steve Stoll

Schedule

HERWIT Engineering will begin immediately upon authorization of the Contract. The approximate schedule is as follows:

Date	Action Item
August 2011	Begin Design
September 2011	30% Submittal and Review
December 2011	100% Submittal and Review
January 2012	Bid project
February 2012	Award Project
October 2012	Construction completed.

FEE

HERWIT Engineering will complete tasks identified below on a Not to Exceed Basis unless otherwise indicated. The costs for all subconsultants are included in these costs. Subconsultant costs will be broken out separately on all invoices. Because of the variability in estimating the work load between tasks and subconsultants for a project of this size, the subconsultants costs are an approximate breakdown and budget assignments may be moved between subconsultants and the Prime Consultant as needed as long as the total project cost is not exceeded.

Task 1 & 2 – 30 % & 100 % Engineering Design Services – Dewatering Facilities	\$ 64,900
Task 3 – Bidding Services	T&M as Directed by Owner
Task 4 - Optional Construction Services	T&M as Directed by Owner
Task 5 - Optional Design Services – Dryer Slab	\$ 19,300

Discovery Bay WWTP
Dewatering Facility Expansion Project
HERWIT Engineering Cost Estimate

Task 3	Design Services Dewatering Facilities Expansion	Staff Hours at Indicated Rate						HERWIT Labor Cost	Other Subs	Expenses	Total Cost
		Principal Engineer	Supervising Engineer	Senior Engineer	Associate Engineer	Engineer	Supervising Designer				
				150							
							75				75
Design Services											
	1 Herwit			160			80	30,000		500 \$	30,500
	2 Subconsultants			40			100	13,500	19,000	1,900 \$	34,400
	Total			200			180	43,500	19,000	2,400 \$	64,900

Task 3	Design Services Dewatering Slab	Staff Hours at Indicated Rate						HERWIT Labor Cost	Other Subs	Expenses	Total Cost
		Principal Engineer	Supervising Engineer	Senior Engineer	Associate Engineer	Engineer	Supervising Designer				
				150							
							75				75
Design Services											
	1 Herwit			24			40	6,600		500 \$	7,100
	2 Subconsultants			8				1,200	10,000	1,000 \$	12,200
	Total			32			40	7,800	10,000	1,500 \$	19,300



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

July 20, 2011

Prepared By: Fairin Perez, Landscape Manager ✓
Submitted By: Rick Howard, General Manager ✓

Agenda Title

Approve and Adopt Resolution 2011-18, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB L&L Zone #9 for the Fiscal Year 2011-2012

Recommended Action

Approval and adoption of Resolutions 2011-18

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB L&L Zone #9, the Board approved and adopted Resolution 2011-10, which directed HERWIT Engineering to prepare the assessment engineer's report. HERWIT provided the DRAFT form of the Final Assessment Engineer's Report to District staff on July 14, 2011. In that report, HERWIT determined that based on anticipated increased Operating and Capital Improvement costs (as shown on the Approved Final Budget for Discovery Bay L&L Zone #9) the per parcel assessment would have equated to \$593.36; however, the maximum allowable assessment is \$561.20. As a result, the balance in the reserve account is anticipated to decrease by \$6,529 this year.

Board approval of the attached Resolution is needed in order to continue the assessment process for the Ravenswood Improvement District.

Fiscal Impact:

Amount Requested \$- None

Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and adoption of Resolution 2011-10 on May 4, 2011; Directing HERWIT Engineering to prepare annual assessment for the Ravenswood Improvement District – DB L&L Zone #9

Approval and adoption of 2011-2012 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9, - June 15, 2011

Attachments

Resolution 2011-18

Draft of the Final Assessment Engineer's Report, July 2011

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2011-18

**RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2011-2012**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the 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.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineers have prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2011-2012 year will be held at 7:00 p.m., on August 3, 2011, at 1800 Willow Lake Road, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 20TH DAY OF JULY 2011

J. Kevin Graves
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 regularly scheduled meeting, held on July 20, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

DRAFT

**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 2011-2012

**Prepared by
HERWIT Engineering**

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

JULY 2011

Town of Discovery Bay Community Services District

Director and President

Kevin Graves

Director and Vice President

Brian Dawson

Director

Mark Simon

Director

Chris Steele

Director

Ray Tetreault

General Manager

Rick Howard

Water and Wastewater Manager

Virgil Koehne

Landscape Manager

Fairin Perez

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: July 2011

DRAFT

**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 2011-2012 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 2011-2012 year

During this time period the DB L&L #9, Zone #1 District financial report is as follows:

\$ 84,138 Annual assessments & investment revenue was received

\$ 252,653 Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

\$ 82,500 Fund total after 2010-2011 annual expenses.

Note: The expenses were higher for the 2010-2011 fiscal year than the previous fiscal years because the Town of Discovery Bay CSD is currently managing the District and some large capital improvements were constructed for the District. The expenses for the 2010-2011 fiscal year exceeded the assessment and revenue collected, resulting in a decrease in the District's reserve account.

Current Assessment

The 2010-2011 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$ 410.86 per parcel. This is less than the initial year assessment as defined in the Assessment Engineers Report because excess revenues from the previous year were used to reduce the assessment.

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 2011, the same CPI index is reported as 234.0. Based upon the change in the CPI, the new maximum assessment allowed for the 2011-2012 fiscal year is \$ 561.20.

Calculation of Maximum Reserve Account Balance

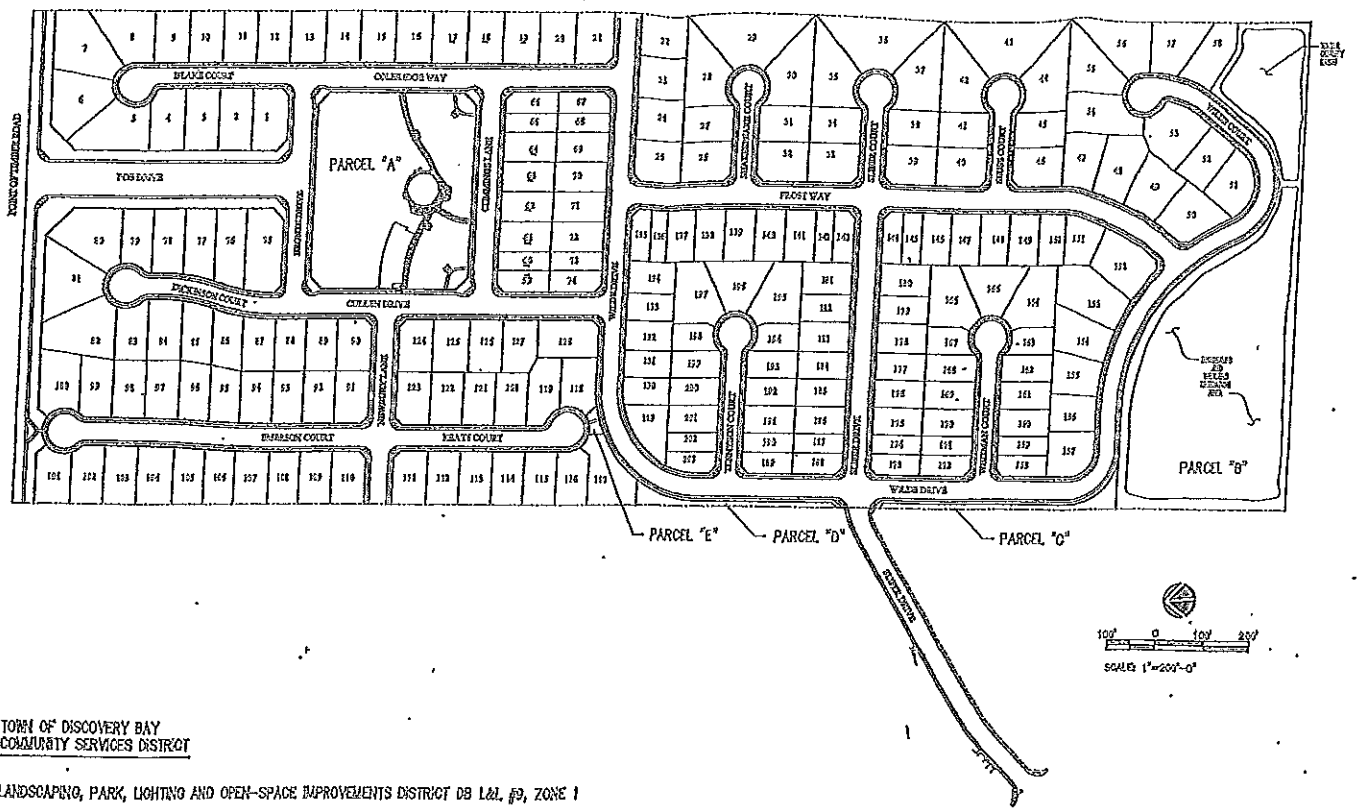
As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2011-2012 fiscal year is \$ 561.20. This assessment is equally assessed to 203 parcels for an annual total of \$ 113,923.60. Therefore, the maximum Reserve Account Balance is \$ 227,847.20. 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.

New Assessment for 2011-2012 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District is not currently scheduled to construct capital improvements during this fiscal year. The estimated budget for 2011-2012 is \$ 120,452. This equates to \$ 593.36 per parcel for all 203 parcels, which exceeds the maximum allowable assessment of \$ 561.20 per parcel, or \$ 113,923.60 maximum assessment. As a result, the balance in the reserve account will decrease this fiscal year.

Based on this report, the assessment for 2011-2012 tax year must be the maximum allowable assessment to minimize the decrease in the reserve fund. The Assessment for the 2011-2012 fiscal year is then \$ 561.20 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

PART "D"



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

LANDSCAPING, PARK, LIGHTING AND OPEN-SPACE IMPROVEMENTS DISTRICT DB L&L, §3, ZONE 1

Ravenswood DB #9 APNs for Tax Roll Year 2011-12
PART "E"

APN	Situs Address	Assessment
011-600-001-9	701 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-002-7	707 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-003-5	715 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-004-3	719 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-005-0	725 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-006-8	731 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-007-6	732 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-008-4	726 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-009-2	720 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-010-0	714 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-011-8	708 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-012-6	702 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-013-4	1501 COLERIDGE WAY BYRON, CA 94505-2657	\$561.20
011-600-014-2	1509 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-015-9	1517 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-016-7	1525 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-017-5	1533 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-018-3	600 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-019-1	608 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-020-9	616 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-021-7	624 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-022-5	632 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-023-3	640 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-024-1	648 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-025-8	641 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-026-6	633 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-027-4	625 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-028-2	617 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-029-0	609 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-030-8	601 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-031-6	1400 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-032-4	1412 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-033-2	1424 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-034-0	404 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-035-7	410 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-036-5	416 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-037-3	422 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-038-1	428 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-039-9	434 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-040-7	440 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-041-5	446 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-042-3	452 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-043-1	458 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-044-9	459 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-045-6	453 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-046-4	447 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-047-2	441 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-048-0	435 EMERSON CT DISCOVERY BAY, CA 94505	\$561.20
011-600-049-8	429 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-050-6	423 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-051-4	417 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-052-2	411 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-053-0	405 EMERSON CT 110 DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-054-8	502 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-055-5	510 KEATS CT 112 DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-056-3	511 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-057-1	503 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-058-9	1436 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-600-059-7	1448 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-001-7	1541 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-002-5	1549 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20

APN	Situs Address	Assessment
011-610-003-3	1557 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-004-1	1565 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-005-8	1671 WILDE DR BYRON, CA 94505-2655	\$561.20
011-610-006-6	1679 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-007-4	1687 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-008-2	1695 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-009-0	403 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-010-8	411 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-011-6	419 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-012-4	428 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-013-2	420 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-014-0	412 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-015-7	404 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-016-5	501 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-017-3	509 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-018-1	517 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-019-9	524 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-020-7	516 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-021-5	508 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-022-3	500 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-023-1	1467 CULLEN DR DISCOVERY BAY, CA 94505-2639	\$561.20
011-610-024-9	4308 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-025-6	4316 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-026-4	4324 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-027-2	4332 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-028-0	4340 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-029-8	4348 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-030-6	1552 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.20
011-610-031-4	1568 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.20
011-610-032-2	1688 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-033-0	1692 WILDE DR BYRON, CA 94505-2656	\$561.20
011-610-034-8	1696 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-035-5	1700 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-036-3	1704 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-037-1	1708 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-038-9	1453 CULLEN DR DISCOVERY BAY, CA 94505	\$561.20
011-610-039-7	518 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-040-5	526 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-041-3	534 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-042-1	542 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-043-9	550 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-044-7	543 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-045-4	535 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-046-2	527 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-047-0	519 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-048-8	1460 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-049-6	1472 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-050-4	1718 WILDE DR DISCOVERY BAY, CA 94505-2640	\$561.20
011-610-051-2	1729 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-052-0	1725 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-053-8	1721 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-054-6	1717 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-055-3	1713 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-056-1	1709 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-057-9	1703 WILDE DR BYRON, CA 94505-2641	\$561.20
011-610-058-7	1812 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-059-5	1824 FROST WAY BYRON, CA 94505-2682	\$561.20
011-610-060-3	1836 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-061-1	1848 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-062-9	1860 FROST WAY BYRON, CA 94505-2682	\$561.20
011-610-063-7	1872 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-064-5	1884 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-065-2	4281 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-066-0	4284 SLIFER DR BYRON, CA 94505-2644	\$561.20

APN	Situs Address	Assessment
011-610-067-8	1909 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-610-068-6	1745 WILDE DR	DISCOVERY BAY, CA 94505-2645 \$561.20
011-610-069-4	4228 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-070-2	4236 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-071-0	4244 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-072-8	4252 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-073-6	4260 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-074-4	4268 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-075-1	4276 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.20
011-610-076-9	4273 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-077-7	4265 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-078-5	4257 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-079-3	4249 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-080-1	4241 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-081-9	4233 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-082-7	4225 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.20
011-610-083-5	1741 WILDE DR	DISCOVERY BAY, CA 94505-2643 \$561.20
011-610-084-3	1737 WILDE DR	DISCOVERY BAY, CA 94505-2643 \$561.20
011-610-085-0	104 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-086-8	108 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-087-6	112 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-088-4	116 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-089-2	118 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-090-0	124 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-091-8	130 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-092-6	127 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-093-4	123 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-094-2	119 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-095-9	115 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-096-7	111 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-097-5	107 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.20
011-610-098-3	1733 WILDE DR	DISCOVERY BAY, CA 94505-2641 \$561.20
011-620-001-5	603 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-002-3	609 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-003-1	615 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-004-9	622 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-005-6	614 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-006-4	608 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-007-2	602 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.20
011-620-008-0	1960 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.20
011-620-009-8	1968 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.20
011-620-010-6	1976 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.20
011-620-011-4	1982 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.20
011-620-012-2	709 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-013-0	717 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-014-8	725 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-015-5	745 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-016-3	748 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-017-1	740 WILDE CT	BYRON, CA 94505-2649 \$561.20
011-620-018-9	732 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-019-7	724 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.20
011-620-020-5	1917 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-620-021-3	1925 FROST WAY	BYRON, CA 94505-2651 \$561.20
011-620-022-1	1933 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-620-023-9	1941 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-620-024-7	1949 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-620-025-4	1957 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.20
011-620-026-2	1789 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-027-0	1783 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-028-8	1777 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-029-6	1771 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-030-4	1765 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-031-2	1759 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20
011-620-032-0	1753 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.20

APN		Situs Address	Assessment
011-620-033-8	208 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-034-6	214 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-035-3	220 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-036-1	226 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-037-9	232 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-038-7	238 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-039-5	244 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-040-3	239 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-041-1	233 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-042-9	227 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-043-7	221 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-044-5	215 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-045-2	209 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-046-0	1749 WILDE DR	DISCOVERY BAY, CA 94505-2645	\$561.20
		Total	\$113,923.60

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 - Adopted 06.15.2011	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11	Estimated Year-End	2011/2012 Adopted Budget
				2010/2011 ACTUALS		
	Salary & Wages					
2310	Staff Payroll	\$9,126	\$25,500	\$12,610	\$ 25,500	\$37,952
	Sub-Total	\$9,126	\$25,500	\$12,610	\$ 25,500	\$37,952
	Contractual Services					
2310	Professional/Specialized Services	\$3,065	\$4,000	\$3,787	\$ 4,000	\$8,200
2360	Insurance	\$0	\$1,000	\$490	\$ 1,000	\$1,500
	Sub-Total	\$3,065	\$5,000	\$4,277	\$ 5,000	\$9,700
	Operations & Maintenance					
2100	Office Expenses, Supplies	\$39	\$500	\$327	\$ 500	\$500
2102	Books, Periodicals & Subscriptions	\$0	\$50	\$0	\$ -	\$50
2103	Postage	\$0	\$150	\$80	\$ 150	\$150
2110	Communications	\$37	\$250	\$120	\$ 250	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$5,668	\$15,000	\$11,802	\$ 15,000	\$26,325
2130	Small Tools & Instruments	\$263	\$750	\$268	\$ 750	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$0	\$250	\$103	\$ 200	\$250
2170	Household Items	\$632	\$700	\$255	\$ 700	\$750
2190	Public Notices	\$38	\$254	\$254	\$ 500	\$500
2200	Memberships	\$0	\$40	\$40	\$ 40	\$50
2250	Rent & Lease of Equipment	\$0	\$0	\$0	\$ -	\$0
2251	Computer Software	\$0	\$0	\$0	\$ -	\$0
2270	Maintenance of Equipment	\$109	\$200	\$80	\$ 160	\$200
2271	Automotive Supplies & Repairs	\$0	\$300	\$87	\$ 340	\$300
2272	Gasoline	\$120	\$400	(\$332)	(200)	\$500
2281	Maintenance of Buildings	\$0	\$0	\$0	\$ -	\$0
2282	Grounds Maintenance	\$32,593	\$48,540	\$27,303	\$ 48,540	\$44,500
2284	Requested Maintenance from County	\$0	\$0	\$0	\$ -	\$0
2301	Employee Auto Mileage - Reimbursement	\$128	\$150	\$0	\$ -	\$50
2303	Other Travel Employee Expenses	\$46	\$0	\$0	\$ -	\$0
2470	Road/Construction Materials (Street Signs)	\$0	\$0	\$0	\$ -	\$0
2479	Other Special Expenses	\$1,249	\$2,800	\$343	\$ 2,800	\$1,350
	Sub-Total	\$40,920	\$70,334	\$40,730	\$ 69,730	\$76,575
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$423	\$423	\$423	\$ 423	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$500	\$0	\$ -	\$0
5011	Reimbursement for County Admin. Costs	\$0	\$500	\$0	\$ -	\$0
	Sub-Total	\$423	\$1,423	\$423	\$ 423	\$425
	TOTAL O&M Budget	\$53,534	\$102,257	\$58,040	\$100,653	\$124,652
	Discovery Bay Landscape & Lighting District #9 CAPITAL BUDGET 2011/2012 - Adopted 6.15.11					
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Adopted Budget
PARKS						
4265	Various Improvements (Splash Pad)	\$18,089	\$120,000	\$104,625	\$ 120,000	
4546	Structure & Walkway Repairs (Solar)	\$0	\$32,000	\$30,236	\$ 32,000	
4789	Playground Equipment	\$0	\$0	\$0	\$ -	
	Parks Sub Total	\$18,089	\$152,000	\$134,861	\$ 152,000	\$0
	STREETSCAPE					
	Streetscape Sub Total	\$0	\$0	\$0	\$ -	\$0
	MISC.					
4959	Tools & Sundry Equipment	\$2,416	\$0	\$0	\$ -	
	Misc. Sub Total	\$2,416	\$0	\$0	\$ -	\$0
	Total Capital Budget	\$20,505	\$152,000	\$134,861	\$152,000	\$0

Acct#	Discovery Bay Landscape & Lighting District #9 REVENUE BUDGET 2011/2012 Adopted 6.15.11	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11	Estimate Year End	2011/2012 Adopted Budget
				2010/2011 ACTUALS		
	Revenue					
740	Current Funds in Contra Costa County	242,637	251,015	251,015	\$ 251,015	82,500
500	Accounts Payable - Yr. End					
510	Retainage Account					
830	Disbursements					

9010	Current Property Taxes	82,418	83,405	83,405	\$ 83,405	110,856
9011	Property Tax Supplemental/Unitary/Secured					
9018	SRAF State Rev Transfer					
9020	Property Taxes - Current Unsecured					
9035	Property Taxes - Prior Unsecured					
9181	Earnings on Investments					
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes					
9799	Misc Revenue & Services			733	\$ 733	
GRAND TOTAL REVENUE		\$82,418	\$83,405	\$84,138	\$ 84,138	\$110,856

TOWN OF DISCOVERY BAY CSD SUMMARY 2010/2011		2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Adopted Budget
TOTAL O&M Budget		\$53,534	\$102,257	\$58,040	\$100,653	\$124,652
TOTAL CAPITAL Budget		\$20,505	\$152,000	\$134,861	\$152,000	\$0
CONTRIBUTION TO RESERVES						
GRAND TOTAL BUDGETS		\$74,039	\$254,257	\$192,901	\$252,653	\$124,652
GRAND TOTAL REV.		\$82,418	\$83,405	\$84,138	\$84,138	\$110,856
VARIANCE		\$8,379	(\$170,852)	(\$108,763)	(\$168,515)	(\$13,796)



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

July 20, 2011

Prepared By: Fairin Perez, Landscape Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Cornell Park Play Area Renovation (Ph. I) Change Order

Recommended Action

Authorize Staff to approve Change Order 001 from James Breneman for the required ADA upgrades and modifications on the Cornell Park Play Area Renovation project.

Executive Summary

Staff received Board authorization to contract design services for the Cornell Park Play Area Renovation Project on September 15, 2010 and project funding was approved on the 2010-2011 Operating and Capital Improvement Budget (June 16, 2010). Final drawings and specifications were received on May 2, 2011 and the project was released for public bid on May 6, 2011. On June 1, 2011 Phase I work was awarded to James Breneman.

Due to the multiple phases and contractors working on the project, the Town of Discovery Bay CSD took on responsibility for pulling and managing the building permit. During Contra Costa County review of the submitted plan set, it was discovered that ADA modifications and upgrades would be necessary before a permit would be released. A revised plan set was drafted and resubmitted with the required changes; the revised set was approved and building permit issued.

Copies of the approved plan set were forwarded to James Breneman for review. The attached Change Order reflects the submitted costs associated with the required ADA modifications and upgrades.

Staff recommends approving Change Order 001 to James Breneman for the required ADA modifications on the Cornell Park Play Area Renovation for \$27,450.00.

Fiscal Impact:

Amount Requested - \$27,450

Sufficient Budgeted Funds Available?: Yes

Zone # 8 Category: Capital Fund# 4834

Previous Relevant Board Actions for This Item

Approved award of Contract for Cornell Park Play Area Renovation Design Services (Consent) – September 15, 2010
Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 & Zone #9 – June 16, 2010
Approval & Authorization to Staff to sign and record the Notice of Exemption (CEQA) for the Cornell Park Play Area Renovation (Consent) – January 19, 2011
Approval and Award of Contract to James Breneman for Cornell Park Play Area Renovation Ph. I – June 1, 2011

Attachments

Cornell Park Play Area Renovation (Ph. I), Change Order 001



CHANGE ORDER REQUEST
Cornell Park Play Area Renovation, Ph. I

Contract: BRENEMAN
Change Order No. 001
Date: July 14, 2011

CONTRACTOR:
James Breneman
2000 Norris Road
Walnut Creek, CA 94596
CA License No.

BILL TO:
Town of Discovery Bay, CSD
Parks & Landscape Manager
1800 Willow Lake Road
Discovery Bay, CA 94505

Contractor is directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this project. **Effective only after accepted by Town representative.**

Item 01 - Pedestrian Walkway - ADA Ramps & Railing

All work to be completed in accordance with the Revised and permit stamped plan set dated 6/14/11, and original Contract Document specification set.

Work includes, but is not limited to:

Demolition and removal of existing pedestrian walkway as indicated on Sheet L2.2

Installation of ADA ramps, landing and handrails per sheets L3.2 & L5.4

Turf and irrigation repairs to be included.

Contractor to submit color samples for powdercoating option on handrails (in lieu of galvanized finish)

Item 01 Price: \$15,400.00

Item 02 - Restroom ADA Upgrades

All work to be completed in accordance with the Revised and permit stamped plan set dated 6/14/11, and original Contract Document specification set.

Work includes, but is not limited to:

Mens Restroom

Lower Mirror to 40" from floor \$ 150.00

Lower push button in accessible stall from 42" to 40" from floor \$ 500.00

Provide toilet seat cover dispenser, install within 40" from floor \$ 150.00

Provide (2) grab bars in accessible stall, install per plan \$ 400.00

Remove existing hand dryer and replace with new (provided by Town) \$ 450.00

Provide and install (2) ADA signs, per plan \$ 250.00

Women's Restroom

Lower Mirror to 40" from floor \$ 150.00

Lower push button in accessible stall from 42" to 40" from floor \$ 500.00

Lower existing toilet seat cover dispenser, within 40" of floor \$ 100.00

Provide and install (1) grab bar in accessible stall, install per plan \$ 200.00

Remove existing hand dryer and replace with new (provided by Town) \$ 450.00

Provide and install (2) ADA signs, per plan \$ 250.00

All holes shall be patched but not painted.

Item 02 Price: \$ 3,550.00



CHANGE ORDER REQUEST
Cornell Park Play Area Renovation, Ph. I

Contract: BRENEMAN
Change Order No. 001
Date: July 14, 2011

Item 03 - Park Entryways - ADA Accessibility

All work to be completed at the direction of Town representative. Concrete requirements shall match the Contract Documents specification set.

Work includes, but is not limited to:

	Qty	Cost	Ext. Price
Removal of concrete half rounds at various locations Fill with native soil, compact to 1/2" from concrete edge	5 EA	\$ 800.00	\$ 4,000.00
Concrete core drilling for bollard installation	3 EA	\$ 200.00	\$ 600.00
Concrete removal and replacement	120 SF	\$10.00	\$1,200.00
Installation of Bollards (Supplied by Town)	5 EA	\$ 400.00	\$ 2,000.00

Item 03 Price: \$ 7,800.00

Item 04 - Drinking Fountain Installation

All work to be completed in accordance with the Revised and permit stamped plan set dated 6/14/11, and original Contract Document specification set.

Installation of ADA Drinking Fountain (Provided by Town)

Item 04 Price: \$ 700.00

Original Contract Value: \$58,600.00
Change Order 001: \$27,450.00

Total Contract: \$86,050.00

We the undersigned contractor, have given careful consideration to the change proposed and agree, if this change order is approved; that we will provide all equipment, furnish the materials, except as otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

Contractor Acceptance By:

SIGNATURE

Date: 14-Jul-11

James Breneman
Owner/Contractor

Town of Discovery Bay CSD Acceptance By:

SIGNATURE

Date:

Rick Howard
General Manager

VEOLIA REPORT

Will be provided prior
To the Meeting

AGENDA
ITEM # G

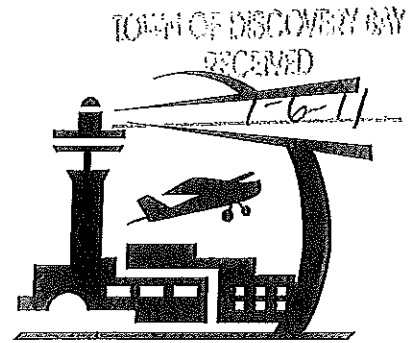
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ITEM # K

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 14, 2011**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:00 p.m. at the Director of Airports Office.

PRESENT:

- David Dolter, At Large 1
- Geoffrey Logan, Vice Chairperson, District III
- Keith McMahon, City of Concord
- David Pfeiffer, District V
- Rudi Raab, District I
- Russell Roe, District II
- Rich Spatz, Secretary, At Large 2
- Tom Weber, Chair, District IV

ABSENT:

- Mike Bruno, CCC Airports Business Association
- Janet Kaiser, Diablo Valley College
- Derek Mims, City of Pleasant Hill

STAFF:

- Keith Freitas, Director of Airports
- Beth Lee, Assistant Airports Director
- KC Coyle, Airport Operations Manager
- Natalie Olesen, Airport Office Assistant

**OPENING COMMENTS
BY CHAIR:** None. An introduction was made of the attendees.

**PUBLIC COMMENT
PERIOD:** Geoff Logan made public comment reporting that Brad Smith, a long term Airport tenant and pilot, was honored by the County for an act of heroism.

Bill Reining reported the Experimental Aircraft Association (EAA) is sponsoring, from May 2 – May 5, a B-17 event on Pacific States Aviation's ramp.

APPROVAL OF MINUTES:

March minutes were approved. **Moved by Geoff Logan; seconded by Rich Spatz. Approved Unanimously.**

APPROVAL OF CONSENT ITEMS:

Consent items were approved. **Moved by Geoff Logan; seconded by Rich Spatz. Approved Unanimously.**

PRESENTATION/SPECIAL REPORTS:

a. Update Access Control System Requirements

Keith Freitas gave a PowerPoint update on the access control system requirements and asked for additional feedback.

Russ Roe stated his three (3) primary areas of concern were: areas of access, number of cards and tailgating.

Bill Reining of the Experimental Aircraft Association (EAA) stated he has "friends across the field" as they go to various members on different sides of airport and would like that to continue.

Duane Allen had concerns with the access issue and use of affiliate process.

Harvard Holmes commented on the requirement of proof of vehicle insurance. Rudi Raab commented that proof of insurance is not proof of anything except at that point in time. Tom Weber stated the thought process was to verify the insurance coverage when the gate access card is issued.

Keith Freitas stated staff recommendations on these issues would likely be made at the May meeting after gathering additional stakeholder input.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Part 139 Certificate Update

Tom Weber spoke about the last AAC meeting's discussion and recommendations. These were also discussed at the Airport Committee which then requested a letter to be drafted to the Federal Aviation Administration (FAA) on the Safety Management System (SMS) issue.

Keith Freitas gave a brief overview of the FAA proposed rulemaking and reviewed the draft letter. Keith then asked the AAC to support the draft letter and make any additional comments.

Geoff Logan provided some comments to the draft letter; should carrier service resume and the Part 139 certificate returned to active status or ask for longer time period to do it.

Dave Dolter questioned since SMS is tied to air carrier service and how long it would take to put an SMS plan together if air carrier service is resumed. Dave further questioned if it could be a time and deal breaker for getting commercial service. Keith responded that there would be sufficient time to do a SMS if commercial service resumed, due to other requirements such as security updates.

Dave Dolter made a motion to support the letter with the minor corrections asked for by Geoff Logan; seconded by Rudi Raab. Approved Unanimously.

Tom Weber asked for a couple of AAC members to work with him to develop AAC criteria for reviewing Part 139 obligations and costs implications. Dave Dolter volunteered.

c. Aviation Advisory Committee (AAC) Elections

Geoff Logan nominated Tom Weber for Chair; seconded by Rich Spatz. **Approved Unanimously; Tom Weber abstained.**

Rich Spatz nominated Geoff Logan for Vice Chair; seconded by Dave Dolter. **Approved Unanimously; Geoff Logan abstained.**

Geoff Logan nominated Rich Spatz for Secretary; seconded by Rudi Raab. **Approved Unanimously; Rich Spatz abstained.**

d. AAC Tenant Recognition Award 2011

Tom Weber reported there were two (2) nominations for the AAC Tenant Recognition award. The first nomination was for Rich Spatz for the Airport plaza grant and playground equipment. The second was for a long time Avionics Technician and Business Owner, Frank Lemon, at Buchanan Field Airport. The AAC is still accepting nominations and the award will be presented at the September meeting.

e. Airport Minimum Standards

Airport staff spoke about the lack of initial interest in tenant involvement in the Airport minimum standards process. Staff suggested a revised process to circulate a draft document to all leasehold tenants and then convene meetings as desired/needed either through the AAC or through separate public meetings.

f. At Large Selection Process

The Internal Operations Committee liked the AAC selection process and approved the recommendation of Rich Spatz. Tom Weber would like to have the process formalized for future use. Rich Spatz was asked to work with Tom Weber and Derek Mims to create the process as he had experienced it from the interview side.

g. Noise/Statistics Reports and Overview of Noise Process

Natalie Olesen went over the noise statistics. There were four (4) complaints generated from one Pacheco resident about helicopter activity.

Tom Weber gave a quick recap of historical trends of complaints.

Natalie Olesen gave an overview of the complaints process:

- 24 hour complaint voice line and web form.
- Request person's name, address, phone number, and complaint specifics; contact information important for follow-up and research of complaint.
- If during working hours have the ability to follow up with Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) personnel.
- ATCT recordings are reviewed for 15 to 30 minutes before and after time of incident.
- Letter sent to party who filed complaint to give them additional information and if information is available send a letter to pilot/owner of aircraft.
 - A person's information is kept private.
 - County noise pamphlet and FAA brochure are also included as additional education.
- Complaints are then entered into spreadsheet to generate AAC noise report.
- Some complaints are referred to AAC members for further discussion.

Keith Freitas stated that the most important thing about noise counting for us is that the County does operate the airport/ground but the airspace is federally controlled. The challenge is for Airport staff to then communicate to an individual, who is upset about noise and what an aircraft is doing, that how and where aircraft fly is a federal issue under federal control and that 99% of the time the pilot has not broken any federal flying airspace rules.

Community Buchanan Airport Partnership (CBAP) was developed as an avenue for the community to voice their concerns regarding Airport noise but was not attended.

Airport staff was asked to contact the EAA Officers regarding any complaints received during the EAA B017 event.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Tom Weber stated the Airport Committee discussed

- Airport Security Access
- Foreign Trade Zone designation for the Byron Airport
- Part 139 process.
- There was also discussion regarding a possible charge for adding spouse's names to hangar rental agreements; to clarify there is no fee charged to the tenant for this change.

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

Keith Freitas reported:

- Chrysler Motors is doing a photo shoot at the Byron Airport
- The Airport Tenant BBQ is May 12th
- Bristow Academy is closing at the end of June; they are consolidating the business to Florida
- Beechcraft Pilot Proficiency Program in early June

c. Update from Airport Business Association

None

d. AAC Announcements

The Airport Land Use Commission has an opening

e. Airport Staff Announcements

Sue Hill is officially retired and is back part-time while the position is being filled.

f. Mt. Diablo Pilots Association (MDPA) Open House, August 6, 2011

The MDPA was hoping that their open house would be a fairly big event but budget considerations may cause it to be smaller.

g. AAC Training Form

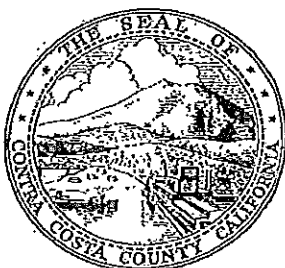
Each AAC member was asked to complete the training form and give the completed forms to Natalie Olesen.

FUTURE AGENDA ITEMS

- AAC Calendar for next year
- Byron Jet Center Update
- APEX Update
- Part 150 Certificate
- Foreign Trade Zone Update
- Minimum Standards
- Update on ADG and Silver Pacific

ADJOURNMENT: The meeting was adjourned by the Chair at 1:45 p.m.

**Discovery Bay
P-6 Zone Citizen
Advisory
Committee**



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

*Error with meeting recording

Record of Actions

Meeting start time: 7:30 p.m.

Tuesday, May 10, 2011

1.) Meeting called to order by Chair Stevens at 7:30 p.m. with Vice Chair Earl and Council members Mankin and Kane present. Council member Alfsen absent.

2.) Public Comment: No public comment received.

3.) Review of Record of Actions of 4-12-11 meeting: Committee member Kane made a motion to accept the Record of Actions as written. Second made by Vice Chair Earl. Motion carried 4-0.

4.) Correspondence: (Key: R= Received S= Sent)

- R 4/28/11 Supervisor Piepho thank you to Sheriff Livingston for presenting at the 4-12-11 Discovery Bay P-6 Zone CAC

5.) Old Business:

- a.) Discuss P-6 Zone Fund Balance:** Copies of the fund balance presented at the May 2011 meeting by Sheriff Livingston where distributed to the committee members.
- b.) Discussion of funding for the Byron Union School District School Resource Officer and Anti-bullying effort:** Vice Chair Earl presented the group with an overview of the earlier subcommittee meeting and the recommendation for the DB P-6 Zone CAC to fund the SRO position for 2011/2012 while the Byron Union School District continues to research funding for the position on a long-term basis. Motion made by Committee member Mankin to recommend to Supervisor Piepho and the Office of the Sheriff to fully fund a School Resource Office for the Byron Union School District for 1 year, June 2011 through June 2012, with Discovery Bay P-6 Zone funds. Second made by Vice Chair Earl. Motion carried 4-0.
- c.) Discussion of creation of budget line item for use by the Sheriff's office for staff supplies:** Lt. Burton provided the committee with an update that he received clarification on purchasing supplies and that a specific budget line item is not necessary at this time.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

6.) New Business

- a.) Monthly activity report (Lt. Burton): Lt. Burton provided an overview of several recent residential burglaries in the community. Lt. Burton also discussed that the Marine Patrol Division is again ramping up for the upcoming boating season and that he will be putting out the notice regarding fireworks being illegal in Contra Costa County.
- b.) Other new business: The committee discussed their summer meeting schedule and decided to cancel their June meeting.

8.) Future agenda items/Committee Member Comments: No items discussed

9.) Adjourn: Meeting adjourned at 8:32p.m. to the next meeting scheduled for July 12, 2011.

CONTRACT # 123456
BY
7-11-11

TRANSPLAN COMMITTEE
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

June 9, 2011

The meeting of the TRANSPLAN Committee was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Brian Kalinowski at 6:30 P.M.

ROLL CALL

PRESENT: Gil Azevedo (Antioch), Jim Frazier (Oakley), Ben Johnson (Pittsburg), Bruce Ohlson (Pittsburg), Kevin Romick (Oakley), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Chair Brian Kalinowski (Antioch)

ABSENT: Carmen Gaddis (Alternate, Contra Costa County Board of Supervisors), Federal Glover (Contra Costa County Board of Supervisors), and Duane Steele (Contra Costa County Planning Commission)

STAFF: John Cunningham, TRANSPLAN Staff

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Jim Frazier, seconded by Ben Johnson, TRANSPLAN Committee members unanimously adopted the Consent Calendar, with the removal of the minutes from the May 11, 2011 meeting, as follows:

3. Adopt Minutes from May 11, 2011 TRANSPLAN meeting. **[REMOVED FROM CONSENT]**
4. Accepted Correspondence.
5. Accepted Status Report on Major Projects
6. Accepted Report on 511 Contra Costa Activities

ADOPT MINUTES FROM MAY 11, 2011 TRANSPLAN MEETING

On motion by Jim Frazier, seconded by Kevin Romick, TRANSPLAN Committee members adopted the minutes of the May 11, 2011 TRANSPLAN meeting, with Joe Weber's abstention due to absence.

RECEIVE REPORT ON eBART PROJECT (HILLCREST STATION) AND TAKE ACTION AS APPROPRIATE

Rick Rattray, eBART Project Phase Coordinator, highlighted the status of the issues that had been discussed for the construction of the eBART station at Hillcrest Avenue, which station would span the freeway with an overhead platform. The station would include 1,000 parking spaces, a portion of which would be covered with solar panels. He presented renderings of the station itself and identified the fare gates at the entryway where artwork designed by the Antioch Arts Commission would reflect the nature of the local community.

Mr. Rattray highlighted the elements of the Hillcrest Station including two bathrooms which had access oriented to the inside of the paid area. Arrangements had been made for a future escalator and all utilities would be installed to facilitate that element in the future. He described the stairs to the upper level to join the pedestrian overcrossing and explained that provisions had been made for an escalator to go down to the platform. The design had incorporated provisions for escalators on both the entry side and the platform side. He described the features of the entry house which included the fare gates, an elevator and stairs, the location for a future escalator, a Police room, ticket vending and add-fare machines, CCTV cameras and PA system, and restrooms. On the platform there would be an elevator and stairs, electronic train arrival information, CCTV cameras and PA system, a canopy, benches, and trash receptacles along with a location for a future escalator. Access would include 1,000 parking spaces in Phase 1, bike lockers and racks, all fully Americans with Disabilities Act (ADA) compliant, 12 bus bays, a separated bike/pedestrian access route, and CCTV cameras in the parking lot. He noted that a couple of the cameras would be capable of reading license plates.

For passenger safety, Mr. Rattray stated that BART was committed to delivering a safe and clean station on day one, would provide BART Police coverage supplemented during the evening hours from 8:00 P.M. to 12:00 A.M. with additional coverage, there would be extensive CCTV coverage, an LCD monitor at the fare gates would provide surveillance, there would be cameras at multiple locations, and eBART Central Control and the maintenance facility would monitor cameras as would the Hillcrest Station Police Room and the BART Dispatch Center, which would be able to monitor cameras 24 hours a day.

Mr. Rattray identified five emergency (911) call boxes in the parking lot linked directly to BART Police, with ten courtesy phones throughout the station along with 38 CCTV cameras, which he noted far exceeded the average in any other BART station. Elevators would also have phones, as required, with one phone in each elevator. Emergency call boxes in the parking lot would be connected to the Police Center in downtown Oakland. The proposed staffing plan would offer a continuous presence at the station throughout the day. He presented a graph to show the staffing levels throughout the day and identified the type of staff who would be present at the various times of day.

Mr. Rattray noted that restrooms would be closed after the peak hours in the morning and be opened for the PM peak hours. Throughout the day there would be intermittent BART Police controls.

BART Chief of Police Kenton Rainey thanked Deputy Chief Dan Hartwig who had worked with the Interim Chief to put together the majority of the plan to suit the needs of the citizens who would be utilizing the station. He presented the current beat structure for each platform throughout the BART District and advised that the Hillcrest Station would be identified as Beat 27. He described how the staffing scheme had been devised and how personnel had been scheduled through an evaluation of workload indicators comprised of daily entries, daily exits, Part 1 crimes, calls for service, average response times, arrests, felony misdemeanors, misdemeanor citations, number of parking spaces, and type of station.

Chief Rainey stated that the BART System had 48,000 parking spaces. He identified response times through 2010 end-of-line station statistics and noted that response times were less than 6 minutes at the Pittsburg/Bay Point Station with a goal of moving towards a 5-minute response time. He advised that they would be evaluating all performance on a monthly basis to achieve desired outcomes and were moving towards a new geographic policing model in an effort to reduce Part 1 crimes. He added that the absence of crime would be the measure of success.

Bob Taylor asked about parking citations and the Chief reiterated that BART had 48,000 parking spaces and there were multiple parking passes available for specified periods of time. The majority of other spaces were on a first-come, first-served basis at \$1.00 daily. Most citations were for those who parked in areas for people who purchased a monthly pass.

Chair Kalinowski suggested that the Pittsburg/Bay Point Station was primarily impacted because it was an end-of-the line station impacted by community issues. The concern for Antioch was that the issues affecting the Pittsburg/Bay Point Station would not be much different farther east. While ridership was lower, he suggested that an end-of-the line station in Antioch would represent higher than normal levels of misconduct. With respect to Community Service Officer (CSO) staffing, he asked how that would work.

Chief Rainey identified staffing as recommended minimal staffing, with a minimum of 22 Officers and with power shifts and staggered hours. As ridership increased, he wanted to be in a position to evaluate what was going on in the district on a monthly basis with the goal an absence of crime to encourage people to ride BART. He noted that the theft of smart phones was driving crime at BART stations at this point.

Chair Kalinowski asked if there would be a period of time when ridership activities would be evaluated and if there was a way to build into the process a regular review to ensure that things were working well.

TRANSPLAN Committee Minutes

June 9, 2011

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Chair Kalinowski sought assurance that the mechanism would be in place to address public safety issues should they arise.

Chief Rainey advised that the intent was to have a cooperative working relationship with the City of Antioch and other Police Associations to ensure the absence of crime. If the crime rate were to increase because the problems at the Pittsburg/Bay Point Station shifted to the Hillcrest Station, his personnel would be shifted to address those issues.

Mr. Rattray reiterated that the Hillcrest Station design had included provisions for escalators, had accommodated restrooms with restrooms opening into the paid area, and that passenger safety issues had been addressed. There was also a provision for multimodal access. He stated that BART would be responsive to any changes that might occur in the future.

Bruce Ohlson referred to the CCTV cameras and noted his understanding that fewer cameras would be placed in the parking lot where reportedly most of the crime would occur. He was advised by the Chief that access to place cameras in the parking lot unobstructed was much easier than in the station itself. As designed, there would be good coverage in the parking lot. If there was an issue, it would be resolved. The technology provided license plate identification and would monitor activity.

BART Director Joel Keller thanked everyone for the opportunity to present the final version of the eBART at Hillcrest Station. He thanked Chair Kalinowski for raising the matter to the public and he suggested that a good plan had been made better to create a clean and safe station with a safe ride. He thanked everyone who had participated in the process.

Mr. Keller took this opportunity to announce that the BART Board of Directors had met this date and had considered \$300,000 designated for East County to determine where to extend eBART from Hillcrest Avenue; whether to Laurel Road, Sand Creek Boulevard, or Balfour Road. He stated that up until today, that money had been contingent on State Transportation Agency (STA) funds, and while access to those funds was not assured the \$300,000 was no longer contingent upon STA funds. As such, he reported that the eBART Partnership Policy Advisory Committee (ePPAC) might begin to meet again in September to continue the dialogue and find some way to work cooperatively to identify an extension, find money for an Environmental Impact Report (EIR), and together aggressively find the capital funds to build an extension beyond Hillcrest Avenue.

Chair Kalinowski commented that while he remained concerned with the public safety component, he suggested that by continuing communication with the Antioch Police Chief, BART Police and staff, the stage would be set for further improvements.

Mr. Cunningham explained that the issue was for discussion purposes only in that the matter would ultimately return to the Antioch City Council.

**STATUS REPORT ON THE METROPOLITAN TRANSPORTATION COMMISSION'S
BAY AREA REGIONAL EXPRESS LANE BACKBONE NETWORK**

Mr. Cunningham reported that the Bay Area Express Lane Backbone Network had not been discussed by the TRANSPLAN Technical Advisory Committee (TAC).

Ross Chittenden from the Contra Costa Transportation Authority (CCTA) spoke to the Bay Area Regional Express Lane Network, now being known as the Backbone Network. Due to input from the various transportation management agencies, he explained that legislation had been tabled and the Metropolitan Transportation Commission (MTC) was taking a different approach and had scaled back the network to something financially feasible within a reasonable period of time, from an 800-mile network to a 500-mile network, which did not include State Route 4. He explained that the current MTC approach would be to use the authority of the California Transportation Commission (CTC) through AB 798 to approve two High Occupancy Toll (HOT) lane networks in Northern California and two in Southern California. MTC staff and consultants had produced estimated costs and revenue estimates. He stated that if there was a decision to implement or assess feasibility, there would be much more detail generated for each of those corridors.

Mr. Chittenden advised that the approach was to work with Caltrans to minimize the right-of-way take needed through design exceptions. The majority of the network would be a single lane HOT configuration. Two thirds of the network would involve a conversion of High Occupancy Vehicle (HOV) or carpool lanes to HOT lanes. He reported that there were a number of policy discussions that would have to occur; for instance for the majority of the Bay Area two people were needed to form a carpool. Part of the discussion was to evaluate two-person carpools and assess through modeling what would occur with a three-person carpool, with charges for single- and two-person carpools. More detailed discussions would be required to determine if it was good public policy to raise the occupancy levels for HOV.

When asked by Bruce Ohlson, Mr. Chittenden stated that the costs related to the program would be to physically construct HOVs and install the technology and other infrastructure to collect tolls. He referenced a number of variables on the revenue side of the proposal.

Mr. Chittenden explained in response to Jim Frazier that to bring an HOV from south Walnut Creek to the north would require an expensive high flyover. The CCTA Board had approved a project to start the EIR process for a southbound HOV to close that gap. He noted that staging was based on readiness and revenue potential.

Mr. Chittenden identified the AB 744 Principles adopted by the CCTA which were being followed at the staff level. The principles offered a net benefit to travelers residing on the corridor, acknowledged that gaps would remain in the system, there would be no conversion of general purpose lanes, and additional revenues would be used for transit.

Additional principles identified by Mr. Chittenden were that the Corridor Investment Plan would improve transit service with a goal of a higher person throughput to reduce delays for all travelers, and HOV occupancy would be limited to one passenger above 2010 levels. He noted that the use of HOT lanes would help alleviate congestion in the general purpose lanes.

Ben Johnson asked if data from other agencies could be used to reduce the cost, to which Mr. Chittenden stated that a lot of information was being received from other agencies and there were a lot of lessons learned. With respect to HOT lanes, he explained what MTC was doing, clarifying that HOT lanes were HOV lanes with a toll option. All existing carpools and buses using HOV lanes could still use HOT lanes for free. The concept was to sell the excess capacity in HOV lanes to fill it up, but not too much, since freeway speeds would still be required. Other drivers could choose to pay congestion pricing to utilize the HOT lanes. He explained that dynamic tolling was based on real time traffic, managing the demand to keep the Express Lane free flowing.

As to why a Regional Express Lane Network had been proposed, Mr. Chittenden stated it was a proven corridor/system management tool making the best use of capacity and encouraging more carpooling and express buses, and that the more HOV lanes were made continuous the more effective the system. The proposal was also needed due to changes in traditional transportation funding where federal and state accounts were going broke, where the national and international trend was toward user fees, and with regionally controlled revenue to free up traditional funding. It would also introduce the road pricing concept and close HOV system gaps. Not a new concept, he stated that many large cities throughout the United States had functioning systems. It would help manage congestion, benefit general purpose lanes by moving traffic into Express Lanes, and he suggested it was rare that people used hot lanes five days a week. He emphasized the need to avoid degrading but emphasizing buses and carpools.

Mr. Chittenden advised that there was a good track record for carpool growth. He added that all types of vehicles used HOT lanes which were not just being used by those with high-end vehicles.

As to the Express Lane over Sunol Grade, Mr. Chittenden showed a graphic of how the lane worked and noted that an extra lane had been created at defined entry and exit points. He commented that there were a number of problems at Sunol Grade although he suggested that those problems would be resolved and the technology would be improved to allow for continuous access. Currently, those lanes were averaging 7,000 trips per week at an average toll of \$3.00.

Mr. Chittenden added that the HOT lanes on I-680 had been planned prior to the Dot Com Bust and traffic was currently not as bad as it once was. An average of 5,000 new users entered the facility each month. So far total revenues were \$571,668 which did not fully cover costs.

A third of the cost should be covered this year and by the third year there was a need to have full cost recovery. With no breakeven the third year, something else would have to be done. It was clarified that the I-680 facility was a Joint Powers Agency (JPA) operated by Caltrans with collections by MTC and with enforcement by the CHP.

Mr. Chittenden explained that the Express Lane usage was tracked by billing address and a graph showed a breakdown of the top cities. He reported that Contra Costa County residents were the number one user of the facility.

Speaking to the next steps, Mr. Chittenden reported that Caltrans was to complete and approve the Project Study Report, refine cost estimates and complete a revenue forecast, with MTC to approve and submit an application to obtain CTC approval. The implementation steps would include an assessment of funding and financing options and regional considerations by MTC and the region, with the Congestion Management Agencies (CMAs) and corridor sponsors to conduct public outreach and to do the more detailed technical and financial studies to see if the network would be viable. MTC would take the project to its Board in July and it would be presented to the CCTA Board in September.

Joe Weber characterized the Backbone Network and the project itself as more of a social project than a highway project.

In response to Mr. Weber as to how the Federal Highway Administration (FHA) was involved in the network in the Bay Area, Mr. Chittenden advised that the FHA was making it easier for those types of projects, particularly on the revenue side in that in the past it was more difficult to get a toll on a road that had been constructed with public funds. As to why other counties had not been mapped, he explained that the congestion was not present to be able to make the network pencil out elsewhere. Since AB 798 would sunset in December 2011, he stated that the sponsors would then have to seek specific legislation for the project.

Mr. Weber noted that carpool numbers were different in different corridors and he suggested there had to be regularity. As a member of the Board, he expressed his hope that the legislation would sunset with nothing happening given that he characterized it as a punitive project. He also suggested that the comparison with Southern California was inappropriate. He commented that getting people into carpooling through groups such as 511 Contra Costa and other outreach groups to engage employers and employees would be preferable to creating a punitive approach that would impact people who occasionally used the highway and who would be forced to pay a toll to do so.

Jim Frazier stated that he and CCTA staff had met with MTC staff, and with Measure J funding being lost by 2017, it was imperative to consider other means. He fully supported the Backbone Network.

Chair Kalinowski noted the varying points but supported the establishment of a standard of good policy.

**RECEIVE REPORT ON SAFE ROUTES TO SCHOOL FUNDING PROJECTS/
PROGRAMS FOR THE TRANSPLAN SUB-REGION**

Mr. Cunningham referred to the recommendation in May for the TRANSPLAN Committee's share of Safe Routes to School funding for some Brentwood capital projects and the direction for what could not be spent on Brentwood projects to be used for 511 Contra Costa programs. He reported that staff had met with CCTA and 511 Contra Costa staff and that several components of the Brentwood project, in particular the replacement of solar powered crosswalk lights, had been deemed not acceptable although one of the other components was on the line.

Mr. Cunningham noted that the source of the funds was Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds to support Safe Routes to School programs or projects in Contra Costa County, and the project component did not meet the requirements of CMAQ funds. He explained that had been the difficulty in spending the funds in the beginning. While the program funded some of the projects, because of the source funds, some were not eligible. The sidewalk gap closure project estimated at \$50,000 was eligible, the traffic signal estimated at \$300,000 was questionable and the CCTA was lobbying to see if that could be eligible, and the solar lights were ineligible. The program had identified a minimum of \$250,000 although a lower cap had been negotiated. He was hopeful that the traffic signal could be funded.

Jim Frazier requested that when CMAQ money became available in the future, the constraints be lessened so that the Safe Routes to School funds could actually be utilized.

Mr. Cunningham suggested that the funds would be handled differently in the future. When asked if there was a deadline, he stated that the projects had been submitted as required and were now subject to additional scrutiny. It was his understanding that a determination of eligibility in the traffic signal project would be identified in the next couple of weeks. He added that he had expressed hesitation providing those funds to 511 Contra Costa in May, noting that his interpretation of 511's concern was incorrect. 511 Contra Costa's hesitation was that it did not want to compete against capital projects. 511 Contra Costa had no hesitation or concern with spending the funds that can't be spent on capital projects. He reported that 511 Contra Costa had already conducted some preliminary planning to spend those funds.

Corinne Dutra-Roberts, Senior Transportation Analyst with 511 Contra Costa, stated that once the notice from local assistance to activate the funds had been received, the program would be shared with the TRANSPLAN TAC for implementation in January or February at elementary schools, spring middle schools, and then the high school.

Ms. Dutra-Roberts stated that inside assemblies would be started in January or February for each elementary school that wanted to participate. The preliminary schedule included the pre-planning now with the TRANSPLAN TAC to be advised of how 511 Contra Costa planned to execute. She added that 511 Contra Costa planned to secure some assistance with other partner agencies.

Jim Frazier noted that the City of Oakley had also been interested in money from the project for Orchard Park School on Live Oak Avenue, had the matching funds, but couldn't proceed because the project cost was less than \$250,000. He thanked Mr. Cunningham who had worked with CCTA staff and had gotten that pathway funded and he thanked 511 for working for the process and helping the City of Oakley for that portion of Safe Routes to Schools.

Speaking to American Avenue in Brentwood, Bob Taylor noted that there was a middle school and a high school within a quarter mile of each other which created traffic congestion, pedestrians, and an access problem. He expressed his frustration with Safe Routes to Schools funding and the procedures involved.

**RECEIVE REPORT ON STATUS OF REGIONAL FEE PROGRAM REQUIREMENTS/
CITY OF PITTSBURG AND TAKE ACTION AS APPROPRIATE**

Mr. Cunningham advised that the item related to the status of the City of Pittsburg's Regional Fee Program requirements was a placeholder and there was no report at this time.

RECEIVE UPDATE: STATE ROUTE 4 INTEGRATED CORRIDOR ANALYSIS

Mr. Cunningham stated that the State Route 4 Integrated Corridor Analysis update was also a placeholder. The consultant was still preparing information and at some point a report would be made to the TRANSPLAN Committee.

ADJOURNMENT

Chair Kalinowski adjourned the TRANSPLAN Committee meeting at 8:00 P.M., to July 14, 2011 at 6:30 P.M. or other day/time as deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

Meeting Handouts:

- Presentation by Ross Chittenden from the Contra Costa Transportation Authority (CCTA) of the Bay Area Regional Express Lane Network

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

JOINT EXERCISE OF POWERS AGENCY

MINUTES
June 9, 2011

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 8:00 P.M.

ROLL CALL

PRESENT: Brian Kalinowski (Antioch), Robert Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: Federal Glover (Contra Costa County)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

Program Manager Dale Dennis removed Item H from the Consent Calendar for discussion.

On motion by Director Kalinowski, seconded by Director Taylor, the Authority unanimously adopted the Consent Items, as follows, with the removal of Item H:

- A. APPROVED Minutes of April 14, 2011 and May 12, 2011.
- B. APPROVED a \$46,146 amendment to the Consulting Services Agreement with PB Americas to perform construction management services for the Fence Project in Segments 2 and 3, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. APPROVED Amendments to Consulting Services Agreements with the following consultants (no payment limit increases) to extend the term of the existing agreements through the dates listed below, and AUTHORIZED the Secretary or designee to sign the amendments on behalf of the authority.

State Route 4 Bypass Authority Minutes

June 9, 2011

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1. Parikh Consultants – Geotechnical and Environmental Site Assessment Engineering Services for Segments 2 and 3 (June 30, 2012)
 2. Mark Thomas and Company – Engineering Design Services for Segments 1, 2, and 3 (June 30, 2012)
 3. Ray Zwemmer – Right-of-Way Engineering Support for SR4 Bypass Transfer (September 30, 2011)
- D. APPROVED a \$20,000 amendment with Geocon Consultants Inc. for a revised payment limit of \$53,350 to assist with investigating/resolving contamination issues related to the Kinder Morgan Pump Station to address Caltrans concerns, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- E. APPROVED Amendment to the Contract for Law Enforcement Services with the City of Brentwood in the total annual amount of \$40,000 for the portion of the SR4 Bypass within the city limits to provide increased law enforcement services, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- F. APPROVED the Revised End of Year FY 2010/11 Work Plan and Budget.
- G. APPROVED the FY 2011/12 Work Plan and Budget.
- H. THE BOARD WAS ASKED TO TAKE THE FOLLOWING ACTIONS:
[REMOVED FOR DISCUSSION]
1. APPROVE the Right-of-Way Contract for the exchange of real property between the State Route 4 Bypass Authority (Authority) and Blackhawk-Nunn Active Adult Communities of Brentwood, L.P. and Brentwood Country Club Partners, L.P. (Parties).
 2. DETERMINE that conveyance of surplus property to the Parties is in the public interest and will not substantially conflict or interfere with the Authority's project.
 3. APPROVE the conveyance of surplus real property of approximately 61,346 square feet of real property owned by the State Route 4 Bypass Authority described in the Grant Deeds (attached to the staff report dated June 9, 2011) to the Parties pursuant to Government Code Section 25526.5.
 4. ACCEPT the Grant Deed conveying approximately 45,194 square feet of real property owned by Blackhawk-Nunn Active Adult Communities of Brentwood, L.P., and the Relinquishment of Access Rights owned by Brentwood Country Club Partners, L.P., to the Authority.

5. AUTHORIZE the Secretary or designee to sign said Right-of-Way Contract on behalf of the Authority.
6. AUTHORIZE the Secretary or designee to DIRECT the Contra Costa County Real Property Division to have the Grant Deeds and Relinquishment of Abutter's Rights delivered to Fidelity National Title Company for recording.

For the above item removed from Consent for discussion, Mr. Dennis advised of attempts to acquire the last parcel to finish the contract with Caltrans and an issue that had been raised by the Contra Costa Water District (CCWD) where one of the parcels off of Balfour Road was considered to be excess and there might be an opportunity to configure the package differently. If a resolution of that issue was possible in the next couple of weeks, he advised that a special meeting might be scheduled to move through the process to have everything packaged for transfer to Caltrans by the end of July. As such, he recommended that no action be taken on Item H at this time.

DETERMINATION ITEMS

- A. RECEIVE Bids for the State Route 4 Bypass Project, Segments 2 and 3, Fence Project; AWARD a Construction Contract to the Lowest Responsible Bidder; AUTHORIZE the Secretary or Designee to Execute the Contract on Behalf of the Authority Upon Verification that the Required Bonds and Evidence of Insurance Have Been Submitted; or CONSIDER Rejection of the Bids or Other Appropriate Actions

Mr. Dennis distributed an updated staff report dated June 9, 2011, which identified bid opening results held on June 8 with a favorable bid process. He reported that the Engineer's Estimate was \$250,000 for the project. Two bids lower than the Engineer's Estimated had been received in amounts of \$207,000 and \$227,000. The other three bids were higher than the Engineer's Estimate. He recommended that the Board take the actions identified in the staff report. When asked, he advised that the project had been advertised in the Contra Costa Times and in thirteen Builder Exchanges, and included local fence contractors. Only five firms had bid.

On motion by Director Kalinowski, seconded by Director Taylor, the Authority unanimously took the following actions:

1. APPROVED the prior issuance of Contract and Notice to Contractors and Special Provisions for the State Route 4 Bypass, Segments 2 and 3, Fence Contract, including Addenda Nos. 1 and 2.

2. DETERMINED that the above project is in compliance with the California Environmental Quality Act (Public Resources Code §21000, *et seq.*), and has been fully analyzed in the following documents: State Route 4 Bypass Environmental Impact Report certified by the Authority on December 14, 1994; subsequent Addenda to the Environmental Impact Report for the State Route 4 Bypass Project; the Supplemental EIR adopted by the Authority on October 14, 2004.
3. APPROVED the project plans and specifications and the entire project design on behalf of the Authority and its member agencies.
4. AWARDED the contract for furnishing labor and materials for the above project to **Stockton Fence and Material Company**, the lowest responsive and responsible bidder, in the amount of **\$207,056.20** and the unit prices submitted in the bid, and REQUIRED the contractor to present surety bonds for payment and faithful performance in the amounts of **\$207,056.20** and **\$207,056.20** respectively.
5. DIRECTED the Secretary or designee to prepare the contract for the project.
6. AUTHORIZED the Secretary or designee to sign the contract on behalf of the Authority subject to the Secretary or designee having reviewed and found sufficient all required documents, including the contract signed by the contractor and the required surety bonds and certificates of insurance.
7. DIRECTED that, in accordance with the project specifications and/or upon the execution of the contract by the Secretary or designee, any bid bonds posted by the bidders be exonerated and any checks or cash submitted for bid security be returned.
8. AUTHORIZED the Secretary or designee to sign any escrow agreements prepared for this project to permit direct payment of retention into escrow or the substitution of securities for moneys withheld by the Authority to ensure performance under the contract pursuant to Public Contract Code Section 22300.
9. Pursuant to Public Contract Code Section 4114, DELEGATED the Board's functions under Public Contract Code Sections 4107 and 4110 to the Secretary or designee.

10. Pursuant to Section 6705 of the Labor Code, DELEGATED to the Secretary or to any registered civil or structural engineer employed by the Authority or the County the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.
11. DECLARED that, should the contract award be invalidated for any reason, the Board in any event would not have awarded the contract to the second bidder or any other bidder but instead would have exercised its discretion to reject all of the bids received. Nothing herein shall prevent the Board from awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

B. RECEIVE Status Report on the State Route 4 Bypass Projects

Mr. Dennis advised of moving forward to finalize the plans for the Sand Creek Interchange and the 4-Lane projects, working to get Corridor Mobility Improvement Account (CMIA) funding. He reported that California Transportation Commission (CTC) staff had recommended the CMIA funding and although the Authority had requested \$33 million for both projects as one project it had received recommendation for only \$25 million from CTC staff. The CTC would act on the recommendation on June 22. He noted that Chair Frazier had offered to attend the CTC meeting in Southern California and that CCTA staff would represent the CCTA at that time. He recommended that the Chair be reimbursed for travel expenses.

Director Taylor stated that he would also be attending that meeting.

Director Kalinowski recommended reimbursement for the Chair and the Vice Chair to attend the CTC meeting, to be placed on the next meeting agenda for consideration.

Mr. Dennis added that the work was still moving forward on the connectors and there were positive signs for an allocation from the Metropolitan Transportation Commission (MTC). Staff was also moving forward with transfer activities to meet the targeted September deadline and asking for help from member agencies to work on their cooperative, freeway, and maintenance agreements. The goal was to have the CTC adopt the Bypass in September and relinquish the existing roadway. Mr. Dennis stated that the transfer had been started two years ago.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 8:14 P.M. to the next meeting scheduled for Thursday, July 14, 2011.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk