



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**NOTICE OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD**
Wednesday February 15, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Minutes of previous Regular Meeting dated February 1, 2012
2. Minutes of previous Special Meeting (6:00) dated February 8, 2012
3. Minutes of previous Special Meeting (6:30) dated February 8, 2012
4. District Invoices
5. District Financials

F. NEW BUSINESS AND ACTION ITEMS

1. Establish the Investment Oversight Ad-Hoc Committee
2. Establish Recreation Ad-Hoc Committee
3. Award of contract to Vintage Contractors for Cornell Park Tennis Courts Resurfacing
4. Award Base Bid to the Lowest Responsive Bidder, Conco West, for Dewatering Project in the amount of \$899,800
5. Approve Contract with EnerPower Inc. for Utility Rate Analysis Services

G. VEOLIA REPORT

H. MANAGER'S REPORTS

I. GENERAL MANAGER'S REPORT

J. DISTRICT LEGAL COUNSEL REPORT

1. Board Vacancy: Discussion and possible action

K. COMMITTEE UPDATES

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting Minutes for October 13, 2011
2. R – Letter to Mr. Mohammad Farhad from Veolla regarding SSO at 1413 and 1245 Willow Lake Road
3. R – Transplan Committee meeting Minutes for January 12, 2012
4. R – Letter from Supervisor Piepho – Board Orders from 1.24.12 Meeting dated February 2, 2012
5. R – Flyer - Levee Vegetation Research Symposium held in Sacramento on August 28-30, 2012

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to next Regular meeting of March 7, 2012 starting at 7:00pm at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday February 1, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

- Call to Order – 7:00 p.m. by President Steele
- Pledge of Allegiance – Led by Director Tetreault
- Roll Call – All Present with the exception of Vice-President Graves

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

There were three (3) Public Comment Speakers

C. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

• Alan Johnson – Provided the law enforcement report for the month of January
There were two (2) Public Comment Speakers

2. FIRE DISTRICT REPORT – No Report

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

4. SUPERVISOR MARY PIERPHO DISTRICT III REPORT

• Karyn Cornell – Provided an update on the County related items. Office has moved to new location: 3361 Walnut Boulevard Suite 140 Brentwood, CA 94513.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Reports

• General Manager Howard – Stated that he spoke with John Osborne and stated that he will be attending the second meeting in March or the first meeting in April to provide an update on projects.

3. Code Enforcement Report – Director Simon provided the details of the Code Enforcement meeting he attended on January 25, 2012. He will also turn in a written report.

4. Special Districts Report – No Report

**These meetings are held Quarterly

E. CONSENT CALENDAR

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

1. Minutes of previous Special Workshop dated January 14, 2012
2. Minutes of previous Special meeting dated January 17, 2012
3. Minutes of previous Regular meeting dated January 18, 2012
4. District Invoices

• Motion by: Director Simon to approve the Consent Calendar

• Second by: Director Dawson

• Vote: Motion carried – AYES: 4 – President Steele, Director Dawson, Director Tetreault, Director Simon, NOES: 0, ABSENT: 1 – Vice-President Graves

F. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action on Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit Override Expiration

General Manager Howard – Provided the details of Item F-1

Parks and Landscape Manager Perez – Provided additional details of item F-1

No action taken

There was one (1) Public Comment Speaker.

2. Adopt Resolution No. 2012-05 approving a Procedure for the Disposal of Surplus Personal Property

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

Motion by: Director Simon to adopt Resolution 2012-05 approving a Procedure for the Disposal of Surplus Personal Property

Second by: Director Dawson

Vote: Motion carried – AYES: 4 – President Steele, Director Dawson, Director Tetreault, Director Simon, NOES: 0, ABSENT: 1 – Vice-President Graves

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

President Steele - Provided his report and the details of the January 19, 2011 Byron Union School District meeting. Commented on the State of the Town event – Good turn out and representation and also thanked the Chamber of Commerce.

Director Dawson – Addressed comments that were made under the Public Comment section.

H. MANAGER'S REPORT

1. Water Leaks History

Water and Wastewater Manager Koehne – Provided an update on the history of water leaks.

There was one (1) Public Comment Speaker

2. Parks and Landscape Year End Report

Parks and Landscape Manager Perez – Provided an update on several projects that were completed in 2011.

The General Manager and the Board complimented Parks and Landscape Manager Perez and her staff and the Water and Wastewater Manager Koehne and his staff for their hard work.

I. GENERAL MANAGER'S REPORT

General Manager Howard – Reminded the Board of the Special meeting next week, February 8, 2012 at 6:30 p.m. for the Water and Wastewater Master Plans. Announced that Vice-President Graves was awarded Citizen of the Year at the State of the Town Event. Announced that there was a Sanitary Sewer Overflow on Willow Lake Road and provided details of the SSO.

J. DISTRICT LEGAL COUNSEL REPORT

No Report

K. COMMITTEE UPDATES

No Report

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting Minutes for October 13, 2011

2. R – Letter from Supervisor Riepho regarding the P-6 Citizen Advisory Committee for Discovery Bay dated January 10, 2012

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Thomas Peele – 2011 Employee and Officials Payroll – Request date January 4, 2012

2. Request from William Richardson – Director Dawson's 1.18.12 Comments – Request date January 23, 2012

N. FUTURE AGENDA ITEMS

Director Dawson – Recreation Committee

Director Steele – Proposal for the Community Center

There was one (1) Public Comment Speaker

O. ADJOURNMENT

The meeting adjourned at 7:59 p.m. to the next Special meeting on February 8, 2012 at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

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

//cmc – 02.09.12



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday February 8, 2012
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

- A. **ROLL CALL**
Call to Order – 6:00 p.m. by President Steele
Roll Call – All Present
- B. **PUBLIC COMMENT**
None
- C. **OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**
(Government Code Section 54957.7)
Legal Counsel Rod Atterbery – The Board adjourned into closed session according to Government Code Section 54957.7
- D. **CLOSED SESSION:**
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 10 +/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)
Agency Negotiator: General Manager, Rick Howard
Negotiating parties: (Pilati Farms and Randy Prince)
Under negotiation. Instruction to negotiator will concern price and terms of payment.
- E. **RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**
(Government Code Section 54957.1)
Legal Counsel Rod Atterbery – The Board has returned to Open Session from Closed Session and reported that there is no reportable action.
- F. **ADJOURNMENT**
The meeting adjourned at 6:34 p.m. to the Special Meeting on February 8, 2012 at 6:30 on 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church

For the Audio of this meeting please visit our Website at
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//cmc – 02.10.12



TOWN OF DISCOVERY BAY

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MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
February 8, 2012
SPECIAL MEETING at 6:30 p.m.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

SPECIAL MEETING at 6:30 p.m.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call to Order – 6:30 p.m. by President Steele
2. Pledge of Allegiance – Led by President Steele
3. Roll Call – All Present

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

None

C. NEW BUSINESS AND ACTION ITEM

1. Review and accept the Water Master Plan and the Wastewater Master Plan for the Town of Discovery Bay Community Services District

General Manager Howard – Provided the details of item C-1 and introduced John Fawcett from Luhdorff & Scalmanini Consulting Engineers and Gregory Harris of HERWIT Engineering.

John Fawcett – Provided slides to offer an overview and an understanding of the essential elements of the Water Master Plan.

There was a discussion between the General Manager, the Board and John Fawcett. There were five (5) Public Comment Speakers.

Gregory Harris – Provided slides to offer an overview and an understanding of the essential elements of the Wastewater Master Plan.

There was one (1) Public Comment Speaker. There was a discussion between the General Manager, the Board, and Gregory Harris.

Motion by: Director Simon to accept the plans and staff with come back with a capital financing plan within sixty (60) days

Second by: Director Tetreault

Vote: Motion carried – AYES: 4, NOES: 0

General Manager Howard – Stated that he wanted to thank Gregory Harris and John Fawcett and their staff, members of the community, Vice-President Graves and Director Tetreault, along with Water and Wastewater Manager Koehne for their involvement within the Water and Wastewater Plans.

D. ADJOURNMENT

The meeting adjourned at 8:20 p.m. to next Regular meeting of February 15, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

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

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 \$189,753.71

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 2011/2012
Town of Discovery Bay CSD Operating & Capital Budgets 2011/2012
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
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-4

Request for authorization to pay invoices (RFA)
 For the Meeting on February 15, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code					
1	7011	RellaStar	Inv#JR52 457(b)	Benefits for 02/01-02/15/12	\$1,128.05
	7024	RellaStar	Inv#JR52 457(b)	Benefits for 02/01-02/15/12	\$288.49
				Sub-Total	\$1,416.54
2	7011	SDRMA	Inv#0010890-IN, dtd 02/07/12	Employee Medical Benefits	March 2012 \$1,712.61
	7024	SDRMA	Inv#0010890-IN, dtd 02/07/12	Employee Medical Benefits	March 2012 \$570.87
				Sub-Total	\$2,283.48
3	7101	Kevin Graves, Director		Expense Report for January Meetings	\$600.00
	7102	Kevin Graves, Director		Expense Report for January Meetings	\$15.54
				Sub-Total	\$615.54
4	7101	Mark Simon, Director		Expense Report for January Meetings	\$500.00
5	7101	Chris Steele, Director		Expense Report for January Meetings	\$600.00
6	7101	Ray Tetreault, Director		Expense Report for January Meetings	\$500.00
7	7205	Neumiller & Beardslee	Inv. #246332, dtd 2/06/12	Services thru 01/13/12	\$6,522.39
8	7205	Neumiller & Beardslee	Inv. #246333, dtd 2/06/12	Services thru 01/13/12	\$142.50
				Sub-Total	\$6,664.89
9	7210	Hewitt Engineering	Inv# 12-01, dtd 1/31/12	Services for 1/01-1/31/12	\$1,575.00
	1112-003	Hewitt Engineering	Inv# 12-01, dtd 1/31/12	Services for 1/01-1/31/12	\$6,982.50
				Sub-Total	\$8,537.50
10	7210	Stantec Consulting	Inv# 562859, dtd 2/03/12	UV Bioassay Tests @ Discovery Bay	\$1,182.05
11	7215	Veolia Water	Inv# 00011293, dtd 02/01/12	Monthly Contract	\$94,744.15
12		<u>Brentwood Ace Hardware - Acct# 808 - Statement Closing 1/31/12</u>			
	7301			General Repairs - Water/Sewer	\$77.01
	7685			Misc. Small Tools	\$82.10
	7690			Equipment Maintenance/Fuel	\$17.51
				Sub-Total	\$176.62
13	7301	Frank A. Olsen Co.	Inv# 25653, dtd 01/19/12	Valve for Plant #1	\$1,848.48
14	7301	Industrial Electrical Co.	Inv# 1034523, dtd 02/07/12	Telemecanique	\$3,324.30
15	7301	J.W. Backhoe & Constr.	Inv# 1640, dtd 01/12/12	Repair @ 1535 Willow Lake Road	\$1,348.00
16	7301	J.W. Backhoe & Constr.	Inv# 1643, dtd 01/30/12	Repair @ 4580 Discovery Point	\$3,534.93
17	7301	J.W. Backhoe & Constr.	Inv# 1644, dtd 01/30/12	Repair fire hydrant @ 1240 Marina Loop	\$1,011.75
18	7301	J.W. Backhoe & Constr.	Inv# 1646, dtd 02/03/12	Work at WWTP #1	\$2,099.97
19	7301	J.W. Backhoe & Constr.	Inv# 1647, dtd 02/03/12	Repair fire hydrant @ DB Blvd & Laguna	\$1,017.50
				Sub-Total	\$9,012.15
20	7301	Yusen Logistics	Inv# 7342270-1, dtd 1/25/12	Shipping of Lithium Batteries	\$265.00
21	7301	Veolia Water	Inv# 00010562, dtd 1/10/12	R&M for December 2011	\$9,713.36
22	7305	CED	Inv# 0186-685450, dtd 1/27/12	For Newport Water	\$6,514.81
23	7305	CED	Inv# 0186-685451, dtd 1/31/12	For Newport Water	\$3,031.00
					\$9,545.81
24	7330	Unlvar	Inv# SJ267690, dtd 1/25/12	Chemicals for 1800 Newport Dr	\$1,657.85
25	7330	Unlvar	Inv# SJ267691, dtd 1/25/12	Chemicals for 1800 Willow Lake Dr	\$949.78
				Sub-Total	\$2,607.43
26	7414	Datamatc, Ltd.	Inv# CA-00000022131, dtd 01/26/12	Maintenance on Gateways	\$820.00
27	7430	Office Depot	Inv# 594967998001, dtd 01/20/12	Office Supplies	\$22.05
28	7430	Office Depot	Inv# 595515979001, dtd 01/25/12	Office Supplies	\$8.38
29	7430	Office Depot	Inv# 595516123001, dtd 01/25/12	Office Supplies	\$14.86
30	7430	Office Depot	Inv# 595955559001, dtd 01/12/12	Office Supplies	\$92.06
31	7430	Office Depot	Inv# 596082258001, dtd 01/30/12	Office Supplies	\$5.28
32	7430	Office Depot	Inv# 595955502001, dtd 01/27/12	Office Supplies	\$3.84
33	7670	Office Depot	Inv# 596082165001, dtd 01/30/12	Office Supplies	\$161.76
34	7430	Office Depot	Inv# 596905311001, dtd 02/03/12	Office Supplies	\$67.14
35	7952	Office Depot	Inv# 596905311001, dtd 02/03/12	Office Supplies	\$92.02
36	7430	Office Depot	Inv# 596924709001, dtd 02/03/12	Office Supplies	\$18.59
				Sub-Total	\$485.98

Request for authorization to pay invoices (RFA)
 For the Meeting on February 16, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>			
37	7460	Waste & Recycling News 1 year subscription	\$49.00
38	7480	Air Resources Board Engine Fee Renewal Invoice: P-3476-0412, dtd 1/31/12	\$676.00
39	7510	MediaMacros, Inc. Inv# 2317, dtd 1/30/12 Programming Services	\$1,050.00
40	7510	MediaMacros, Inc. Inv# 2318, dtd 1/30/12 Programming Services	\$800.00
Sub-Total			\$1,850.00
41	7520	Verizon Wireless Inv#1052456198, dtd 02/21/12 Monthly wireless service	\$422.53
42	7620	EnviroTech Inv# 69110, dtd 7/07/11 Emergency Kits	\$533.96
43		<u>Petty Cash Receipts - Closing Date 2/08/12</u>	
	7680	Office Furnshings	\$10.00
	7950	Miscellaneous Services & Supplies	\$121.32
Sub-Total			\$131.32
44	7685	W. J. Kirk Welding Inv# 44063, dtd 1/24/12 Repair Hand Truck	\$80.41
45	7950	Bob McBroom Inv# 445137, dtd 2/7/12 Aerial Photos of Discovery Bay for District	\$805.00
46	7950	Star Awards Inv# 12-002, dtd 1/19/12 Name Badges for Directors	\$40.03
47	7952	Brut Force Janitorial Inv# 111, dtd 1/1/12 Service for Dec. 2011 (Z-8 #2282)	\$485.00
	7952	Brut Force Janitorial Inv# 111, dtd 1/1/12 Service for Dec. 2011 (Z-9 #2282)	\$25.00
Sub-Total			\$510.00
48	7952	American Retrofit Systems Inv# 183, dtd 1/31/12 L & M - install photo cell at Reg (Z-57 #2282)	\$150.00
49	7301	American Retrofit Systems Inv# 185, dtd 02/02/12 L Only - Install Smoke Detector @ Well 5	\$200.00
50	7630	American Retrofit Systems Inv# 186, dtd 2/02/12 L & M to replace lights in Booster Bldg.	\$120.00
51	7301	American Retrofit Systems Inv# 190, dtd 2/08/12 L Only to repair Control Problem WWTP1	\$200.00
52	7301	American Retrofit Systems Inv# 192, dtd 2/08/12 L Only to start up Clarifier 2 L/S WWTP1	\$100.00
53	7301	American Retrofit Systems Inv# 193, dtd 2/08/12 L Only to check temp problem Calr 4 WWTP2	\$160.00
Sub-Total			\$920.00
54	7952	Bruce Jetts Assoc. Inv# 15835, dtd 12/27/11 Shady Structure Designs (Z-61 #2310)	\$5,354.63
55	7952	Odyssey Landscape Co., Inc. Inv# 36036709, dtd 1/20/12 Monthly Contract (Z-35 #2282)	\$215.00
	7952	Odyssey Landscape Co., Inc. Inv# 36036709, dtd 1/20/12 Monthly Contract (Z-57 #2282)	\$2,635.00
	7952	Odyssey Landscape Co., Inc. Inv# 36036709, dtd 1/20/12 Monthly Contract (Z-61 #2282)	\$4,280.00
Sub-Total			\$7,130.00
56	7952	Valley Crest Inv# 3924182, dtd 1/26/12 Install trees and shrubs (Z-57 #2282)	\$280.00
57	7952	Watersavers Irrigation Inc. Inv# 11127454, dtd 01/04/12 Fertilizers (Z-57 #2282)	\$1,147.24
	7952	Watersavers Irrigation Inc. Inv# 11127454, dtd 01/04/12 Fertilizers (Z-61 #2282)	\$1,147.24
Sub-Total			\$2,294.48
58	1112-003	Bay Area News Group Acct# 2005834, dtd 1/31/12 Notice for Dewatering Bld	\$245.20
Total TODB			\$176,044.84
Caselle Utility Account			
1	7951	Refund of Overpay	\$5.26
TODB GRAND TOTAL			\$176,050.10
Community Center Acct			
1		Town of Discovery Bay Ck Request #13 To transfer funds deposited to incorrect account.	\$162.85

TOWN OF DISCOVERY BAY CSD O&M BUDGET - FISCAL YEAR 2011-12 APPROVED 6/16/11								
Obj #	Account Description	2010/2011 BUDGET	2010/2011 ACTUALS	2011/2012 Approved Budget	Pending Approval 2/16/2012	2011/2012 YTD REIMB.	2011/2012 YTD Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages							
7001	Salary & Wages	\$526,000	\$664,145	\$399,839			\$242,407	\$71,912
7005	Overtime	\$0	see #7001	\$5,000			\$0	\$5,000
7007	Auto Allowance	\$0	see #7001	\$4,200			\$2,450	\$1,750
7010	Payroll Taxes EE	\$0	see #7001	see #7001			\$85,520	
7010	Payroll Taxes ER	\$0	see #7001	\$53,655			\$32,577	\$21,078
7011	Group Insurance (Partial EE Reimb)	\$52,500	\$30,001	\$44,400	\$2,841		\$31,529	\$31,529
7021	Landscape Related Salary & Wages (Reimb)	\$121,000	see #7001	\$157,737			\$20,698	\$20,698
7022	Landscape Related Overtime (Reimb)	\$0	see #7001	\$3,000			\$0	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$0	see #7001	\$16,073			\$0	\$0
7024	Landscape Related Group Ins (Partial EE Reimb)		see #7001	\$23,600	\$859		\$8,444	\$15,156
7030	Worker's Comp	\$6,000	\$4,458	\$8,000			\$12,288	(\$4,288)
	Sub-Total	\$705,500	\$698,604	\$715,504	\$3,700	\$0	\$435,912	\$165,835
	Board of Directors							
7101	Compensation	\$36,000	\$25,983	\$36,000	\$2,200		\$13,900	\$22,100
7102	Travel & Training	\$600	\$164	\$2,500	\$16		\$1,388	\$1,114
	Sub-Total	\$36,600	\$26,147	\$38,500	\$2,216	\$0	\$15,288	\$23,214
	Contractual Services							
7205	Legal Services	\$80,000	\$71,347	\$80,000	\$6,665		\$43,503	\$36,497
7210	Consulting Services *	\$210,000	\$344,419	\$210,000	\$2,737		\$139,116	\$70,884
7215	Water & Wastewater Services Contract	\$1,173,000	\$1,021,527	\$1,148,000	\$94,744		\$710,715	\$437,285
7220	Liability Insurance	\$48,000		\$50,000			\$54,628	(\$4,628)
7225	Accounting Financial Services	\$35,000	\$23,380	\$30,000			\$27,678	\$2,322
	Sub-Total	\$1,546,000	\$1,460,673	\$1,518,000	\$104,148	\$0	\$975,639	\$542,361
	Operations & Maintenance							
7301	General Repairs - Water/Sewer	\$350,000	\$657,179	\$550,000	\$24,890		\$249,488	\$300,512
7305	General Repairs - Pumps	\$160,000	\$127,109	\$100,000	\$9,546		\$40,119	\$59,881
7310	NTR/SIP Testing - RWQCB	\$15,000	\$0	\$5,000			\$0	\$5,000
7312	Preventive & Corrective Fund	\$80,000	\$56,102	\$107,000			\$31,550	\$75,450
7330	Chemicals/Odor Supplies	\$65,000	\$95,681	\$100,000	\$2,607		\$41,311	\$58,689
7385	NPDES NOV Fines (s)	\$25,000	\$15,000	\$25,000			\$0	\$25,000
7410	Copier Maintenance	\$4,500	\$2,850	\$4,500			\$2,343	\$2,157
7414	Outsource of Water Billing	\$24,000	\$0	\$15,000	\$820		\$8,874	\$6,126
7420	Postage	\$2,500	\$11,721	\$2,500			\$1,447	\$1,053
7430	Office Supplies	\$8,000	\$8,328	\$8,000	\$232		\$4,879	\$3,121
7440	Public Communications & Noticing	\$5,000	\$7,625	\$5,000			\$242	\$4,758
7450	Election Expenses	\$12,000	\$5,281	\$0			\$0	\$0
7460	Memberships	\$16,000	\$8,023	\$17,500	\$49		\$8,487	\$9,013
7470	Rent - Public Meetings	\$500	\$0	\$500			\$0	\$500
7480	Permits	\$50,000	\$38,381	\$40,000	\$575		\$17,385	\$22,615
7490	Travel & Training	\$2,500	\$2,951	\$3,000			\$2,331	\$669
7510	Info Systems Maintenance	\$1,000	\$5,400	\$2,500	\$1,850		\$9,155	(\$6,655)
7520	Cellular Communications/Data	\$4,500	\$6,381	\$6,500	\$423		\$7,633	(\$1,133)
7535	Electrical Cost (water)	\$300,000	\$359,628	\$335,000			\$232,112	\$102,888
7537	Electrical Cost (sewer)	\$325,000	\$382,328	\$370,000			\$243,180	\$128,820
7550	Telephone	\$4,000	\$5,776	\$4,800			\$5,013	(\$213)
7620	Special Equipment	\$3,000	\$1,299	\$3,000	\$534		\$279	\$2,721
7630	Facility Maintenance/Landscape	\$15,000	\$21,890	\$15,000	\$120		\$18,302	(\$3,302)
7665	Office Buildings/Improvements	\$10,000	\$3,812	\$10,000			\$11,410	(\$1,410)
7670	Office Equipment/Software	\$8,000	\$7,572	\$30,000	\$162		\$17,018	\$12,982
7680	Office Furnishings	\$1,000	\$397	\$1,000	\$10		\$2,889	(\$1,889)
7685	Miscellaneous Small Tools	\$3,500	\$6,483	\$3,500	\$163		\$4,942	(\$1,442)
7690	Equipment Maintenance/Fuel	\$19,000	\$27,892	\$20,000	\$18		\$18,981	\$1,019
7925	Miscellaneous Bank Charges	\$0	see #7950	\$500			\$0	\$500
7950	Miscellaneous Services & Supplies	\$12,000	\$13,558	\$2,500	\$966		\$17,945	(\$15,445)
7951	Miscellaneous Reimbursable	\$10,000	\$555	\$1,000	\$5		\$4,691	(\$3,691)
7952	Landscape Related Reimbursables	\$100,000	\$140,324	\$200,000	\$15,811		\$118,355	\$81,645
7970	Unrecoverable Charges			\$5,000			\$3,483	\$1,517
7990	G.F. Expenditures			\$0			\$0	\$0
	Sub-Total	\$1,626,000	\$2,017,526	\$1,993,300	\$58,781	\$0	\$1,123,843	\$869,467
	Inter-Governmental Charges							
7805	Revenue Collection	\$5,500	\$4,640	\$6,000			\$0	\$6,000
7810-0810	Investment Fee	\$700		\$200			\$0	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$0		\$480			\$0	\$480
7820	Accounting (A/P, A/R, GL)	\$2,500		\$2,000			\$0	\$2,000
7825	Public Works - Permits	\$6,000	\$15,622	\$10,000			\$8,594	\$1,406
7850	Property Taxes			\$10,000			\$0	\$10,000
	Sub-Total	\$14,700	\$20,262	\$28,680	\$0	\$0	\$8,594	\$20,086
	TOTAL O&M Budget	\$3,928,800	\$4,223,212	\$4,293,984	\$168,842	\$0	\$2,559,275	\$1,620,953

TOWN OF DISCOVERY BAY CSD CAPITAL Improvement Program - FY 11/12 APPROVED 6/16/11						
Acct. #	Account Description	2011/2012 Approved BUDGET	Plan to Approve 02/16/12	2011/2012 YTD REIMB.	2011/2012 ACTUALS	2011/2012 Remainder of Budget YTD
SEWER						
0-004	Manhole Rehabilitation Project	\$15,000			\$0	\$15,000
0-005	Landscape @ Plant #1	\$7,000			\$0	\$7,000
0910-007	UV System Upgrade	\$23,665			\$0	\$23,665
0910-008	Salinity Study Project	\$70,000			\$0	\$70,000
0910-009	Pumps/Motors Replacement				\$0	\$0
0910-010	Wetlands				\$0	\$0
1011-001	By-Pass Pipeline				\$0	\$0
1011-002	Upgrade/Replace SCADA PLC's (Multi Year)	\$25,000			\$0	\$25,000
1011-003	Bio-Solids Pumps (2) Wet Well	\$20,000			\$0	\$20,000
1011-004	Rehab Lift Station W	\$20,000			\$0	\$20,000
1011-005	Bypass Valve Lift Station S	\$10,000			\$0	\$10,000
1011-006	Metal Cover for UV Area *	\$25,000			\$0	\$25,000
1011-008	Paving for Bio-Solids Containment Area	\$15,000			\$0	\$15,000
1011-009	New Moles (2)				\$15,893	-\$15,893
1011-010	Road Crossing Ramps	\$15,000			\$0	\$15,000
1112-001	Trailer Trash-Pump	\$20,000			\$0	\$20,000
1112-002	Raise Manholes	\$20,000			\$19,900	\$100
1112-003	Beltpress - Bio-solids Area (Multi-year)	\$800,000	\$7,208		\$73,894	\$726,106
1112-009	Collection System Pump Station Improvements	\$40,000			\$0	\$40,000
	Sewer Sub Total	\$1,125,665	\$7,208	\$0	\$109,686	\$1,015,979

WATER						
0105-003	Develop Water Meter Plan					
0708-016	Portable Shoring Trailer					
0809-002	Well #6 Design & Drill Test Hole				\$2,811	-\$2,811
0809-003	Changeout of Chemical Pumps				\$0	\$0
0910-011	Security Door Locks (12)	\$8,000			\$0	\$8,000
0910-014	Water Meter Program (Multi-Year)	\$500,000			\$6,479	\$493,521
0910-000	Water Meter Program: Reimbursements	(\$500,000)			\$0	-\$500,000
1011-013	Rehabilitate Well(s)	\$30,000			\$0	\$30,000
1112-006	New Well #7 (Multi-Year)	\$40,000			\$0	\$40,000
1112-008	Install Water Well Transducers & Wellhead Survey	\$36,000			\$0	\$36,000
	Water Sub Total	\$124,000	\$0	\$0	\$9,290	\$114,710

MISC.						
					\$0	\$0
	Misc. Sub Total	\$0	\$0	\$0	\$0	\$0
					\$0	\$0

Total Capital Budget	\$1,249,665	\$7,208	\$0	\$118,977	\$1,130,688
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Infrastructure Replacement Fund						
1112-008	Sewer Infrastructure Replacement Program	\$150,000			\$0	\$150,000
1112-009	Pumps/Motors Replacement Program	\$40,000			\$19,834	\$20,166
1011-010	Water Infrastructure Replacement Program	\$100,000			\$0	\$100,000
1112-011	Facilities and Vehicles Replacement Fund	\$30,000			\$0	\$30,000
	Total Replacement Fund	\$320,000	\$0	\$0	\$19,834	\$300,166
	Total Replacement Fund & Capital Budget	\$1,569,665	\$7,208	\$0	\$138,811	\$1,430,854

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on February 16, 2012
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>			
1	2100	Office Depot Inv# 592104715001, dtd 1/03/12 Office Supplies	\$432.99
2	2120	Discovery Bay Disposal Acct# 17-0001966, dtd 01/31/12 Service for Jan 2012	\$279.75
3		<u>Brentwood Ace Hardware - Acct# 808 - Closing Date 1/31/12</u>	
	2130	Small Tools & Instruments	\$61.39
	2131	Minor Equipment	\$84.64
	2250	Rent & Lease of Equipment	\$40.88
	2479	Other Special Expenses	\$65.26
		Sub-Total	\$252.17
4	2281	American Retrofit Systems Inv# 182, dtd 1/26/12 L Only - Install hand dryer Cornell	\$100.00
5	2282	American Retrofit Systems Inv# 184, dtd 1/31/12 L Only - Repair pole lights Cornell	\$200.00
6	2282	American Retrofit Systems Inv# 188, dtd 2/08/12 L & M - Repair light fixture front ent	\$225.00
7	2282	American Retrofit Systems Inv# 189, dtd 2/08/12 L & M - Repair light fixture front ent	\$175.00
8	4853	American Retrofit Systems Inv# 191, dtd 2/08/12 L & M - Emergency Lights for Landscape trucks	\$1,460.00
		Sub-Total	\$2,160.00
9	2282	Cleary Bros. Inv# I-83857, dtd 1/23/12 Install palms, trees and shrubs	\$4,680.00
10	2282	Valley Crest Inv# 3924185, dtd 01/26/12 Installation of Strong Box for clock	\$210.00
11	2282	Watersavers Irrigation Inv# I1127454, dtd 01/04/12 Irrigation parts	\$1,147.24
12	4789	Leader Manufacturing, Inc. Inv# 061273, dtd 01/24/12 Bollards for Cornell	\$470.00
13	4829	Brentwood Reprographics Inv# 2012-0350, dtd 01/30/12 Highway 4 Landscape	\$36.37
		TOTAL	\$9,668.52

Obj #	Discovery Bay Landscape & Lighting District #8 O & M BUDGET 2011/2012 Approved 6/15/11	Account Description	2010/2011 BUDGET	as of 3/31/11	2011/2012 Approved Budget	Plan to Approve 2/15/2012	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
				2010/2011 ACTUALS				
		Salary & Wages						
2310		Staff Payroll	\$72,000	\$37,704	\$93,760		\$52,196	\$41,565
7010		Payroll Taxes						
		Sub-Total	\$72,000	\$37,704	\$93,760		\$52,196	\$41,565
		Contractual Services						
2310		Professional/Specialized Services	\$8,100	\$935	\$8,000		\$10,214	(\$2,214)
2360		Insurance	\$5,200	\$1,315	\$5,000		\$758	\$4,244
		Sub-Total	\$13,300	\$2,250	\$13,000		\$10,970	\$2,030
		Operations & Maintenance						
2100		Office Expenses, Supplies	\$1,250	\$934	\$1,250	\$433	\$770	\$480
2102		Books, Periodicals & Subscriptions	\$200	\$160	\$200		\$158	\$42
2103		Postage	\$50	\$11	\$50		\$0	\$50
2110		Communications	\$600	\$265	\$1,765		\$490	\$1,275
2120		Utilities (Street Lights, Water, Garbage)	\$100,000	\$64,766	\$108,500	\$280	\$62,785	\$45,715
2130		Small Tools & Instruments	\$1,850	\$882	\$2,000	\$61	\$2,058	(\$56)
2131		Minor Equipment, Furniture less than \$1,000	\$350	\$178	\$500	\$85	\$439	\$61
2170		Household Items	\$1,400	\$1,162	\$1,750		\$1,261	\$489
2190		Public Notices	\$150	\$0	\$300		\$0	\$300
2200		Memberships	\$300	\$160	\$250		\$427	(\$177)
2250		Rent & Lease of Equipment	\$500	\$154	\$500	\$41	-\$27	\$527
2251		Computer Software	\$0	\$0	\$0		\$0	\$0
2270		Maintenance of Equipment	\$950	\$90	\$1,000		\$1,650	(\$650)
2271		Automotive Supplies & Repairs	\$2,000	\$1,384	\$2,000		\$1,054	\$946
2272		Gasoline	\$4,000	\$1,715	\$3,500		\$3,030	\$470
2281		Maintenance of Buildings	\$5,300	\$3,148	\$5,400	\$100	\$3,339	\$2,061
2282		Grounds Maintenance	\$205,000	\$121,005	\$212,000	\$6,637	\$114,479	\$97,521
2284		Requested Maintenance from County	\$0	\$0	\$0		\$0	\$0
2301		Employee Auto Mileage - Reimbursement	\$100	\$36	\$100		\$532	(\$432)
2303		Other Travel Employee Expenses	\$750	\$389	\$1,500		\$528	\$972
2470		Road/Construction Materials (Street Signs)	\$500	\$490	\$500		\$64	\$436
2479		Other Special Expenses	\$3,500	\$1,485	\$12,000	\$65	\$7,980	\$4,020
		Sub-Total	\$328,750	\$198,414	\$355,065	\$7,702	\$201,018	\$154,047
7800		Inter-Governmental Charges						
0/3550		Taxes & Assessments	\$0	\$0	\$1,000		\$758	\$242
3611		Interfund Exp. (Investment & Property Tax)	\$500	\$0	\$500		\$0	\$500
5011		Reimbursement for County Admin. Costs	\$500	\$0	\$500		\$0	\$500
		Sub-Total	\$1,000	\$0	\$2,000	\$0	\$758	\$1,242
		TOTAL O&M Budget	\$415,050	\$238,368	\$463,825	\$7,702	\$264,942	\$198,883

Discovery Bay Landscape & Lighting District #8 CAPITAL BUDGET 2011/2012 Approved 6/15/11									
Obj#	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Approved Budget	To Be Approved 2/16/2012	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
PARKS									
4789	Cornell Park - Playground Replacement		\$228,000	\$15,127	\$ 110,000	\$128,000.00	\$470	\$169,437	(43,437)
4834	Cornell Park (Restroom Partitions)		\$7,500	\$7,000	\$ 7,000			\$18,130	(16,130)
	Cornell Park (ADA Upgrades)					\$35,000		\$18,469	16,531
	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 Shoe & Bocce Court)					\$15,000		\$0	15,000
	Parks Sub Total	\$0	\$233,500	\$22,127	\$ 117,000	\$293,500	\$470	\$204,036	89,464
STREETSCAPE									
4265	Various Improvements	\$4,842	\$7,500	\$4,061	\$ 7,500	\$7,500		\$0	7,500
4546	Structure & Walkway Repairs		\$3,500	\$830	\$ 1,500	\$2,000		\$0	2,000
4829	Landscape Master Plan Areas							\$21,259	(21,259)
	Willow Lake Road Streetscape		\$102,500	\$86,650	\$ 88,650			\$0	0
	Discovery Bay Blvd. (West) / Sand Point Rd.		\$175,000	\$111,037	\$126,000	\$12,000		\$7,782	4,218
	Highway 4 (East)					\$30,000	\$36	\$2,357	27,643
	Discovery Bay Blvd (East)					\$60,000		\$31,661	18,339
	Streetscape Sub Total	\$4,842	\$288,500	\$202,578	\$ 231,650	\$101,500	\$36	\$63,058	38,442
MISC.									
4853	Vehicle Purchase		\$14,000	\$13,968	\$ 13,000	\$25,000	\$1,480	\$21,676	3,324
4959	Tools & Sundry Equipment	\$3,624	\$2,750	\$2,600	\$ 2,750	\$3,000		\$0	3,000
	Misc. Sub Total	\$3,624	\$16,750	\$16,568	\$ 16,750	\$28,000	\$1,460	\$21,676	6,324
	Total Capital Budget	\$8,466	\$538,750	\$241,273	\$364,400	\$423,000	\$1,966	\$288,770	134,230

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 15, 2012
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/11 - 6/12

Acct Code			
1	2282	Odyssey Landscape Co., Inc. Inv# 36036709, dtd 1/20/12 Monthly Maintenance	\$2,725.00
2	2282	Watersavers Irrigation Inc. Inv# 11127454, dtd 01/04/12 Sulfur & Gypsum	\$1,147.24
Total			\$3,872.24

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 Approved 6/16/11	Account Description	2010/2011 BUDGET	as of 3/31/11	Estimated Year-End	2011/2012 Approved Budget	Planned to Pay 2/16/2012	2011/2012 YTD REIMB.	2011/2012 YTD ACTUALS	2011/2012 Remainder of Budget YTD
				2010/2011 ACTUALS						
		Salary & Wages								
2310		Staff Payroll	\$25,500	\$12,610	\$ 25,500	\$37,952			\$8,684.19	
7010		Payroll Taxes							\$1,991.35	
		Sub-Total	\$25,500	\$12,610	\$ 25,500	\$37,952	\$0	\$0	\$10,675.54	\$27,277
		Contractual Services								
2310		Professional/Specialized Services	\$4,000	\$3,787	\$ 4,000	\$8,200			\$8,216.38	\$1,984
2360		Insurance	\$1,000	\$490	\$ 1,000	\$1,500			\$0.00	\$1,500
		Sub-Total	\$5,000	\$4,277	\$ 6,000	\$9,700	\$0	\$0	\$8,216.38	\$3,484
		Operations & Maintenance								
2100		Office Expenses, Supplies	\$500	\$327	\$ 500	\$500			\$322.21	\$178
2102		Books, Periodicals & Subscriptions	\$50	\$0	\$ -	\$50			\$24.28	\$28
2103		Postage	\$150	\$80	\$ 150	\$150			\$0.00	\$150
2110		Communications	\$250	\$120	\$ 250	\$350			\$60.51	\$289
2120		Utilities (Street Lights, Water, Garbage)	\$15,000	\$11,802	\$ 15,000	\$28,325			\$12,837.46	\$13,488
2130		Small Tools & Instruments	\$750	\$288	\$ 750	\$750			\$229.75	\$520
2131		Minor Equipment, Furniture less than \$1,000	\$250	\$103	\$ 200	\$250			\$53.36	\$197
2170		Household Items	\$700	\$255	\$ 700	\$750			\$226.00	\$524
2190		Public Notices	\$254	\$254	\$ 500	\$500			\$0.00	\$500
2200		Memberships	\$40	\$40	\$ 40	\$50			\$0.00	\$50
2250		Rent & Lease of Equipment	\$0	\$0	\$ -	\$0			\$0.00	\$0
2251		Computer Software	\$0	\$0	\$ -	\$0			\$0.00	\$0
2270		Maintenance of Equipment	\$200	\$80	\$ 160	\$200			\$339.25	(\$139)
2271		Automotive Supplies & Repairs	\$300	\$87	\$ 340	\$300			\$0.00	\$300
2272		Gasoline	\$400	(\$332)	(200)	\$500			\$2,175.01	(\$1,675)
2281		Maintenance of Buildings	\$0	\$0	\$ -	\$0			\$25.00	(\$25)
2282		Grounds Maintenance	\$48,540	\$27,303	\$ 48,540	\$44,500	\$3,872		\$25,012.61	\$19,487
2284		Requested Maintenance from County	\$0	\$0	\$ -	\$0			\$0.00	\$0
2301		Employee Auto Mileage - Reimbursement	\$150	\$0	\$ -	\$50			\$9.00	\$41
2303		Other Travel Employee Expenses	\$0	\$0	\$ -	\$0			\$55.00	(\$55)
2470		Road/Construction Materials (Street Signs)	\$0	\$0	\$ -	\$0			\$0.00	\$0
2479		Other Special Expenses 4265/4789/4953	\$2,800	\$343	\$ 2,800	\$1,350			\$31,656.08	(\$30,306)
		Sub-Total	\$70,334	\$40,730	\$ 69,730	\$76,575	\$3,872	\$0	\$73,025.50	\$3,550
7800		Inter-Governmental Charges								
3530/3550		Taxes & Assessments	\$423	\$423	\$ 423	\$425			\$1,220.86	(\$796)
3611		Interfund Exp. (Investment & Property Tax)	\$500	\$0	\$ -	\$0			\$0.00	\$0
5011		Reimbursement for County Adm'n. Costs	\$500	\$0	\$ -	\$0			\$0.00	\$0
		Sub-Total	\$1,423	\$423	\$ 423	\$425	\$0	\$0	\$1,220.86	-\$796
		TOTAL O&M Budget	\$102,257	\$58,040	\$100,653	\$124,652	\$3,872	\$0	\$91,138.26	\$33,514



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

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

Agenda Title

District Financials

Recommended Action

Receive and File

Executive Summary

Town of Discovery Bay, CSD Water & Sewer

The account total fund balance before reserves for Water & Sewer is \$7,975,900.15

Less the reserves of \$3,000,000.00 & Encumbrances of \$552,346.69, the available fund balance is \$4,423,553.46

DB Lighting & Landscaping Zone #8

The account total fund balance before reserves for DB #8 is \$1,501,509.00

Less the reserves of \$35,000, the available fund balance is \$1,466,509.00.

DB Lighting & Landscaping Zone #9

The account total fund balance before reserves for DB #9 is \$163,688.00

Less the reserves of \$0.00, the available fund balance is \$163,688.00

Fiscal Impact:

Amount Requested N/A

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Town of Discovery Bay CSD Transaction Detail Report for 2011-2012 P06 12/13/11 through 01/12/12

D.Bay L&L Zone #8 Budget vs. Actuals for 2011-2012 P06 12/13/11 through 01/12/12

D.Bay L&L Zone #9 Budget vs. Actuals for 2011-2012 P06 12/13/11 through 01/12/12

AGENDA ITEM: E-5

TOWN OF DISCOVERY BAY CSD
Transaction Detail Report for December 13, 2011 through January 12, 2012
Period 06 for 2011/12

DATE	FOR	\$AMOUNT
	Receivables for Town of Discovery Bay CSD BAC Account	
	Balance of Account as of end of day December 13, 2011	\$195,652.62
12/13/11-01/12/12	Deposits Made	\$202,407.80
	Balance of Account & Deposits Made Total =	\$398,060.42
	Payables Made from Town of Discovery Bay CSD BAC Account	
12/13/11-01/12/12	Checks/Payroll made out from checking account	\$75,731.43
Balance of Checking Account as of January 13, 2011		\$322,328.99

	Total Year-to Date Payables Paid from Town of Discovery Bay CD ECC Acct	\$330,709.69
	BEGINNING FUND BALANCE FOR TOWN OF DB CSD IN COUNTY FUNDS	\$5,249,957.96
12/13/11-01/12/12		\$0.00
	Sub-Total	\$5,249,957.96

REVENUE		
For Fiscal Year Starting 7/1/11		
	Year-to-date Sewer & Water Service Charge for Tax Roll 11/12	\$4,756,514.48
	Year-to-date Investments	\$57.78
12/13/11-01/12/12	Earnings on Investments	\$0.00
	Sub-Total	\$57.78
	Year-to-Date Miscellaneous Income	\$25.00
12/13/11-01/12/12	Miso.	\$0.00
	SUB-TOTAL REVENUE	\$4,756,597.26
	GRAND TOTAL Fund Balance & Revenue	\$10,006,555.22

EXPENDITURES		
	Year-to-date Warrants Paid by CCC for Town of Discovery Bay CSD	\$1,547,526.35
12/13/11-01/12/12	Warrants Paid	\$483,128.72
	TOTAL EXPENDITURES	\$2,030,655.07

	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	\$7,975,900.15
	TOTAL YEAR TO DATE PAYABLES FROM BAC & CCC	\$2,361,364.76
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	\$7,975,900.15
	TOTAL BALANCE IN TOWN OF DISCOVERY BAY CSD BAC	\$322,328.99
	TOTAL HELD FOR RESERVES	(\$3,000,000.00)
	SUBTOTAL	\$5,298,229.14
	TOTAL BALANCE OF ENCUMBRANCES	(\$552,346.69)
	GRAND TOTAL FUNDS LESS RESERVES & ENCUMBRANCES	\$4,745,882.45

Detail List of Encumbrances			Original Amount	Current Balance
WWTP#1	Wetlands Trial Project		(\$170,000.00)	(\$169,486.00)
Well #6	Well and Pump Design		(\$273,000.00)	(\$1,999.24)
U.V. System	U.V. System upgrade		(\$483,000.00)	(\$6,751.47)
Herwit	Wastewater Master Plan (Ecologic)		(\$180,000.00)	(\$134,843.97)
LSCB	Water Master Plan		(\$130,000.00)	(\$79,973.51)
Westech	Clean Flo Spiral Screen		(\$44,487.50)	(\$44,487.50)
Herwit	Dewatering BioSolids		(\$63,000.00)	(\$63,000.00)
Caselle	Accounting Software		(\$20,000.00)	(\$9,855.00)
Bartle Wells & Associates	Capacity Fee		(\$23,000.00)	(\$23,000.00)
J.W. Backhoe	Raise Manholes		(\$18,950.00)	(\$18,950.00)
	Total		(\$1,405,437.50)	(\$552,346.69)

D.Bay L&L Park #8 District
Revenue & Expenditure Budget vs. Actuals Worksheet 2011-12
December 13, 2011 through January 12, 2012 - Period 06

Revenue:	Acct. Code	2011/12 Budget	2011/12 Actuals
Current Funds in Contra Costa County	740/750	\$1,408,536	\$1,443,929
Retainage Account	510		
Due to Other Funds - Yr End	540		
Disbursements	830		
Current Property Taxes	9010	\$430,000	\$417,120
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$2,061
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020	\$14,000	\$15,996
Property Taxes-Prior-Unsecured	9035		\$183
Earnings on Investment	9181		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$235
Revenue JV	9500		\$2,304
Rev	9600		\$89,319
Total Revenue		\$1,852,536	\$1,971,148

Expenditure: Operating Expenses	Acct. Code	2011/12 Budget	2011/12 Actuals
Office Expenses, Books, Postage	2100	(\$1,250)	(\$689)
Books, Periodicals & Subscriptions	2102	(\$200)	(\$130)
Postage	2103	(\$50)	
Communications	2110	(\$1,765)	(\$308)
Utilities (Street Lights, Water & Garbage)	2120	(\$108,500)	(\$54,623)
Small Tools & Instruments	2130	(\$2,000)	(\$1,964)
Minor Equipment, Furniture less than \$1000	2131	(\$500)	(\$217)
Household Items	2170	(\$1,750)	(\$937)
Public Notices	2190	(\$300)	
Memberships	2200	(\$250)	(\$427)
Rent & Lease of Equipment	2250	(\$500)	\$27
Computer Software	2251	\$0	
Maintenance of Equipment	2270	(\$1,000)	(\$1,347)
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,048)
Gasoline	2272	(\$3,500)	(\$2,242)
Maintenance of Buildings	2281	(\$5,400)	(\$2,929)
Grounds Maintenance	2282	(\$212,000)	(\$93,968)
Requested Maintenance from County	2284/3620	\$0	
Auto Mileage/Employee Reimbursement	2301	(\$100)	(\$532)
Other Travel Employee Expenses	2303	(\$1,500)	(\$528)
Professional Services/Specialized Services	2310	(\$8,000)	
Staff Payroll	2310	(\$93,760)	(\$53,010)
Insurance	2360	(\$5,000)	(\$4,949)
Road/Construction Materials (Street Signs)	2470	(\$500)	(\$64)
Other Special Expenses	2479	(\$12,000)	(\$7,663)
Miscellaneous Services & Supplies	2490	\$0	
Taxes & Assessments	3530/3550	(\$1,000)	(\$758)
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)	
Reimbursement for County Adm. Costs	5011	(\$500)	
Total Operating Expenses		(\$463,825)	(\$228,307)

Expenditure: Capital/Asset	Acct. Code	2011/12 Budget	2011/12 Actuals
Various Improvements	4265	(\$7,500)	(\$806)
Structure & Walkway Repairs	4546	(\$2,000)	
Playground Equipment	4789	(\$126,000)	(\$163,624)
Landscape Master Plan	4829		(\$20,626)
Misc. Projects - DB Blvd (West)/Sand Point		(\$12,000)	
Misc. Projects - Highway 4 (East)		(\$30,000)	
Misc. Projects - DB Blvd (East)		(\$50,000)	
Cornell Park (ADA Upgrades)	4834	(\$35,000)	(\$34,600)
Cornell Park (Tennis Court Resurfacing)		(\$20,000)	
Cornell Park (Dog Park Fencing)		(\$85,000)	
Cornell Park (Tot Lot Removal)		(\$12,500)	
Cornell Park (Horse Shoe & Bocce Court)		(\$15,000)	
Vehicle Purchase	4853	(\$25,000)	(\$21,386)
Autos & Trucks	4953		(\$291)
Tools & Sundry Equipment	4956	(\$3,000)	
Total Capital/Asset		(\$423,000)	(\$241,331)
TOTAL EXPENSES & CAPITAL		(\$886,825)	(\$469,639)
TOTAL FUND BALANCE BEFORE RESERVES		\$965,711	\$1,501,509
RESERVES			(\$35,000)
GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES			(\$604,639)
FUND BALANCE AVAILABLE			\$1,466,509

D.Bay L&L Park #9 District
 Revenue & Expenditure Budget vs. Actuals Worksheet 2011-12
 December 13, 2011 through January 13, 2012 - Period 06

Revenue:	Acct. Code	Actuals	2011/12 Budget	2011/12 Actuals
Current Funds In Contra Costa County	740/750	\$166,736	\$82,500	\$109,284
Retainage Account	510			
Disbursements	830	(\$103)		
Current Property Taxes/Street Light Assessment	9754	\$87,493	\$110,856	\$113,100
Property Tax Supplemental/Unitary/Secured	9011/13/30/31			
SRAF State Rev Transfer	9018			
Property Taxes-Current Unsecured	9020			
Property Taxes-Prior-Unsecured	9035			
Earnings on Investment	9181	\$316		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580			
Misc Revenue & Services	9799&9975			
Total Revenue		\$254,442	\$193,356	\$222,384

Expenditure: Operating Expenses	Acct. Code	Actuals	2011/12 Budget	2011/12 Actuals
Office Expenses, Books, Postage	2100		(\$500)	(\$108)
Books, Periodicals & Subscriptions	2102		(\$50)	(\$24)
Postage	2103		(\$150)	
Communications	2110		(\$350)	
Utilities (Street Lights, Water & Garbage)	2120		(\$26,325)	(\$6,704)
Small Tools & Instruments	2130		(\$750)	(\$94)
Minor Equipment, Furniture less than \$1000	2131		(\$250)	(\$53)
Household Items	2170		(\$750)	(\$118)
Public Notices	2190	(\$91)	(\$500)	
Memberships	2200		(\$50)	
Rent & Lease of Equipment	2250		\$0	
Computer Software	2251		\$0	
Maintenance of Equipment	2270		(\$200)	(\$205)
Automotive Supplies & Repairs	2271		(\$300)	
Gasoline	2272		(\$500)	(\$2,087)
Maintenance of Buildings	2281	(\$153)	\$0	
Grounds Maintenance	2282	(\$2,114)	(\$44,500)	(\$18,428)
Requested Maintenance from County	2284/3620		\$0	
Auto Mileage/Employee Reimbursement	2301		(\$50)	(\$9)
Other Travel Employee Expenses	2303		\$0	
Professional Services/Specialized Services	2310	(\$1,900)	(\$8,200)	(\$1,797)
Staff Payroll	2310	(\$3,862)	(\$37,952)	(\$12,874)
Insurance	2360		(\$1,500)	
Road/Construction Materials (Street Signs)	2470		\$0	
Other Special Expenses	2479		(\$1,350)	(\$725)
Miscellaneous Services & Supplies	2490		\$0	
Taxes & Assessments	3530/3550	(\$423)	(\$425)	(\$1,643)
Interfund Exp.(Investment & Property Tax Adm.)	3811		\$0	
Reimbursement for County Adm. Costs	5011		\$0	
Total Operating Expenses		(\$8,543)	(\$124,652)	(\$44,869)

Expenditure: Capital/Asset	Acct. Code	Actuals	2011/12 Budget	2011/12 Actuals
Various Parking Lot Improvements	4226			
Various Improvements (Splash Pad)	4265	(\$1,269)		(13,827)
Structure & Walkway Repairs (Solar)	4546			
Playground Equipment	4789			
Tools & Sundry Equipment	4956			
Total Capital/Asset		(\$1,269)	\$0	(\$13,827)
TOTAL EXPENSES & CAPITAL			(\$124,652)	(\$58,696)
TOTAL FUND BALANCE BEFORE RESERVES			\$68,704	\$163,688

(\$9,624) RESERVES \$0

GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES (\$58,696)

FUND BALANCE AVAILABLE \$163,688



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Establish the Investment Oversight Ad-Hoc Committee

Recommended Action

Establishing the Investment Oversight Ad-Hoc Committee and Appoint two (2) members of the Board of Directors to serve on the Committee

Executive Summary

At the January 18, 2012 Board meeting, the Board adopted Resolution No. 2012-02 establishing a District Investment Policy. The Board also voted to establish an Investment Oversight Committee aimed at reviewing the District's investment portfolio and to ensure those investments demonstrates a fiduciary responsibility to the public, providing them with the knowledge that their monies are being properly managed and invested in a safe and secure manner.

The Contra Costa County Treasurer, pursuant to Government Code Section 61050(b) serves as the Treasurer of the District and as such, is responsible for managing the Districts financial investments. The District is limited to *electing the investment type, determining the duration of that investment, and directing the amount to be invested*. The Contra Costa County Treasurer follows the County's Investment Policy (attached) regarding investment decisions. The District is limited in its investment options to only those investments authorized within the Contra Costa County Investment Policy.

The Investment Oversight Ad-hoc Committee, in cooperation with District staff, will review the District's investment portfolio through regular quarterly meetings and make recommendations that are consistent with the District's Investment Policy. Additionally, the Investment Oversight Ad-Hoc Committee reviews investment strategies and tactics to facilitate realization of the District's financial goals and objectives as well as provide advice on matters related to the management of the District's established Investment Policy of the District.

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

January 18, 2012 – Adoption of Resolution No. 2012-02 establishing the District's Investment Policy

Attachments

Adopted District Investment Policy (Adopted by resolution No. 2012-02 on January 18, 2012)

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING A TOWN OF DISCOVERY BAY CSD INVESTMENT POLICY**

WHEREAS, on July 1, 1998 the Board of Directors of the Discovery Bay Community Services District adopted Resolution No. 98-20, establishing an Investment Policy for the District; and

WHEREAS, on January 1, 2006, Governor Schwarzenegger signed SB 135 into law as Chapter 249 of the Statutes of 2005, also known as *Community Services District Law (CSD law)*; and

WHEREAS, included in CSD law is Government Code §61050(b) which stipulates that the Contra Costa County Treasurer shall serve as the Treasurer of the District; and

WHEREAS, the previously adopted Policy is no longer in compliance with CSD law; and

WHEREAS, the Town of Discovery Bay Community Services District adopts a policy for maintaining investments in compliance with CSD law.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution No. 98-20 is hereby rescinded.

SECTION 2. That the Board of Directors adopts the Investment Policy and all attached documents to this resolution including the Investment Policy of Contra Costa County.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF JANUARY 2012.

Chris Steele
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 January 18, 2012 by the following vote of the Board:

AYES: 4
NOES: 1 - Director Simon
ABSENT: 0
ABSTAIN: 0

Richard J. Howard
Board Secretary



Category:	Financial	Policy #
Title:	Town of Discovery Bay Community Service District Investment Policy	

A. Purpose

The purpose of the Investment Policy for the Town of Discovery Bay Community Services District, hereinafter District, is intended to establish the guiding principles and provide direction to the General Manager for the prudent and beneficial investment of all funds and monies of the District. Any reference to the financial investment portfolio shall mean the total District cash and securities under management by Contra Costa County on behalf of the District.

B. Authority

Pursuant to California Government Code §61050(b), the Contra Costa County Treasurer shall serve as the Treasurer of the District.

The Contra Costa County Treasurer directs investments pursuant to the Contra Costa County Investment Policy, adopted pursuant to Board of Supervisor action on June 21, 2011. The Contra Costa County Investment Policy is included as a part of this Policy and shall serve as the prevailing Investment Policy of the District.

Government Code §56301(see Exhibit A) and related subsections permits the types of investments allowed in California for local public agencies. Investment regulations emphasize preservation of capital and are conservative in nature. The authority to invest as defined in the Government Code is delegated to the local agency's legislative board for re-delegation to its General Manager.

C. Contra Costa County Governance

The District is restricted regarding the investment process and its investments are administered and managed by the Contra Costa County Investment Policy. The Town of Discovery Bay CSD is limited to *electing the investment type, determining the duration of that investment, and directing the amount to be invested*. The Contra Costa County Treasurer directs investments in accordance with the Contra Costa County Investment Policy.

D. Basic Policy and Objectives

The District's Investment policy is a conservative policy guided by the following four (4) principles of public investment fund management.

1. Prohibition of Risk. Investments shall not include any funds in inverse floater, or any security that could result in zero or negative interest accrual if held to maturity, or range notes, or interest-only strips that are derived from a pool of mortgages as to eliminate financial risk.. (see Exhibit "A" for a list of Permitted Investments)

2. Safety of Principal. Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
3. Liquidity. Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without substantial loss of value.
4. Return on Investment. Investments shall be undertaken to produce an acceptable rate of return after the first consideration for principal and liquidity.

E. Management of Investments

Pursuant to Government Code §61050(b), the Treasurer of Contra Costa County serves as Treasurer of the District and is therefore responsible for overseeing the District's investment portfolio. The District is, however, responsible for directing the Treasurer as to the authorized types of investments, maturity dates, and amount in each investment vehicle. It is the Policy of the District to ensure that all District investments adhere to the following four (4) tenants of investment security:

- a. Diversification. TODBCSD shall maintain a portfolio of authorized investments with diversified maturities, issuers and security types to avoid the risk inherent in over investing in any one sector.
- b. Reporting Requirements. Annually the General Manager will report the Return on Investment (ROI) to the Board of Directors for review.
- c. Performance Assessment. An assessment and overall gauge of the health of the investment portfolio shall be conducted annually to evaluate the effectiveness of the TODBCSD's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform and possible recommendations for change and improvement to the portfolio to the Board of Directors.
- d. Conflicts. In the event any provision of this Investment Policy is in conflict with any State or Federal statute, the provisions of each statute shall govern.

Exhibit "A" Permitted Investments

Allowable investment instruments per state government code (as of January 1, 2011)
Applicable to all local agencies:

Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements
Local Agency Bonds	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
State Obligations CA and Others	5 Years	None	None
CA Local Agency Obligations	5 Years	None	None
Bankers' Acceptances	180 Days	40%	None
Commercial Paper - Select Agencies	270 Days	25% of the Agency's Money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"
Commercial Paper - Other Agencies	270 Days	40% of the Agency's Money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"
Notable Certificates of Deposit	5 Years	30%	None
CD Placement Service	5 Years	30%	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 Days	20% of the Base Value of the Portfolio	None
Medium Term Notes	5 Years	30%	"A" Rating

Mutual Funds and Money Market Mutual Funds	N/A	20%	Multiple
Collateralized Bank Deposits	5 Years	None	None
Mortgage Pass Through Securities	5 Years	20%	"AA" Rating
Bank/Time Deposits	5 Years	None	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Poll	N/A	None	Multiple
Local Agency Investment Fund (LAIF)	N/A	None	None
US Agency Obligation	5 Years	None	None

Table of Notes for Exhibit "A"

- a. Sources: Sections 16429.1, 53601, 53601.8, 53635, 53635.2, and 53638.
- b. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- c. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five year maturity limit.
- d. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- e. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- f. "Select Agencies" are defined as a "city, a district, or other local agency that do[es] not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body."
- g. No more than 10 percent of the agency's money may be invested in any one issuer's commercial paper.
- h. Issuing corporation must be organized and operating within the U.S. and have assets in excess of \$500 million.
- i. "Other Agencies" are counties, a city and county, or other local agency "that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body." Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set for "Select Agencies," above.
- j. No more than 10 percent of the of the agency's money may be invested in the commercial paper of any one corporate issuer.
- k. No more than 30 percent of the agency's total funds may be invested in CDs authorized under Sections 53601.8, 53635.8, and 53601(i).
- l. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- m. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- n. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S."
- o. No more than 10 percent invested in any one mutual fund.
- p. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Sections 53601 and 53635.
- q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years experience investing in money market instruments with assets under management in excess of \$500 million.
- r. Issuer must have an "A" rating or better for the issuer's debt as provided by a nationally recognized rating agency.
- s. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Establish Recreation Ad-Hoc Committee

Recommended Action

Establish Recreation Ad-Hoc Committee and Appoint two (2) members of the Board of Directors to serve on the Committee

Executive Summary

On November 18, 1998 the Local Agency Formation Commission, at the request of the Town of Discovery Bay CSD, activated the District's latent power of recreation.

Since that time, the District, members of the community and community based organizations have made progress in establishing a Town of Discovery Bay Community Center. Those efforts continue today.

At the Board Workshop on January 14, 2012, President Steele requested a future agenda item seeking the creation of a Recreation Committee. Former Board Member Dawson also raised the matter at the meeting of February 1, 2012. The committee, at least initially, will be comprised of not more than two (2) members of the Board, with staff support, to begin to develop a recreation program aimed at providing additional recreational opportunities to the community.

Staff recommends that two (2) members of the Board are appointed to the Recreation Ad-Hoc Committee. Once the committee has been established, a work plan will be identified and brought back to the full Board for authorization to proceed to begin to develop recreational programs for the community.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

LAFCO Resolution 98-43, adopted November 20, 1998.

AGENDA ITEM: F-2

RESOLUTION NO. 98-43

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF CONTRA COSTA
APPROVING THE DISCOVERY BAY COMMUNITY SERVICES DISTRICT
REQUEST TO ACTIVATE ITS LATENT POWER OF RECREATION**

RESOLVED, by the Local Agency Formation Commission of the County of Contra Costa, State of California, that

WHEREAS, the DBCSD Board of Directors filed a resolution with the Executive Officer of this Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code, requesting that this Commission approve the activation of its latent power of recreation in order to acquire, fund and operate a Community Center; and

WHEREAS, the Executive Officer reviewed the request and prepared a report, including her recommendation thereon, the request and report having been presented to and considered by this Commission; and

WHEREAS, this Commission called for and held a public hearing on the request on August 12, 1998; at the hearing, the Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this request and the report of the Executive Officer; and

WHEREAS, it was determined that the District had not completed, to the satisfaction of this Commission, a Plan for Services pursuant to Government Code Section 56653 and that the request was premature in that it did not yet have a vote of the electorate; therefore, the request was continued to November 18, 1998 pending a successful outcome at an election on November 3, 1998; and

WHEREAS, on November 18, 1998, the Commission again heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this request and the report of the Executive Officer; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), this Commission certifies its review of the District's Notice of Exemption.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Contra Costa DOES HEREBY RESOLVE, DETERMINE, ORDER AND FIND as follows:

1. The request for the activation of the District's latent power of recreation is approved.
2. No further action is required by either this Commission or the District.

3. The request is not subject to any terms and conditions.

4. The Executive Officer is hereby authorized and directed to mail certified copies of this resolution as provided in Section 56853 of the Government Code.

PASSED AND ADOPTED this 18th day of November 1998, by the following vote:

AYES: Commissioners Gerber, Greenberg, Jameson, Meadows, Lilkema and McNair

NOES: None

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date aforesaid.

Date: 11/20/98

Annamaria Perrella
Annamaria Perrella, Executive Officer



Town of Discovery Bay
"A Community Services District"
AGENDA REPORT

Meeting Date

February 15, 2012

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

Agenda Title

Award of contract to Vintage Contractors for Cornell Park Tennis Courts Resurfacing

Recommended Action

Accept proposal and direct General Manager to execute contract with Vintage Contractors in the amount of \$20,380 for Cornell Park Tennis Courts Resurfacing

Executive Summary

On June 15, 2011 the Town of Discovery Bay Community Services District Board of Directors approved and adopted the FY 2011/12 Operating and Capital Improvement Program Budget for Discovery Bay Landscape & Lighting District 8 (and an amended version on January 4, 2012). The CIP included \$20,000 for resurfacing the two (2) existing Tennis Courts at Cornell Park.

Staff has received a proposal in the amount of \$20,230 from Vintage Contractors for the Cornell Park Tennis Courts; \$14,980 relates directly to the patching, repair and application of new surfacing; and \$5,400 to replace the two (2) existing nets and poles.

Vintage Contractors is the only certified applicator of the Plexi Pave surfacing for our area. The Plexi Pave surface has been specified for the Regatta Park Basketball Court Project; and in order to set a general standard for our court surfaces and to simplify the bidding process when the courts need to be resurfaced in the future, staff has chosen the Plexi Pave system for all sport court surfaces. The surface has a seven (7) year life expectancy before reapplying color and striping.

Staff recommends that the Board accepts the Proposal from Vintage Contractors and directs the General Manager to execute a contract for repair and surface application services on the Cornell Park Tennis Courts in the amount of \$20,230. It should be noted that expenses in excess of \$20,000 will be pulled from the reserve account, currently \$1,059,299.

Fiscal Impact:

Amount Requested - \$20,230 (\$230 from Reserves)
Sufficient Budgeted Funds Available?: Yes
Zone # 8, 4834 Category: Capital (Partial Reserve)

Previous Relevant Board Actions for This Item

Approval and Adoption of the Proposed Amended 2011-2012 Operating and Capital Improvement Budget for the Discovery Bay Lighting and Landscaping District 8 – January 4, 2012

Attachments

Vintage Contractors – Proposal for Cornell Park Tennis Court Resurfacing, dated January 31, 2012
Contract – Cornell Park Tennis Courts Resurfacing

AGENDA ITEM: F-3

PROPOSAL

VINTAGE CONTRACTORS, INC.

Contractors License 416130

2367 Ocean Avenue
 San Francisco, CA 94127
 (415) 282-1602
 FAX (415) 282-1603

North Bay (707) 253-1841
 Monterey (831) 658-0225

PROPOSAL SUBMITTED TO:				DATE January 31, 2012		
NAME Town of Discovery Bay				JOB NAME Tennis Courts		
STREET 1800 Willow Lake Rd				STREET		
CITY Discovery Bay	STATE CA	ZIP 94505	CITY Discovery Bay	STATE CA	ZIP	
CONTACT Fairín Perez				PHONE 925 634 1733	CELL	FAX

We hereby submit specifications and estimates for:

PLEXIPAVE RESURFACING FOR TWO TENNIS COURTS

PROCEDURE:

1. Clean surface as necessary.
2. Flood and fill water holes deeper than 1/4".
3. Apply two Resurfacer Courses to fill in voids in asphalt and provide smooth surface for color application.
4. Apply three coats Plexipave.
5. Apply white playing lines for tennis; alternate color for pickle ball...

TOWN OF DISCOVERY BAY
 RECEIVED
01.31.2012

QUOTE: \$14,980.00

NOTES: Assumes existing asphalt pavement (3/8" playground mix) to tolerance of +/- 1/8" within 10' straight edge; with 1% slope all in one direction; our material will follow contours of substrate.

ADD OPTIONS:

- FE Deluxe Net Posts and Tennis Nets for 2 courts, sleeved into existing posts
 Provide new footings, net posts and standard nylon tennis nets...

QUOTE: \$5,400.00

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of:
 Payment due upon receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days.

In event legal action is instituted by either party hereto, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Authorized Signature:

 Tony Edwards

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

INSERT COLOR SELECTION _____

Accepted: _____

Signature: _____

Date: _____

Signature: _____

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**AGREEMENT WITH VINTAGE CONTRACTORS
FOR SERVICES UP TO \$25,000**

THIS AGREEMENT, is made and effective as of February 21, 2012, between the **Town of Discovery Bay**, Community Services Discovery Bay, a political subdivision of the State of California ("Discovery Bay") Discovery Bay and **Vintage Contractors** ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.** This Agreement shall commence on February 21, 2012, and shall remain and continue in effect until tasks described herein are completed, but in no event later than April 6, 2012, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES.** Contractor shall perform the tasks described in its proposal, dated January 31, 2012 as set forth in **Exhibit A**, attached hereto and incorporated herein as though set forth in full.

3. **PERFORMANCE.** Contractor shall at all times faithfully, competently and to the best of his or her ability, experiences, and talent, perform all tasks described herein. Contractor represents to Discovery Bay that it has the qualifications necessary to perform the tasks described herein. Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement.

4. **PAYMENT.**

a. Discovery Bay agrees to pay Contractor monthly, in accordance with the conditions of this Agreement, based upon actual time spent on the above tasks. This amount shall not exceed **Twenty Thousand, two hundred and thirty Dollars (\$20,230.00)** for the total term of the Agreement unless additional payment is approved as provided in this Agreement. Any terms or conditions set forth on **Exhibit A** which does not describe the work to be performed, the payment rates and terms, or the payment schedule have not been agreed to by Discovery Bay and shall not be deemed a part of this Agreement.

b. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the General Manager, or his or her designee. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by General Manager and Contractor at the time Discovery Bay's written authorization is given to Contractor for the performance of said services. The General Manager is authorized to approve work that does not exceed five thousand dollars (\$5,000). However, the General Manager may approve additional work not to exceed an additional amount of five thousand dollars (\$5,000.00) if the original contract was authorized by Discovery Bay's Board of Directors. Any work in excess of this amount shall be approved by Discovery Bay's Board of Directors at a regularly scheduled or special meeting of the Board.

c. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all no disputed fees. If Discovery Bay disputes any of Contractor's fees it shall give written notice to Contractor within 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

d. Notwithstanding the above provisions, Contractor shall not be paid for any work performed until it has submitted to Discovery Bay a fully completed and executed Internal Revenue Service Form W-9.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

a. Discovery Bay may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice of termination. Discovery Bay shall not be obligated to explain its reasons for termination. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If Discovery Bay suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, Discovery Bay shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to Discovery Bay. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to Discovery Bay pursuant to Section 3.

6. DEFAULT OF CONTRACTOR.

a. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, Discovery Bay shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and the General Manager may terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

b. If the General Manager or his or her delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the General Manager shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. OWNERSHIP OF DOCUMENTS.

a. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by Discovery Bay that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall

be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of Discovery Bay or its designees at reasonable times to such books and records, shall give Discovery Bay the right to examine and audit said books and records, shall permit Discovery Bay to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

b. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of Discovery Bay and may be used, reused or otherwise disposed of by Discovery Bay without the permission of the Contractor. With respect to computer files, Contractor shall make available to Discovery Bay, upon reasonable written request by Discovery Bay, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. **INDEMNIFICATION.** The Contractor agrees to defend, indemnify, protect and hold harmless Discovery Bay, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature which Discovery Bay, its officers, officials, employees, and volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement, excepting only liability arising out of the negligence of Discovery Bay.

9. **INSURANCE.** Contractor if required to work on Discovery Bay property during the contract period, shall submit proof of insurance to Discovery Bay showing Town of Discovery Bay Community Services District, its officers, agents and employees named as Additional Insured and insurance policy shall contain provisions that such policy may not be canceled except after thirty (30) days written notice to Discovery Bay, ten (10) days notice if cancellation is due to nonpayment of premium.

Contractor agrees that Contractor is responsible to insure that the requirements set forth in this section are also being met by Contractor's subcontractors who provide services pursuant to this Agreement. Copies of insurance certificates shall be filed with Discovery Bay.

General Liability Limits

1. BI & PD combined/per occurrence	\$1,000,000
/Aggregate	\$1,000,000
2. Personal Injury/Aggregate	\$1,000,000
3. Professional Liabilities	\$1,000,000

Worker's Compensation and Employer's Liability

Statutory requirement

10. **INDEPENDENT CONTRACTOR.**

a. Contractor is and shall at all times remain as to Discovery Bay a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither Discovery Bay nor any of its officers, employees or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of Discovery Bay. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against Discovery Bay, or bind Discovery Bay in any manner.

b. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, Discovery Bay shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for Discovery Bay. Discovery Bay shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES. The Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. Discovery Bay, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

a. Contractor agrees to pay to each craft, classification or type of workman the prevailing wage determined by the State of California, Director of Industrial Relations, in the published wage scale determination, a copy of which is available at the Office of the Town of Discovery Bay CSD. Contractor agrees to comply with California Labor Code §§ 1777.5, 1776.

12. RELEASE OF INFORMATION.

a. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without Discovery Bay's prior written authorization. Contractor, its officers, employees, agents or subcontractors, shall not without written authorization from the General Manager or unless requested by Discovery Bay's attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within Discovery Bay. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives Discovery Bay notice of such court order or subpoena.

b. Contractor shall promptly notify Discovery Bay should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any person regarding this Agreement and the work performed hereunder or with respect to any project or property located within Discovery Bay. Discovery Bay retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with Discovery Bay and to provide Discovery Bay with the opportunity to review any response to discovery requests provided by Contractor. However, Discovery Bay's right to review any such response does not imply or mean the right by Discovery Bay to control, direct, or rewrite said response.

13. **NOTICES.** Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice:

To Discovery Bay: Town of Discovery Bay CSD
1700 Willow Lake Road
Discovery Bay, California 94505
Attention: General Manager

To Contractor: Vintage Contractors
2367 Ocean Avenue
San Francisco, CA 94127
Attention: Tony Edwards

14. **ASSIGNMENT.** The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of Discovery Bay.

15. **LICENSES.** At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. **GOVERNING LAW.** Discovery Bay and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement.

17. **LITIGATION.** Any litigation concerning this Agreement shall take place in the municipal, superior, or federal Discovery Bay court with geographic jurisdiction over the Town of Discovery Bay. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

18. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONTRACTOR

TOWN OF DISCOVERY BAY

By:
Title:

By:
Title:

By:
Title:

Richard Howard
General Manager

[Two signatures of corporate officers required]



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

Prepared By: Virgil Koehne, Water and Wastewater Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Award Base Bid to the Lowest Responsive Bidder, Conco West, for Dewatering Project in the amount of \$899,800

Recommended Action

Award Contract with Conco West Inc. in the amount of \$899,800 for the Dewatering Project; authorize staff to issue contract change orders of up to ten percent (10%) of the bid amount; and authorize the General Manager to execute all contract documents

Executive Summary

As described at various times during previous CSD Board meetings and as identified in the District's Wastewater Master Plan, the District is experiencing a backlog in the process of bio-solids at our wastewater facility. On July 20, 2011, the Board authorized HERWIT Engineering to design the "Bio Solids Dewatering Project and Solar Slab project. The overall project budget is \$1.6 million.

This phase of the project was broken into two (2) separate bid packages; 1) the Base Bid for the Dewatering Project; and 2) the alternate bid for the construction of the solar slab. The purchase of the belt press itself was authorized by the Board on November 16, 2011.

In early January 2012 the District advertised the project for bid. There was a mandatory Pre-Bid meeting held on January 18, 2012. Fourteen (14) contractors attended the pre-bid meeting for this project.

Construction bids were due no later than 2:00 p.m. on Wednesday, February 8, 2012. The District received seven (7) bids, (see attached bidders list). The lowest responsible bidder for the Base Bid was Conco West Inc., with a total bid price of \$899,800. Included in the base bid price is an allowance in the amount of \$200,000 that the District included as a requirement of the base bid. Conco West provided a Bid Alternate cost of \$377,820 for the construction of the third solar dryer foundation.

Given that the total cost of the base bid project and the bid alternate for the third solar dryer foundation exceeds funds available in this fiscal budget year, staff recommends the District only award the base bid project to Conco West in the amount of \$899,800. Since this amount includes the allowance of \$200,000 for underground work for the third solar dryer slab, this work will be done now as part of the base bid project.

Staff recommends that the Board authorizes staff to approve contract change orders not to exceed an aggregate amount of ten percent (10%) of the base bid amount, or \$89,980. Once staff authorized contract change orders exceed the authorized amount Board authorization will be required. This action will facilitate the project's schedule and allow the project to move forward with fewer delays.

It is not recommended that the Board award the Alternate bid at this time. Staff and the District's engineer will reevaluate the project and make project recommendations at a later date.

Fiscal Impact:

Amount Requested \$699,800

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

November 16, 2011 – Belt Press Authorization; July 20, 2011 Award of Design Contract; Acceptance of Wastewater Master Plan

Attachments

Bid Documents

AGENDA ITEM: F-4



Town of Discovery Bay

"A Community Services District"
AGENDA REPORT

Meeting Date

February 15, 2012

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

Agenda Title

Approve Contract with EnerPower Inc. for Utility Rate Analysis Services

Recommended Action

Approve contract with EnerPower Inc. for the period July 1, 2011 through June 30, 2016 and authorize the General Manager to execute Contract Documents

Executive Summary

The Town of Discovery Bay Community Services District is a large consumer of electricity. Annually, the District spends approximately \$700,000 on electric costs to operate our water and wastewater facilities 24/7/365. The District is always looking at opportunities to reduce electric costs.

EnerPower Inc. is a company actively engaged in performing energy audits and analyses for commercial, industrial, and municipal/institutional organizations. EnerPower reviews existing PG&E rate plans and makes recommendations to restructure plans in order to obtain the most economical rate available, thus reducing ongoing monthly energy bills. EnerPower has provided this service to the Town of Discovery Bay since 2003. Since that time, EnerPower has saved the District over \$546,000 in electricity costs resulting from utility rate analyses.

Customers of utilities must designate which rate schedule, rate or optional provisional rate that is desired. The utility assumes no responsibility for advising customers of lower rate schedules. By analyzing the many different tariff plans available, EnerPower is able to identify and isolate a rate structure best suited for the individual electric account. The process involves a comprehensive review of each meter, matching the correct tariffs to the historic usage to determine the lowest possible price per kilowatt. The District has fifty (50) electric accounts with PG&E and it is extremely difficult to become familiar with the ever changing plans. EnerPower assists the District by ensuring that the best rate is selected for each type of use.

The fee for this service is 30% of realized savings, and is consistent with market conditions. As an example, Utility Cost Management, LLC, a CSDA Authorized service provider, charges 42% for the same service. EnerPower is able to provide reduced fees resulting from low overhead and manpower costs. There is no fee paid if no cost savings are received.

This contract is for the period beginning July 1, 2011 through June 30, 2016. It is coming to the Board late due to staff validating accounts and estimated savings over the contract period. While future savings are only speculative at this point, the cost savings for the period July 1, 2011 through October 31, 2011 are \$39,929. Consequently, EnerPower's fee for these savings is \$11,979.

Fiscal Impact:

Amount Requested \$11,979

Previous Relevant Board Actions for This Item

August 6, 2003

Attachments

Contract; EnerPower Cost savings information; company materials

AGENDA ITEM: F-5

ELECTRIC MANAGEMENT SERVICES AGREEMENT
(Summer)

This Electric Management Services Agreement ("Agreement") is entered into as of July 1, 2011 ("Effective Date") by and between EnerPower, with principal address at 720-7 Lakemont PL, San Ramon, CA 94582, and Town of Discovery Bay (Client), with principal address at 1800 Willow Lake Rd Discovery Bay, CA 94505, for the following services:

- Electricity audit and monitoring
- Meter and rate change recommendation
- Ongoing energy consultation and information updates regarding electric rates.

This Agreement includes the following payment terms:

1. Client will pay EnerPower 30% of savings on their electric bills for May through October usage (Summer rate schedule) for 30 billable months (5 – six month Summer periods), commencing with the first full month of service at PG&E's new Summer rate schedule.
2. Enerpower will analyze total net savings after each of the first 4(six Summer months) periods. Client agrees to renew this Agreement after each period provided there has been a positive total net savings.
3. Savings will be based on the average Summer rate schedule paid (May through October 2011) minus the new rates obtained in Summer rate schedule (May through October of the current year) multiplied by the total KWH for that month.
4. Agreement shall be in force (Summer rate season only), beginning the month of July, Year 2011 and ending the month of June, Year 2016.
5. Savings will be based on an adjusted average rate in cents per KWH for the months of May through October 2011. See Exhibit A-S for accounts and adjusted average rate for each account.
6. Upon receipt of monthly electric PG&E bills, Client agrees to forward copies to EnerPower.
7. Savings will be calculated by EnerPower Analyst, and approved by Richard Howson, Client Representative.
8. Payments to EnerPower shall be made monthly upon receipt of savings report and invoice.
9. This Agreement shall survive and remain in force with any change in Client management.
10. Should EnerPower recover overcharges from PG&E, prior to the Effective Date of Agreement, Client agrees to pay EnerPower 30%.
11. Agreement shall be reviewed each year for price adjustment, based on the PG&E Rate Schedule.
12. This Agreement can be cancelled by either party with 90-day written notice.

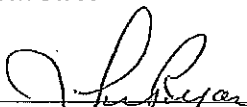
Enerpower is and at all times shall be an independent contractor of the Client and not a partner or employee of the Client. Enerpower shall file all required United States federal, state and local corporate documents and shall pay when due all taxes on account of its remuneration hereunder.

EnerPower shall not assign rights or delegate responsibilities under this Agreement without prior written approval.

This Agreement shall be governed in all respects by the laws of the State of California.

IN WITNESS WHEREOF, the parties have acknowledged and accepted the terms of this Agreement as of the month, day and year above first written:

EnerPower



John Ryan, President

Client

By (Signature) (Title)



MONTHLY OPERATIONS REPORT

January 2012

Town of Discovery Bay, CA

886 Days of Safe Operations

36986 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Attended	Hours
Various Safety Reminders (Power Tools Safety, Avoiding Slips, Trips & Falls, Protecting your hearing, Avoid Fatigue, The Buddy System.)	All Staff Members	2.0
Operation		
Webinar – MSDS Review, PPE Requirements	All Staff Members	0.5
Safety Tech Audit	Jennifer & Berney	8.0

WATER SERVICE

- Installed new copper tubing on CLA valves NPWTP
- Installed new CL2 injection line at WLWTP
- Drained & Cleaned Backwash Tank at WLWTP

Customer Inquiries:

1 Brown water calls

# of Active Wells	Gallons of Water Produced	Chemical Usage/Delivered	Fire Hydrant Flushing
5	65.74	1120	0

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
20	0	0



WASTEWATER SERVICE

- o Cleaned UV channels
- o Replaced ACTIGEL in bulb banks
- o Replaced belts on odor control blower Plant 1
- o Replace valves on RAS Station #2 for Clarifier 2 Plant 1
- o Continued yard piping valve replacement & insulation project
- o Installed shaft guards at L/S F

Customer Inquiries:

3

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	38.5	1	42.07

Collections:

- o Flushed 7021 ft sanitary sewer
- o Inspected 27 manholes & covers

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>December Lab Data</i>	<i>January Lab Data</i>
Flow, MG Effluent, monthly total	[REDACTED]	54.90	50.80
Flow, Daily Discharge Flow, avg.	2.1 MGD	1.77 MGD	1.64 MGD
Effluent BOD ₅ , lbs/d, monthly avg.	350	15	13.8
Effluent TSS, lbs/d, monthly avg.	525	223	191
Effluent BOD ₅ , mg/L, monthly avg.	20	1.0	1.0
Effluent TSS, mg/L, monthly avg.	30	16.5	13.9
Total Coli form 7 day Median Max	23	2	7
Total Coli form Daily Maximum	240	23	13
Electrical Conductivity, annual avg.	2100	2165 (2011)	2300 (YTD)

Red – new parameter added

Maintenance:**Preventive and Corrective**

Total # of WO's Completed	Total Hours
147.0	309.78

Call & Emergency Responses

Call Outs	Emergencies
12	1

Personnel Hours & Overtime:

Regular Hours	Overtime
1944.75	115.25

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # I



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 15, 2012

Prepared By: Daniel J. Schroeder, Counsel
 Submitted By: Rick Howard, General Manager

Agenda Title

Board Vacancy: Discussion and possible action

Recommended Action

That the Board of Directors discuss and take possible action pertaining to filling of the current Board vacancy

Executive Summary

The Town of Discovery Bay Community Services District ("District") has a vacancy on its Board of Directors ("Board") as a result of Brian Dawson's resignation from the Board. The effective date of Mr. Dawson's resignation was February 6, 2012. California Government Code Section 1780 sets forth the process that the District must follow in filling the vacancy on the Board.

First, the District is required to notify the county elections official of the vacancy no later than fifteen (15) days after either the date on which the District was notified of the vacancy or the effective date of the vacancy, whichever one is later. The District has already complied with this requirement when it notified the county elections official of the vacancy on the morning of February 6, 2012.

Second, the remaining members of the Board need to decide how they want to fill the vacancy. The Board has three (3) options available to choose from:

- **Fill the vacancy by Board appointment.** This process requires that the Board make the appointment within sixty (60) days after either the date of the vacancy. Since the effective date of the resignation was February 6, 2012, the appointment would have to take place on or before April 6, 2012. If the Board decides to fill the appointment, it must do the following:
 - The District needs to post a notice of the vacancy in three (3) or more conspicuous places in the District at least fifteen (15) days before the meeting where the Board will make the appointment.
 - After the appointment is made, the District must notify the county elections official of the appointment within fifteen (15) days after the appointment.
 - If the vacancy occurs during the first half of a term of office and at least one hundred thirty (130) days prior to the next general district election, the person that is appointed to fill the vacancy will hold office until the next general district election that is scheduled one hundred thirty (130) or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at the election to fill the vacancy has been qualified. The person elected to fill the vacancy will hold office for the unexpired balance of the term of office.
- **Fill the vacancy by calling an election.** This process requires that the Board, within the first 60 days of the effective date of the resignation, specifically April 6, 2012, decide that they for an election to fill the vacancy.
 - The election should be held on the next established election date that is at least one hundred thirty (130) days from the date the Board calls for an election.
- **Allow the Contra Costa County Board of Supervisors fill the vacancy.** If the Board does not appoint someone to fill the vacancy or fails to call for an election by April 6, 2012, by operation of law, then the Contra Costa County Board of Supervisors may appoint a person to fill the vacancy within ninety(90) days of the effective date of the resignation creating the vacancy or it may order the District to call an election to fill the vacancy.

Fiscal Impact:

Amount Requested \$ - None at this time. The costs associated with posting of the notice if the Board decides to fill the vacancy appointment are minimal. Should an election be called to fill the vacancy, the District would be responsible for the costs associated with the election.

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: J-1

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # K

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 13, 2011**



MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:03 p.m. at the Director of Airport's Office.

PRESENT: Mike Bruno, CCC Airports Business Association
Janet Kaiser, Diablo Valley College
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
David Pfeiffer, District V
Rich Spatz, Secretary, At Large 2
Rudi Raab, District I
Russell Roe, District II
Tom Weber, Chair, District IV

ABSENT: David Dolter, At Large 1
Derek Mims, City of Pleasant Hill

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

**OPENING COMMENTS
BY CHAIR:** Tom Weber thanked all who attended the Aviation Advisory Committee (AAC) meeting held at the Byron Airport.

**PUBLIC COMMENT
PERIOD:** Keith Freitas asked to have the meeting closed in memory of Betty Dunn who was a long time member of the 99's and tenant at Buchanan Field.

**APPROVAL OF
MINUTES:** July minutes were approved with a minor grammatical error change on page 2. Tom Weber asked to have the Part 139 Certificate

presentation from the September AAC meeting attached to the next meeting packe. **Moved by Geoff Logan; seconded by Rich Spatz. Russ Roe Abstained. Approved unanimously.**

**APPROVAL OF
CONSENT ITEMS:**

Consent items were approved with the Development Matrix being pulled by Tom Weber. **Moved by Mike Bruno; seconded by David Pfeiffer. Approved unanimously.**

PRESENTATION/SPECIAL REPORTS:

a. AAC Tenant Appreciation Award Ceremony

- Mike Bruno gave an overview of Frank Lemon's accomplishments.
- Tom Weber gave an overview of Rich Spatz's accomplishments.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

The Development Matrix was discussed. **Motion made by Geoff Logan to accept the report with removal of Silver Pacific and check on lease change (extension of pre-development period should affect the noted milestone). Seconded by Rudi Raab. Approve Unanimously.**

b. Whispertrack

- This item will be carried over to the next meeting to see if any of the pilots find value in joining the program. Members will review the Whispertrack website and get back to staff regarding the usefulness and benefit of the program to both pilot's and the general community.

c. Minimum Standards

Staff distributed a draft of the minimum standards and explained desire to go through the AAC for review and comments since there has not been much of a response to the initial stakeholder solicitation.

- Staff advised the reason for the minimum standards update is that the FAA wants to see the document in place and the last revision was 1979.
- A request was made for an executive summary of changes between the old document and the new document.
- Time frame was questioned; response was no rush to process, expecting six (6) plus months.
- Russ Roe commented that it was an important document and needs to focus on not setting limitations that will keep businesses from prospering within bad economic times.
- Duane Allen commented that if enforcement gets too strict then people will leave airport (like doing anything more than minor maintenance in hangars).

- o Gerry Alves commented it was a unique position to promote aviation within limitations of outside regulatory restrictions.
- o The minimum standards will be brought back to multiple meetings.

d. Security Update

- o Public Works Department recommended, and the Board of Supervisors (Board) approved, the selection of Electronic Innovations to do the work.
- o Contract, insurance and bonding is going through the County process.
- o Construction should begin in 90 days or so and should take 60 to 90 days to complete.
- o Includes:
 - o A tandem gate on the west side of the Airport.
 - o Battery back up on the gates
 - o Adding another gate on East Ramp
- o Jerry Alves suggested putting a second gate next to Discovery Hangars where the paved road is. Airport staff responded that area was a part of Seecon's leased site.
- o Russ Roe commented that there is technology to allow for old reader cards, or to make ones work, for a period of time to allow more seamless transition.

e. Runway Project Update

Keith Freitas reported the Airport received a \$3.2 million grant from the Federal Aviation Administration (FAA) to do main Runway 1L/19R improvements.

- o Selection of Ghollotti Brothers should go to the Board in the next few weeks.
- o Part of the improvements will require closing of the main runways for a period of time which will affect larger aircraft and corporate aircraft.
- o Will keep at least one (1) of the smaller runways open during the process.
- o Airport staff will have a lot of work to do with the FAA, Airport tenants, etc.
- o The FAA, at this point, covers 95% of the project costs and Airport staff has asked Caltrans for a grant to assist with a portion of the remaining amount.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is scheduled for October 27, 2011, and the agenda should be going out soon.

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

- o Santa Skydive is tentatively scheduled for December 3; currently need a new Santa to perform the jump.
- o Airport staff is looking at improvements for tenants:
 - o East Ramp bathrooms
 - o Creating a BBQ area for the pilots

Russ Roe asked if there were plans to restore the owner maintenance hangar and wash rack on the West Ramp. Russ also questioned if Concord Jet maintained the requirement to put one in, if needed. Keith Freitas stated that this was part of a negotiation with Concord Jet but not a requirement since there are ample facilities on the airfield.

Bob Weiss asked if signage and landscaping improvements would be made at Buchanan Field. Airport staff responded that these items are currently being considered.

c. Update from Airport Business Association

Mike Bruno reported that business is still slow. On an upside, Hertz Rent a Car will be bringing their office back to Buchanan Field around November 1.

d. AAC Announcements

- o Tom Weber reported that a media release for the At-Large position, that Dave Dolter currently holds, went out.
 - o Dave Dolter has sent a notice that he does not intend to reapply.
 - o Closing for the application period is November 3, 2011.
 - o Tom would like to bring the selection back to the AAC in December, if there is a meeting
 - o Mike Bruno, Rich Spatz and David Pfeiffer volunteered to review the candidates.
- o Tom Weber reported he will be signing letters today for those members whose terms are expiring March 1, 2012; Russ Roe, Geoff Logan and Derek Mims are in those positions currently.
- o Geoff Logan reported that he and Bob Weiss had attended the National Business Aviation Association meeting and were planning on attending an AOPA meeting that night; the meeting would discuss where General Aviation is headed. Geoff will give an update to the AAC in November.
- o Cliff Glickman reported the County was updating the Maddy Book to reflect changes to the Supervisorial Districts and representation on committees.

e. Airport Staff Announcements

Keith Freitas reported another employee resigned and another is expected to retire in the next few months. Shifts will be covered by overtime until new staff is hired.

FUTURE AGENDA ITEMS

- o November 10th next meeting
- o Whispertrack
- o Minimum Standards
- o Brief update from AAC Selection Committee regarding the At-Large Position applications received.

ADJOURNMENT: The meeting was adjourned by the Chair at 1:22 p.m.



TownOfDiscoveryBay CSD
Received
FEB 03 2012

February 2, 2012

Mr. Mohammad Farhad
California Regional Water Quality Control Board
Central Valley Region
11020 Sun Center Drive #200
Rancho Cordova, CA 95670-6114

Subject: Written Notification of Sanitary Sewer Overflow occurring at 1413 and 1245 Willow Lake Road in the Town of Discovery Bay CSD; OES Control Number 12-0590

Please consider this as the final Sanitary Sewer Overflow (SSO) report hereby meeting the NPDES CA078690 Standard Provisions V.E1., 5-Day reporting requirements.

Dear Mr. Farhad:

On January 28, 2012 at 15:20 Discovery Bay resident Lisa House reported to the answering service for Veolia Water that there was sewage bubbling out of a manhole in front of 1413 Willow Lake Road since approximately 14:40. The answering service dispatched the on-call operator, Lori Gabriel, who responded to the address with Project Manager, Berney Sadler, at 15:30. The manhole F088 was backing up as well as manhole G002 at 1245 Willow Lake Road.

A blockage was discovered between manholes F088 and F080 between 1413 Willow Lake Road and Marlin Road. Collection system operator Joe Brandon was dispatched at 15:45 to jet-rod the affected sewage pipe segment.

Response Activities:

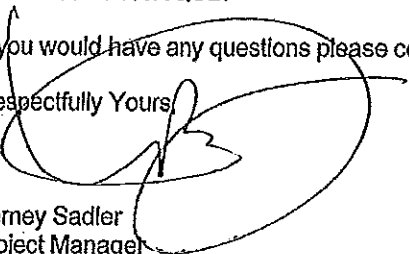
Upon arrival, absorbent materials and absorbent booms were placed around the impacted storm drains and collect flow. California Office of Emergency Services was contacted at 16:20, fifty minutes after arrival at the spill site. At 17:00 Joe Brandon jet-rodged the affect pipe segment (F088_F080) and normal flow was restored to the area. It was estimated that 750 gallons overflowed.

After abating the overflow conditions, water captured by the absorbent booms was vacuumed and absorbent materials were collected and disposed of. Potable water was used to rinse down the area and wash water was vacuumed and disposed of at the wastewater treatment plant facility. Facsimile notification was sent to the Contra Costa County Health Department (CCCHD) and California Office of Emergency Services at 19:30 following cleanup at the spill site. A draft report was submitted to the Central Valley Regional Water Quality Control Board (CVRWQCB) at 19:45 in the CIWQS system. A certified report was submitted on January 30, 2012 at 10:30 AM.

Approximate 40 notices were posted on homes near 1413 and 1245 Willow Lake Road. Bacteriological samples were collected at the spill site and downstream at 1441 Marlin Place on January 31, 2012. The CCCHD was contacted on January 30, 2012 as well at the CVRWQCB. The CCCHD recommended to collect bacteriological samples and to follow up with the CVRWQCB.

If you would have any questions please contact me at 925-634-8137 or 925-305-9317.

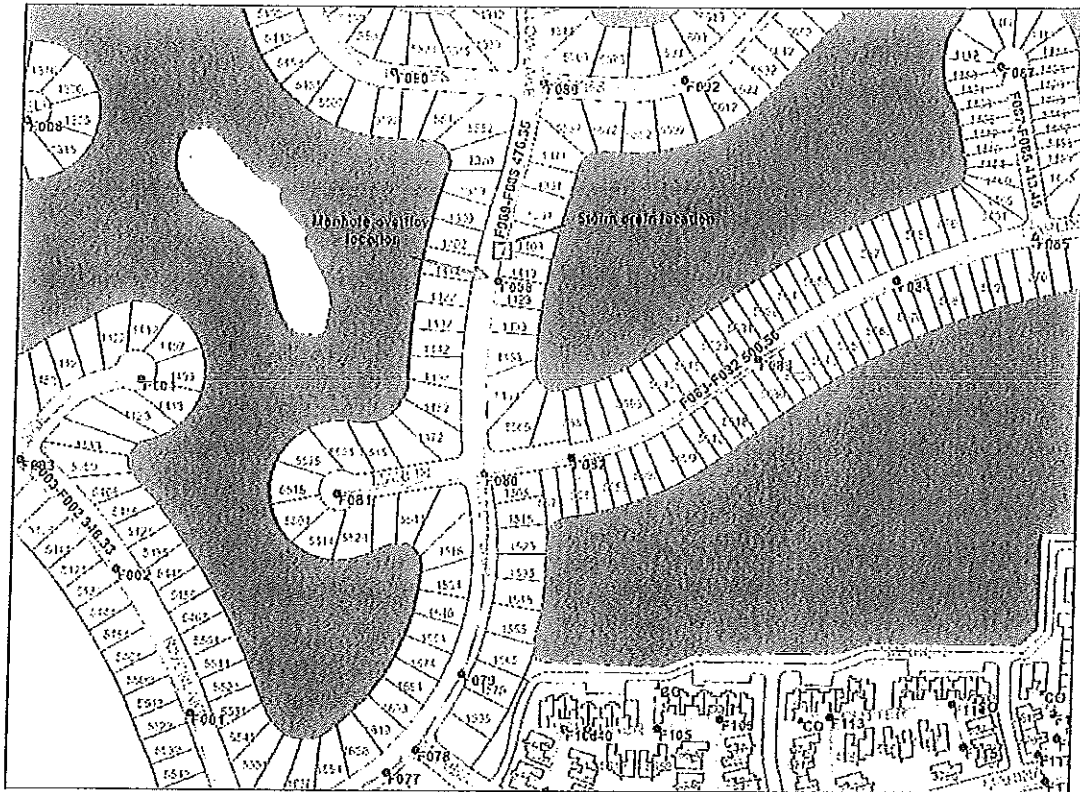
Respectfully Yours,



Berney Sadler
Project Manager
Veolia Water NA – West, LLC
Contract Operator for DBCSD
Registration # CO-0010

Enclosure
Virgil Koehne, Water and Wastewater Manager, Town of Discovery Bay

Overflow site map.



FEB 03 2012

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

MINUTES

January 12, 2012

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 6:47 P.M.

ROLL CALL

PRESENT: Gil Azevedo (Antioch), Salvatore Evola (Pittsburg), Jim Frazier (Oakley), Bruce Ohlson (Pittsburg), Mary N. Piepho (Contra Costa County Board of Supervisors), Kevin Romick (Oakley), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Chair Brian Kalinowski (Antioch)

ABSENT: Duane Steele (Contra Costa County Planning Commission)

STAFF: John Cunningham, TRANSPLAN Staff
David Schmidt, Legal Counsel

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

CONSENT ITEMS

On motion by Jim Frazier, seconded by Joe Weber, TRANSPLAN Committee members unanimously adopted the Consent Calendar, as follows:

3. Adopted Minutes from November 10, 2011 TRANSPLAN meeting.
4. Accepted Correspondence.
5. Accepted News Articles.
6. Accepted Status Report on Major Projects.
7. Adopted TRANSPLAN 2012 Calendar of Meetings.
8. Appointed TRANSPLAN Representatives to the Countywide Bicycle and Pedestrian Advisory Committee.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a))

Case Name: TRANSPLAN & ECCRFFA vs. City of Pittsburg; Contra Costa County Superior Court Case No. MSN11-0395

The closed session was moved to the end of the agenda.

ELECT CHAIR AND VICE-CHAIR FOR 2012

On motion by Brian Kalinowski to nominate Jim Frazier as Chair and Sal Evola as Vice Chair of the TRANSPLAN Committee. The nomination was seconded by Mary Piepho. There were no other nominations. The nominations were closed. *Jim Frazier* was unanimously elected to serve as Chair and *Sal Evola* as Vice Chair of the TRANSPLAN Committee for 2012.

APPOINT TRANSPLAN REPRESENTATIVE TO THE CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) BOARD

Mr. Cunningham advised that the current even-year appointment to the CCTA Board would expire on January 30, 2012. The seat and alternate position were currently held by Robert Taylor of Brentwood and Brian Kalinowski of Antioch. A continuation of those appointments was recommended.

Brian Kalinowski nominated Bob Taylor to serve as the TRANSPLAN representative for the even-year term on the CCTA Board and Brian Kalinowski to serve as the alternate. Mary Piepho seconded the nomination. There were no other nominations. The nominations were closed. *Bob Taylor* was unanimously elected to serve as the TRANSPLAN representative and *Brian Kalinowski* as the alternate for the even-year term on the CCTA Board of Directors from February 1, 2012 to January 30, 2014.

Mr. Cunningham advised of the two presentations on the meeting agenda and due to what he called an overlapping of the plan reported that Martin Engelmann and Karen Engel had discussed the presentations and had determined that Martin Engelmann should make the first presentation.

PRESENTATION BY MARTIN ENGELMANN OF THE CONTRA COSTA TRANSPORTATION AUTHORITY ON THE STATUS OF SB 375 IMPLEMENTATION

Martin Engelmann, Deputy Executive Director of Planning for the CCTA, reported on the implementation of SB 375, the "Sustainable Communities and Climate Protection Act" of 2008, which mandates changes to planning practices to integrate land use, housing, and transportation planning and which is intended to help implement AB 32, the "Global Warming Solutions Act" of 2006.

Mr. Engelmann explained that AB 32 establishes the first comprehensive program of regulatory and market mechanisms in the nation to achieve greenhouse gas (GHG) emissions reductions and sets GHG emission limits for 2020 at the 1990 level acknowledging that 2020 was not the endpoint but points the way towards an 80 percent reduction in 2050. He explained that the State Air Resources Board had adopted a Scoping Plan to achieve AB 32's GHG emissions reduction target in a three-pronged approach to reduce transportation GHGs through cleaner vehicles, cleaner fuels, and more sustainable communities.

Essentially SB 375 directs the Air Resources Board to develop passenger vehicle GHG reduction targets for 2020 and 2035. In addition, the Sustainable Communities Strategy would be added as a new element to the Regional Transportation Plans (RTPs), there would be a separate alternative planning strategy if GHG targets are not met, California Environmental Quality Act (CEQA) streamlining incentives would be allowed for projects consistent with the Sustainable Community Strategy (SCS), and the Association of Bay Area Government's (ABAG's) Regional Housing Needs Allocation (RHNA) would be coordinated with the regional transportation planning process.

Mr. Engelmann described the status of the SCS process and identified the scenarios analyzed with the Initial Vision Scenario as defined in April 2011, and the Core Concentration Scenario which concentrates housing and job growth more in Priority Development Areas (PDAs) throughout the region near major transit corridors as part of the Initial Vision. Alternative Scenarios included Focused Growth which focuses growth in PDAs throughout the region near major transit corridors; Constrained Core Concentration which concentrates housing and job growth more in PDAs in San Francisco, Oakland, and San Jose; and Outward Growth which puts higher levels of growth in inland areas of the Bay Area closer to past trends. He identified priority areas in East County and described the two Transport Networks; the T-2035 Network and the Core Transit Network that were part of the plan. He also summarized the households and jobs land use forecasts for 2040.

Mr. Engelmann explained that the Air Resources Board had established per capita reduction targets for passenger vehicle and light-duty truck emissions relative to a 2005 baseline and had established the Bay Area's target for 2020 as a 7 percent reduction and for 2035 as a 15 reduction in emissions. He highlighted the per capita GHG reductions per scenario, identified best and worst performance per target compared with the goal for 2040, and spoke to the policy initiatives intended to achieve reductions.

What had been determined was that performance would vary only slightly across the scenarios because the Bay Area is essentially a built environment and changes due to land use and transportation were on the margin.

In addition, transportation policy was critical to building complete communities although the transportation scenarios had little direct impact on GHG reduction regionwide, and MTC/ABAG would likely need to assess further land use, transportation-related, and other policy measures to meet the GHG and other targets.

Mr. Engelmann identified the next steps in the process over the next year and responded to questions. When asked about the risk to communities of not achieving the targets, he stated that there was nothing at risk. He added that if a local jurisdiction had a high allocation of housing in the SCS that would affect the RHNA numbers. When asked about his recent presentation to and response from the Antioch Chamber of Commerce, he explained that the presentation had gone well and there had been a lot of interest.

PRESENTATION BY KAREN ENGEL OF THE EAST BAY ECONOMIC DEVELOPMENT ALLIANCE ON THEIR "BUILDING ON OUR ASSETS: ECONOMIC DEVELOPMENT AND JOB CREATION IN THE EAST BAY"

Karen Engel, the new Executive Director of the East Bay Economic Development Alliance (EBEDA), noted that Mary Piepho was the Vice Chair of the EBEDA, a two-county, 26-city public/private partnership around for 20 years working on the region's economic health and vitality on issues ranging from education to transportation and the point for regional marketing and investment attraction.

Ms. Engel stated that the report was quite lengthy and the purpose of the report was to identify the region's assets and come to grips with the worst recession of all time. Among the core assets was a highly-educated work force, a world class infrastructure, centers of innovation, and excellent quality of life. In considering both the impacts of the recession and moving forward, she stated that all those assets were under threat and on top of that having to adapt to climate change. In addition to the impact of recession, one in every 10 jobs had been lost in the last four years.

In terms of jobs base, Ms. Engel noted that there was a near doubling of jobs over the past 20 years almost all from companies starting and growing in the region. She identified the composition of East County employment in 2010 by position and noted that the report identifies the fact that innovation drives the region. Other strengths noted that construction had increased. She identified East Bay job trends and added that manufacturing still mattered noting a high level of concentration in the most advanced of manufacturing sectors. She added that venture funding revealed strength; she showed projected growth rates for 2011-18, and as to what else was creating jobs stated that half of the employment was in regional serving occupations.

In terms of the region, Ms. Engel reported that the largest employment trading partner was Santa Clara. For the built environment, the consultants had identified the employment concentration as across the I-880 and I-680 corridors. The study had also looked at the issue of transit and the share of East Bay jobs near transit, which had actually declined. In the East Bay, 50 percent of jobs near transit were in downtown Oakland. She identified the historical development in the built environment and explained that before 1980 it was manufacturing and warehousing although since then warehouse and research and development (R&D) had dominated in that new companies wanted more R&D/flex space, with more in southern Alameda County.

The study had also looked at labor markets. Ms. Engel characterized the region as highly educated, with pockets of disparity. The report also found that the incoming workforce was not as qualified as the Baby Boomers which was the most highly educated generation in history, and that 60 percent of Hispanics in the East Bay had a high school education or less, noting that Hispanics were the highest growing demographic.

Ms. Engel explained that the process would help identify the actions to be taken focusing on telling the East Bay story and strengthening incubation and clustering, education and workforce development, increasing business connections with education/workforce efforts, increasing the connection of small businesses to resources, and allow regulatory improvements, among others, through a broad coalition of other groups such as the Contra Costa Council and the East Bay Broadband Consortium.

Chair Frazier noted with respect to coalitions that a coalition should be developed with the League of California Cities to reinstate redevelopment. With a State takeover of redevelopment, he suggested there would be a huge devaluation of commercial properties which would produce unwanted and unneeded consequences.

Kevin Romick agreed that with the elimination of redevelopment it would be very difficult for cities to address infrastructure needs. He too urged a coordination of efforts with the League of California Cities to emphasize the importance of redevelopment.

Ms. Engel noted that she would work with the League of California Cities and other members to see what would happen next with the need to seek other solutions to target dollars for investment in the region. When asked, she noted that the EBEDA would meet next Tuesday and would discuss the ruling related to redevelopment and initiate a conversation to strategize for proposals.

Chair Frazier asked Ms. Engel to advise TRANSPLAN Committee staff of EBEDA meetings.

Mary Piepho commented that there was still a lot of growth that was occurring. She referred to an example in Brentwood of an employment/business incubator that was valuable to help promote and stimulate job growth, much in the home; essentially a solve-your-own-problem job growth. She stated that the Brentwood model worked and the business incubator model for small businesses would create jobs and get people to work. She added that the report would also be presented to the Mayors' Conference in February.

Chair Frazier adjourned into closed session at 7:52 P.M.

Sal Evola and Bruce Ohlson recused themselves from the closed session and left the Board Room.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a))
Case Name: TRANSPLAN & ECCRFFA vs. City of Pittsburg; Contra Costa County Superior Court Case No. MSN11-0395

Chair Frazier reconvened from closed session at 9:11 P.M. and advised that there was nothing to report from closed session.

ADJOURNMENT

On motion by Bob Taylor, seconded by Mary Piepho to adjourn the TRANSPLAN Committee meeting at 9:12 P.M., to February 9, 2012 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

Meeting Handouts:

- Bay Area Plan, Scenario Results, Contra Costa Transportation Authority, January 12; 2012
- Building On Our Assets, Economic Development & Job Creation in the East Bay, A regional economic assessment prepared for the East Bay Economic Development Alliance, October 2011



Received
FEB 06 2012

COMMITTEES

Internal Operations Committee, Chair

Transportation, Water and Infrastructure Committee, Chair

Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Chair

Sacramento-San Joaquin Delta Conservancy, Chair

Airport Committee, Vice Chair

Delta Counties Coalition

Delta Protection Commission

Central Contra Costa Solid Waste Authority

East Bay Economic Development Alliance

Tri-Valley Transportation Committee

Dougherty Valley Oversight Committee

Doctors Medical Center Management Authority Governing Board, Joint Powers Authority

County Relations Committee

SERVING AS ALTERNATE

Local Agency Formation Commission

Contra Costa Transportation Authority

Association of Bay Area Governments

East Contra Costa Regional Fee and Finance Authority

East County Water Management Association

eBART Partnership Policy Advisory Committee

East Contra Costa County Habitat Conservation Plan, Executive Governing Board

Mental Health Commission

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

South West Area Transportation

TRANSPAC, Central County Transportation Partnership and Cooperation

TRANSPLAN, East County Transportation Planning

February 2, 2012

Chris Steele, President
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear President Steele and Members,

Please find enclosed several Board Orders from the January 24, 2012 Board of Supervisors' meeting that I believe will be of interest to the Town of Discovery Bay Community Services District.

- 1.) January 12, 2012: Oppose the elimination of the Department of Boating and Waterways in the State Budget
- 2.) December 21, 2011: State of California Department of Boating and Waterways Financial Assistance Program Grant

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisors.

Sincerely,

MARY N. PIEPHO
County Supervisor, District III

MNP: kc

I hope you can join me to oppose the elimination of the D.B.W!

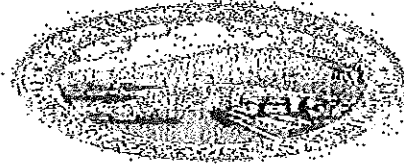
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C.11

To: Board of Supervisors

From: Supervisor Mary N. Piepho

Date: January 12, 2012



Contra Costa County

Subject: OPPOSE the Elimination of the Department of Boating and Waterways in the State Budget

RECOMMENDATION(S):

OPPOSE the proposed elimination of the Department of Boating and Waterways and the transfer of its functions to the Department of Parks and Recreation in the Governor's FY 2012-13 Budget, as recommended by Supervisor Mary N. Piepho.

FISCAL IMPACT:

No fiscal impact to the County from this action.

BACKGROUND:

The Governor's Budget for FY 2012-13 proposes to eliminate the Department of Boating and Waterways and transfer the functions to the Department of Parks and Recreation.

The Department of Boating and Waterways funds, plans, and develops boating facilities on waterways throughout California and ensures safe boating for the public by providing financial aid and training to local law enforcement agencies. In addition, the Department has responsibility for boating safety and education, licensing of yacht and ship brokers and salespeople, aquatic weed control in the Sacramento-San Joaquin Delta, and beach erosion control and sand renourishment along California's coast and operates an oceanography program at the Scripps Institution of Oceanography at La Jolla.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/24/2012

APPROVED AS RECOMMENDED

OTHER

Clerks Notes:

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 24, 2012

David J. Twa,

NOTE OF SUPERVISORS

AYES:
ABSENT:

NOES:
ABSTAIN:

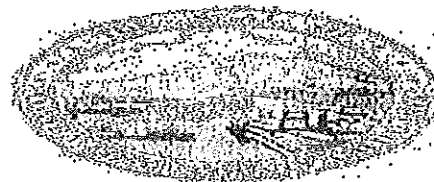
BY: , Deputy

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C.17

To: Board of Supervisors

From: David O. Livingston,
Sheriff-Coroner



Contra
Costa
County

Date: December 21, 2011

Subject: State of California Department of Boating and Waterways Financial Assistance Program Grant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to apply for and accept a grant from the State of California Department of Boating and Waterways in an amount not to exceed \$638,249 for marine patrol and boating regulations enforcement, for the period July 1, 2012 through June 30, 2013.

FISCAL IMPACT:

No County match. Revenue; up to \$638,249, 100% State funds. The Office of the Sheriff receives annual funding from Department of Boating and Waterways that is incorporated in the baseline budget.

BACKGROUND:

The State of California Department of Boating and Waterways (DBW) provides funding to maintain the service level of the Office of the Sheriff's Marine Patrol Unit on the Delta Waterways. Marine patrol operations cost roughly \$1.5 million per year of which DBW has awarded \$638,249 for each of the past four years. For State fiscal year 2012/13, DBW will again fund \$638,249. DBW funding provides the ability for more vigilant enforcement of boating regulations.

APPROVE
 RECOMMENDATION OF CNTY ADMINISTRATOR

OTHER
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/24/2012

APPROVED AS RECOMMENDED

OTHER

Clerks Notes:

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 24, 2012

David J. Twa,

VOTE OF SUPERVISORS

AYES:

NOES:

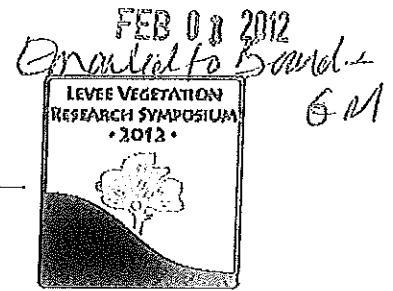
ABSENT:

ABSTAIN:

RECUSE:

BY: Deputy

Contact: Mary Jane Robb, (925) 335-



LEEVE VEGETATION RESEARCH SYMPOSIUM 2012 - SCIENTIFIC PROGRESS INFORMING A PATH FORWARD

August 28-30, 2012 | Sacramento, CA | www.safca.org/symposium2012.htm

SAVE THE DATE AUGUST 28-30, 2012

In the wake of the devastation caused by Hurricane Katrina in 2005, flood risk managers across the nation were reminded of the severe consequences of levee failure, especially in deep urban floodplains. This experience triggered a significant effort to better understand the condition of levee systems elsewhere in the country, focusing on well known mechanisms of levee failure associated with threats such as through-seepage, underseepage, slope instability, erosion, and overtopping. It has also included assessments of potential risks associated with existing woody vegetation which are much less well defined.

A symposium on the effects of levee vegetation was held in Sacramento, CA in August 2007. Since then, the US Army Corps of Engineers Invested in further research by its Engineer Research and Development Center (ERDC) to study the effects of woody vegetation on the performance of earthen levees. Simultaneously, the California Roundtable for Central Valley Flood Management (formerly the California Levees Roundtable) formed the California Levee Vegetation Research Program to research gaps in scientific knowledge not addressed by the ERDC studies. Other relevant research on the effects of vegetation on levee integrity continues nationally and internationally.

On August 28-30, 2012, a second Levee Vegetation Research Symposium will be held in Sacramento to take stock of what has been learned over the past five years. This symposium will bring researchers and stakeholders together to present the latest findings and discuss topics that will include:

- ✓ Tree root architecture in levees
- ✓ Slurry cut-off walls and roots
- ✓ Slope stability and tree roots
- ✓ Effects of roots on soil cohesion
- ✓ Tree windthrow and levees
- ✓ Effects of burrowing mammals
- ✓ Forensics of California levee failures
- ✓ International literature review of vegetation and levees
- ✓ High-resolution 3D tree root and mammal burrow imaging
- ✓ Modeling/simulation for levee trees
- ✓ Levee seepage analysis
- ✓ Engineered or design solutions
- ✓ How science is incorporated into policy decision making

Look for future updates, including a call for abstracts and registration information. We are currently seeking corporate sponsorships and will gratefully acknowledge them in future mailings and in conference materials. For more information please visit www.safca.org/symposium2012.htm or email LeveeVeg.2012@SacCounty.net.

Sponsoring/Advisory Agencies of the California Levee Vegetation Research Program



SYMPOSIUM 2012