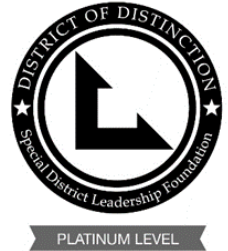




TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDFL Platinum-Level of Governance



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

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

Regular Board Meeting
Wednesday, September 1, 2021

-
7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard





TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 1, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

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

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

TO ATTEND BY WEBINAR:

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/6729649295969961486>

Webinar ID# 766-493-579

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: 1-631-922-3221 ID# 604-343-328

If there is any disruption to the meeting due to unforeseen circumstances we will continue via teleconference.

TO ATTEND BY TELECONFERENCE

Toll-free Dial-in Number **(877) 778-1806**
CONFERENCE CODE **891949**

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during

comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. CONSENT CALENDAR

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

1. Approve August 12, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve August 18, 2021, Regular Board of Directors DRAFT Meeting minutes
3. Approve Register of District Invoices.

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

1. Assembly Member Jim Frazier, District 11.
2. Supervisor Diane Burgis, District III Report.
3. Sheriff's Office Report.
4. CHP Report.
5. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. Introduction of Luhdorff & Scalmanini Consulting Engineers Water Engineer Jason Coleman.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Financial Policy.
2. Discussion and Possible Action to File a Notice of Exemption for the Cornell Park Prop 68 Per Capita Grant.

G. MANAGER'S REPORT

H. GENERAL MANAGER'S REPORT

I. DIRECTOR REPORTS

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

J. DIRECTORS REGIONAL MEETING AND TRAINING REPORTS

1. Code Enforcement Agenda Meeting – August 26, 2021 – Director Ashley Porter.

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on September 15, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

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

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Thursday, August 12, 2021
SPECIAL MEETING 8:30 A.M.**

**NOTICE
Coronavirus COVID-19**

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

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

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877) 252-8822
CONFERENCE CODE 507599

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

SPECIAL MEETING 8:30 A.M.

A. CALL MEETING TO ORDER AND ROLL CALL

1. Call business meeting to order 8:30 a.m.
2. Roll Call – All Present.

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

None.

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7) Closed session began at 8:32 a.m.

D. CLOSED SESSION:

1. Public Employee Appointment
Title: General Manager

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1) End closed session and return to open session at 3:45 p.m. No reportable action.

F. ADJOURNMENT

1. Adjourned at 3:45 p.m. to the regular meeting on August 18, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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PLATINUM LEVEL

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday, August 18, 2021
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

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TO ATTEND BY WEBINAR OR BY PHONE:

Please register for Regular Meeting of the Board of Directors at: *(copy and paste into your browser the registration URL)*

Registration URL: <https://attendee.gotowebinar.com/register/8684665632263284238>
Webinar ID# 329-642-651

After registering, you will receive a confirmation email containing information about joining the webinar by computer or by phone.

For listen only mode dial: 1-631-922-3221 ID# 910-097-620

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance – Led by President Bryon Gutow.
3. Roll Call – All present.

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

None.

C. CONSENT CALENDAR

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

1. Approve, August 4, 2021, Special Board of Directors DRAFT Meeting minutes.
2. Approve Register of District Invoices.
3. Approve Annual Disclosure pursuant to California Government Code Section 53065.5.
4. Approve Capacity Fee Charge Report for Fiscal Year 2020-2021.
5. Approve Board Letter of Support for Sheriff's Department's Request for Measure X Funds.

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

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

D. AREA AGENCIES AND LIAISON REPORTS / PRESENTATIONS

E. PRESENTATIONS

1. Monthly Water and Wastewater Report from Veolia – June 2021 and July 2021.

Veolia Project Manager Anthony Harper provided the Board with a water and wastewater report for the months of June 2021 and July 2021. All Town's wells are currently up and active. Water Plant 1 is still out of service. Samples submitted to the state show water within compliance. Due to the water droughts, hydrants are not being excessively flushed at this time. Wind was affecting solar panels, presently all solar panels have been repaired. Denitrification project has shown successful activity.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve Update to the Town's Emergency Response Plan (ERP). Executive Assistant Maddie Kibriya presented the final version of the Town's Emergency Response Plan (ERP) to the Board for review and possible approval. Based on Internal Operations Committee feedback and suggestions, the ERP was modified since it was last presented to the Committee on August 4, 2021. This ERP update will be available to each staff member of the Town of Discovery Bay to provide a comprehensive plan in the event of an emergency.

Motion made by Director Carolyn Graham to approve the update to the ERP as presented.

Second by Director Ashley Porter.

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

2. Discussion and Possible Action to Approve Resolution No. 2021-13, Authorizing Application to LAFCO for a Sphere of Influence Expansion and Annexation of the Pantages Project and District Owned Parcels.

Project Manager Mike Yeraka advised the necessary documents have been prepared to apply to Local Agency Formation Commission (LAFCO) for annexation of the Pantages project and Wastewater Plant No. 2 as well as Newport Water Treatment Plant. The annexation of the Pantages properties will allow the Town to provide this development with water. Wastewater Plant No. 2 and Newport Water Treatment Plant are not on Town of Discovery Bay property causing the Town to pay \$11,000 annually in property taxes. Pantages will be paying LAFCO's fees for the annexation applications. Staff recommends the Board approve Resolution 2021-13 authorizing the application to LAFCO for a Sphere of Influence Expansion and annexation of the Pantages project and district owned parcels.

Motion made by Director Ashley Porter to approve Resolution 2021-13 authorizing the application to LAFCO. Second by President Bryon Gutow.

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

4. Discussion and Possible Action Regarding Bid Results for the Installation of Synthetic Turf at the Community Center Swimming Pool.

General Manager Mike Davies advised the Board of excessively high bids obtained for the synthetic turf at the Community Center Pool. The cost was estimated to be approximately \$55,000. The bids received were \$113,000 and \$166,000. No bids were received from synthetic turf specialists. General Manager Mike Davies advised there is no urgency to install the synthetic turf. Staff is seeking the opportunity to market specialized synthetic turf companies, creating a clear compartmentalized proposal without such a restrictive date of completion. If the Board agrees, a motion to reject all existing bids and permission to reopen bids at a later time will be required.

President Bryon Gutow mentioned the validity of the proposed original amount of \$55,000.

General Manager Mike Davies advised the contractor the amount was based off of has since increased the proposed amount to over \$80,000 and has not placed a bid due to special circumstances within his business.

Public comment regarding:

- Is this repair included in the original pool estimate?

Vice President Kevin Graves stated he would be in favor of postponing a decision due to budget and timing restraints.

Director Carolyn Graham made a motion to reject action regarding the bid results for installation of synthetic turf and resubmit it at a later date.

Second by Director Michael Callahan.

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

4. Discussion and Possible Action Regarding Contracting with the Conservation Corps for Maintenance of Town Parks.

Parks and Landscape Manager Bill Engelman expressed interest to the Board to hire a crew from California Conservation Corps to aid in landscaping the Town parks. Hiring a maintenance specific crew of three

workers and one supervisor instead of one Town landscape employee will save the Town money. This crew is exempt from Prevailing Wage requirements. Staff is seeking Board approval to authorize General Manager to execute a service agreement with San Joaquin County Office of Education (DBA- Greater Valley Conservation Corps) with a total project amount not to exceed \$50,000.00 during FY21/22.

Director Ashley Porter asked how much oversight would be had over the crew.

Parks and Landscape Manager Bill Engelman advised that the crew leader will check in with him daily and receive direction from him.

Director Carolyn Graham asked if the Conservation Corp is insured.

Parks and Landscape Manager Bill Engelman advised they carry their own insurance in the event of injury or accidents while working with the Town.

Director Michael Callahan asked if there are any penalties for terminating the contract.

Parks and Landscape Manager Bill Engelman stated he is not aware of any penalties for contract termination.

Motion made by Director Ashley Porter to approve to hire Conservation Corp for maintenance of Town parks. Second by President Bryon Gutow.

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

G. MANAGER'S REPORT

Recreation Program Supervisor Monica Gallo updated the Board on the Community Center Pool. Rebar for the pool decking has been set. Backstroke anchors and handicapped anchors remain to be installed before the deck inspection can be done. Inquiries are still being done into bulk chemical pricing.

Assistant General Manager Dina Breitstein advised the Board that Water Engineer Justin Shobe has submitted his resignation to Luhdorff & Scalmanini Consulting Engineers and will be leaving Town of Discovery Bay. Scott Lewis at Luhdorff & Scalmanini Consulting Engineers have referred Jason Coleman who has an extensive experience. Luhdorff & Scalmanini Consulting Engineers has informed Assistant General Manager Dina Breitstein that Town of Discovery Bay is a top priority and they would like to ensure a smooth transition. The Town wishes Water Engineer Justin Shobe and his family all the best.

H. GENERAL MANAGER'S REPORT

General Manager Mike Davies reported to the Board of Advisory Committee Meetings for Measure X funds. These virtual meetings will be held on Friday, August 20, 2021 at noon and Wednesday, August 25, 2021 at 5:00 p.m. Town of Discovery Bay will post a link to the meetings on its' website and the public is encouraged to attend and advocate their support.

I. DIRECTOR REPORTS

J. CORRESPONDENCE RECEIVED

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

1. Adjourned at 7:42 p.m. to the regular meeting on September 1, 2021, beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 1, 2021

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 333,587.70

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 2021/2022

AGENDA ITEM: C-3

Request for Authorization to Pay Invoices
For The Meeting On September 1, 2021
Town of Discovery Bay CSD
Fiscal Year 7/21 - 6/22

Pacific Gas & Electric	\$122,217.50
Veolia Water North America	\$104,558.31
Luhdorff & Scalmanini	\$27,087.72
Town of Discovery Bay CSD	\$15,475.31
BSK Associates	\$14,571.88
U.S. Bank Corporate Payment System	\$10,788.10
Neumiller & Beardslee	\$7,440.00
Bob Murray & Associates	\$5,153.98
Trugreen	\$3,950.00
Office Team	\$3,372.51
Freedom Mailing Service, Inc	\$3,083.49
Janitorial Plus	\$2,740.00
Express Employment Professionals	\$2,670.74
Mt. Diablo Resource Recovery	\$2,304.49
San Joaquin County Office Of Ed	\$2,296.00
Watersavers Irrigation Inc.	\$1,484.34
Paul E. Vaz Trucking, Inc.	\$1,129.92
Office Depot	\$1,098.91
Quadient Leasing USA, Inc.	\$646.52
Univar Solutions USA Inc.	\$440.58
Big O Tires	\$209.40
Geotab USA, Inc.	\$177.75
Upper Case Printing, Inc.	\$165.50
Department of Justice	\$147.00
UniFirst Corporation	\$145.21
Cintas	\$122.13
County Of Contra Costa, Dept of Info Tec	\$59.25
Water Utility Refund Customer	\$26.14
Verizon Wireless	\$25.02
	\$333,587.70



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
September 1, 2021

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

Agenda Title

Discussion and Possible Action to Approve Town of Discovery Bay Community Service District's Financial Policy.

Recommended Action

Approve the Draft Town of Discovery Bay Community Service District Financial Policy.

Executive Summary

This comprehensive Financial Policy documents all financial procedures, internal controls and adheres to the Generally Accepted Accounting Principles (GAAP). Developing this policy is necessary for the Town to assume treasury responsibilities. Currently Contra Costa County ("the County") is the Treasurer for the Town of Discovery Bay. The County is the depository, collects revenue, controls and processes payment for the Town's water and Wastewater departments, Lighting and Landscaping Zone 8 and Zone 9 departments.

Staff developed the financial Policy with the guidance of the District's Legal Counsel and Auditor.

At the August 4th Finance Committee Meeting, staff brought forward a Finance Policy for review and recommendation.

It is recommended that the board approve the Town of Discovery Bay Community Service District Financial Policy.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments:

Draft Financial Policy

AGENDA ITEM: F-1



Town of Discovery Bay Community Services District

FINANCIAL POLICY

AUGUST 2021

I. Introduction

The attached policies and procedures integrate both existing policies and controls to safeguard the assets and ensure the financial well-being of the Town of Discovery Bay Community Service District ("District"). Specific financial policies addressed in the Appendix and throughout the Financial Policy are to be considered part of the Financial Policy.

II. Purpose

These Financial Policies ensure the District staff and Board of Directors are adhering to the following:

- A. Financial activity follows accepted accounting principles as required by the Governmental Accounting Standards Board (GASB).
- B. Ensure compliance with governmental and private funding source reporting requirements.
- C. Provide transparency to the public with respect to the District's financial transactions.

III. Responsibilities

- A. The Board of Directors formulates financial policies, delegates administration of the financial policies to the General Manager, and reviews operations and activities.
- B. The General Manager has responsibility for all operations and activities, including financial management.
- C. Exceptions to these policies may be made on an individual basis, as necessary, with the approval of the General Manager.

III. Compliance with External Policies

District accounting policies and procedures are consistent with:

- A. Governmental Accounting Standards Board (GASB).
- B. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations".

IV. Security & Access

Current job descriptions are maintained for all employment positions, indicating duties and responsibilities.

- A. There are separations of financial duties and responsibilities so that no employee has sole control over cash receipts, cash disbursements, bank reconciliations or other accounting functions.
- B. Financial Procedures and Policies are reviewed annually by the General Manager, Assistant General Manager and Finance Manager. Changes are presented to and approved by the Board of Directors.
- C. Separate General Ledger accounts are maintained as required by funding source regulations.

- D. Accounting forms and timesheets are typewritten or completed in ink. Whiteout or correction tape is not be used.
- E. Passwords must comply with organizational standards. They are to be treated confidentially and are not shared with other staff. Policies may be established requiring the expiration of passwords where appropriate.

V. Responsibilities

Duties of the Finance Manager

The Finance Manager of the District shall be responsible, under the direction of the Assistant General Manager and General Manager, for the supervision of the District's finances.

The duties of the Finance Manager include, but are not limited to the following:

- A. The Finance Manager shall install and maintain a system of accounting and auditing that shall completely and at all times show the District's financial condition in accordance with generally accepted accounting principles.
- B. Pursuant to a Resolution of the District's Board of Directors, designate a bank, a savings and loan association, or a credit union, as the depository of the District's money.
 - 1. A bank, savings and loan association or credit union may act as a depository, paying agent or fiscal agent for the holding or handling of the District's funds notwithstanding the fact that a member of the Board of Directors, whose funds are on deposit in that bank, or savings and loan association or credit union is an officer, employee, or stockholder of that bank, or savings and loan association, or credit union, or of a holding company of any of the foregoing.
- C. Financial Reporting: The Finance Manager shall develop financial reports not less than quarterly directed to the Board of Directors detailing revenues and expenditures in each Governmental Fund and Enterprise Fund of the District.
- D. Financial Projections: At periodic intervals throughout the fiscal year, or on request by the Assistant General Manager, General Manager or the Board of Directors, the Finance Manager shall report to the Board of Directors regarding financial projections of the level of revenues and expenditures expected by the District in each Governmental Fund and Enterprise Fund maintained by the District by the end of each fiscal year. The purpose of such projections is to assure that District operations remain financially solvent in each Fund.
- E. Financial Audits: The Finance Manager shall assist the District auditors in preparing comprehensive annual audited financial statements for each Governmental Fund and Enterprise Fund maintained by the District for each fiscal year. Each Annual Financial Audit shall be reviewed by and approved by the Board of Directors at a public meeting. The Finance Manager shall also provide for the preparation of an Annual Financial Report to the Controller as required by Government Code Section 53890 *et seq.*
- F. Separation of duties: The Finance Manager shall assign employees to open mail and date stamp all items received. Employees assigned to open the mail shall have only

“read” access to the accounting system and not be a processor of vendor payments or customer receipts. Mail is to be distributed as follows:

1. Payments received for Water and Wastewater services are distributed to the Customer Service Rep assigned to post customer payments.
 2. Vendor invoices, statements or correspondence are distributed to the Accountant assigned to process vendor invoices and payments.
 3. Miscellaneous or unknown mail items are distributed to the Finance Manager for review and distribution guidance.
- G. The Finance Manager shall direct that all financial transactions are in compliance with District policies.
- H. District Policies listed in the Appendix are part of this Financial Policy and are incorporated herein by reference.

VI. Cash Disbursements

- A. The Finance Manager shall be responsible for managing the accounts of the District. The Finance Manager shall adopt a procedure for drawing and signing checks that adhere to generally accepted accounting principles, District bylaws, and policies. Payment of bond principal and interest shall be made when due. Checks to pay claims of vendors, contractors, consultants, and other third parties are approved by the Board of Directors.
- B. Payments made before Board approval are permitted if approval is made by two of the three following staff members: 1. The General Manager 2. The Assistant General Manager 3. The Finance Manager. All such claims for payment must conform to the District’s approved budget and presented to the Board at the next Board of Directors meeting for review and approval.
- C. Payments for employee benefits, 457(b) contributions and any other “employee” or District funded benefit payments are to be made when received. Payments are approved by the Finance Manager. Benefits payments are approved by Board of Directors through the budgeting process and do not require further Board of Director approval.
- D. Bi-weekly payroll is prepared by the Accountant assigned to prepare payroll. The Finance Manager reviews the payroll worksheet by employee. Total salary, hours worked, time-off are reconciled to timesheet records and time-off requests. Once completed the Finance Manager approves payroll for disbursement.

VII. Accounts Payable

- A. All invoices received by the District shall be approved by the appropriate manager. Account coding shall be reviewed by the Accountant assigned to vendor processing or the Finance Manager.
- B. Invoices shall be entered into the accounting system for processing. No invoices or debts are to be paid without an invoice or check request and approved as per the Policy # 011 Purchasing & Procurement.

- C. All checks in payment of claims or demands for money against the District shall be drawn by the Accountant assigned to vendor processing under the direction of the Finance Manager and signed by a minimum of two of the following: the General Manager, Assistant General Manager, or member of the Board of Directors. All checks shall require two signatures.
- D. Payment transmittal requests made to the Contra Costa County Treasury on behalf of the District to distribute payments to vendors on funds on behalf of the District shall be signed by 2 of the following: the General Manager, Assistant General Manager, or member of the Board of Directors.
- E. The assigned employee with physical control of the checks will be accountable for all check numbers and will not have signature authority on the account. Should a check be found to be unaccounted for, the employee having control of the checks will notify the Finance Manager, General Manager, and the Bank of the lost check. Persons who are signatory to the account will not have access to blank checks, including keys or the combination to the locked repository of the checks.
- F. The Finance Manager shall submit a register of District invoices to the Board of Directors for approval.
- G. The Finance Manager shall be responsible for the reconciliation of the bank account statements each month. The reconciliations shall be kept on file for inspection by the auditor when performing the annual audit of the District's financial records.

VIII. Monthly Invoicing – Water and Wastewater

- A. District customers shall be invoiced through the utility management system for monthly water and wastewater usage (commercial customers only). Water usage is captured by electronic transmission of the meter reading via a 3rd party vendor.
- B. Customer Service Rep assigned to invoicing, shall prepare the monthly invoicing file on the 1st business day of the month.
- C. Audit reports shall be run for "zero" meter reads (meters that did not electronically transmit a reading); a list of zero reads is given to the Water and Wastewater Manager to manually obtain meter readings.
- D. Manual meter reads are entered into the accounting system by the Customer Service Rep assigned to invoicing.
- E. Upon completion of billing process, an electronic file is transmitted to a 3rd party vendor. The 3rd party vendor prints and mails invoices, and electronically transmits invoices to the customers who have requested paperless billing statements.

IX. Tax Roll

Annually, the District submits to the County of Contra Costa the completed Levy forms for the upcoming fiscal year to assess the parcels within the District the following:

- A. Annual Water and Wastewater account charges are assessed to residential customers on the Property Tax Roll as per the Adopted Water and Wastewater rate study.

- B. Annual Assessments for Zone 9 are determined by an Engineer's Report and Board of Director approval. The Finance Manager shall contract with the District's engineering firm to prepare the engineering report for Zone 9. The Finance Manager shall present the draft engineering report to the Board of Directors for approval after a public hearing.

The Finance Manager shall be responsible for the accurate and timely submission of the Tax Roll. Under the direction of the Finance Manager, the Customer Service Rep assigned to prepare the Tax Roll shall prepare the annual Tax Roll for review by the Finance Manager. Monies received through the Tax Roll are held with the Contra Costa County Treasurer on behalf of the District. Monies held by the Contra Costa County Treasurer shall be transferred to District accounts in a timely manner after receipt.

VIII. Cash Receipts

Daily processing of payments received in the District office are transmitted and posted to customer accounts by the Customer Service Rep assigned to payment processing. Daily tallies and reports are completed and audited by a secondary employee who did not process the payments.

The District contracts with a 3rd party vendor to manage automatic, on-line and credit card payment processing. Daily payments received via the 3rd party vendor are posted to the cash receipting system daily by Customer Service Rep assigned to 3rd party payment processing. Monies are collected by the 3rd party vendor are deposited into a holding account; the Finance Manager shall initiate the bi-weekly transfer of monies to the District's approved bank. The General Manager or his/hers designee must approve any exceptions to the policy.

- A. Cash will NOT be accepted from District customers for payment of water or wastewater fees, copies, faxes, notary services or other services.
- B. Mail shall be opened promptly and distributed by the employee assigned to open the mail. All checks shall be forwarded to the Customer Service Rep assigned to payment processing for immediate processing into the cash receipting system.
- C. Daily deposits shall be completed by the Customer Service Rep assigned to payment processing. Deposits are remotely processed using the electronic check scanner and software provided by the District's financial institution. An employee, who did not process the deposit, shall verify the deposit report from the cash receipting system matches the report generated by the bank for the deposit.
- D. Checks shall be date stamped and endorsed, then filed by date with the balancing reports by the Customer Service Rep assigned to payment processing. Checks are retained for 90 days. After 90 days checks are disposed of using the District's document destruction vendor.
- E. The Accountant assigned to cash batch posting, shall verify the cash batch is correct and balanced and will post the payment batch in the cash receipting system.
- F. Funds awaiting bank deposit are kept in a locked file/safe with access limited to staff designated by the General Manager.

IX. Petty Cash

The purpose of a Petty Cash Fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the organization, without going through the check writing process.

- A. The limit for the petty cash fund is set by the Board of Directors.
- B. Petty cash shall be kept in a locked box and secured in a locked filing cabinet, safe or locked desk. Only the General Manager, Assistant General Manager and Accountant assigned as custodian of the funds shall have keys to the locked box.
- C. Disbursements of up to \$100 may be made from the petty cash fund for miscellaneous expenses. Disbursements in excess of \$100 may be made with prior approval of the General Manager.
- D. If funds are requested to make a purchase, purchaser must complete a Petty Cash Receipt for funds received prior to custodian providing the requested funds.
- E. The purchaser must submit receipts for all purchases to the custodian of the fund, including change if funds were requested prior to purchase. In the case of a lost receipt, the General Manager or Board of Directors may approve a disbursement based on a memo describing the item and cost.
- F. The custodian shall ensure that the petty cash slip is properly completed, and a proper receipt is attached.
- G. The custodian shall ensure that the petty cash box contains receipts and cash totaling the amount of the fund at all times.
- H. Any irregularities in the petty cash fund are reported immediately to the General Manager.
- I. Loans will not be made from petty cash funds.
- J. Requests to replenish the fund are completed by the employee assigned to be the custodian of the petty cash fund and approved by the General Manager and the Finance Manager. Petty cash replenishments are submitted and paid by check with the signed approval of the General Manager or Assistant General Manager and Finance Manager.
- K. The Finance Manager shall periodically make unannounced checks of petty cash. A "Cash Box Balance Sheet" spreadsheet is maintained by the Accountant assigned as custodian of the funds. It is completed each time the cash box is verified to ensure there are no irregularities.

X. Accounting of Fixed Assets

The District established a capitalization threshold of \$1,000 for property expected to benefit the operation of the organization for multiple years to be considered a fixed asset.

The Finance Manager shall conduct an accounting and inventory of all Town equipment on an annual basis. At the conclusion of such inventory the Finance Manager shall report the

results thereof to the Board of Directors and certify the completeness of the inventory. Such inventory of fixed assets shall include the following:

- A. All equipment, tools, and vehicles that individually have an original total cost of more than \$1,000.
- B. All land and buildings regardless of value.
- C. The value of any additions or major improvements or renovations to the District's water, wastewater and/or park and recreation service infrastructure.

The District maintains the fixed asset subledger; records shall be updated by the Finance Manager annually during the audit process. All changes in the status of a fixed asset, such as purchase, sale, destruction, loss, theft, etc. is recorded in the fixed asset subledger.

Information to be maintained in the fixed asset records shall include at least the following:

1. asset identification number.
2. description of asset.
3. manufacturer's serial number.
4. storage location.
5. original cost.
6. acquisition date.
7. life expectancy.
8. classification code as office equipment, vehicle, etc.

XI. Governmental Fund and Enterprise Fund Budgets

At the direction of the General Manager, the Finance Manager shall establish a separate budget for each fiscal year for each of the following:

- A. Governmental Funds
 1. Zone 8 Lighting & Landscaping Fund.
 2. Zone 9 Lighting & Landscaping Fund.
- B. Enterprise Funds
 1. Water Fund.
 2. Wastewater Fund.
- C. Preliminary and Final Budget
 1. Requirements of Government Code § 61110.
 2. Pursuant to Government Code § 61110, on or before September 1 of each fiscal year the Board of Directors shall adopt a budget that shall conform to the accounting and budgeting procedures for special Districts contained in a Title II of the California Code of Regulations Section 1031.1 et seq. and Section 1121 et seq. The budget may be divided into some or all of the following categories: (a) maintenance and operations; (b) services and supplies; (c) employee compensation and benefits; (d) capital expenditures; (e) principal and interest payments for indebtedness; (f) reserves restricted for capital expenditures; (g) reserves restricted for operating, shortages, and other contingencies.

- a. The Board of Directors shall publish a notice stating: (a) that a proposed final budget has been prepared which is available for inspection at the District; and (b) specifying the date, time, and place when the Board of Directors will meet to adopt such final budget and advising that any person may appear to be heard regarding any item in the budget.
- b. Such Notice of Hearing of the Board of Directors on the proposed final budget shall be published one (1) time at least two weeks before the hearing in a newspaper of general circulation throughout the District.
- c. Although Government Code § 61110 requires that the District budget be adopted on or before September 1 of each fiscal year, the goal of the Board of Directors is to adopt the budget by the end of the fiscal year (June 30th).

The Board of Directors is to receive the draft budget from the Finance Committee in May at the Annual Budget Workshop. At this meeting, the Board will hear the report from the Finance Manager and comments from the public on the draft budget. After hearing all input, the Board will deliberate on the draft budget and make any changes to it. After deliberation of revisions to the draft budget, the Board of Directors shall direct the Finance Manager to prepare a proposed final budget that conforms to generally accepted accounting and budgeting procedures for Special Districts. The Board of Directors shall then vote on adoption of the proposed final budget at the close of a public hearing. The Board of Directors goal is to adopt the final budget prior to the end of the fiscal year. A copy of the final budget is to be posted on the District website once adopted.

XII. Reserve Funds

The Finance Manager shall ensure that the District's reserves are in compliance with Policy #014 Reserve Fund Policy. The District's reserve funds are established, maintained, and set aside for a specific, designated purpose, and therefore are restricted in the way they can be used.

District Policy #014 Reserve Fund Policy is part of this Financial Policy and are incorporated herein by reference.

- A. **Capital and Operating Reserve – Water and Wastewater.** The Capital and Operating Reserve is to be utilized or unforeseen capital projects that are necessary to meet regulatory requirements, system reliability, and future needs; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the District to maintain the Capital Reserve at no less than 30% of the Water and Wastewater annual operating revenue.

- B. **Lighting and Landscaping #8 Reserves.** The Capital Reserve is to be used for capital projects that are necessary to meet regulatory requirements, and future improvements; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the Lighting and Landscaping District (LLD) #8 to maintain the Capital Reserve at no less than 50% of the total operating revenues.

- C. **Lighting and Landscaping #9 Reserves.** The Capital Reserve is to be used for capital projects that are necessary to meet regulatory requirements, and future improvements; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. The Lighting and Landscaping District (LLD) #9 reserve account will maintain a reserve of no less than 50% of the total operating revenues and is limited to a maximum of 200% of the total funds collected by the LLD. After the reserve has accrued to the maximum amount, any money received by the LLD in excess of what was spent on the annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment for the following year.

XIII. Debt Management

The Finance Manager at the direction of the General Manager and Assistant General Manager shall direct that all debt management by the District or the Discovery Bay Public Financing Authority (including payments, refinancing of debt and issuance of new debt) shall adhere to Policy #026 Debt Management.

- A. The debt policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017.
- B. The debt policy shall govern all debt undertaken by the District.
- C. Debt may be use for purposes outlined per the Policy #026 Debt Management.

APPENDIX

District Policies

The following policies are hereby part of the Finance Policy of the Town of Discovery Bay, Community Services District. Each policy is reviewed annually. Policy changes are presented to and approved by the Board of Directors.

Investment of District Funds

The General Manager, Assistant General Manager and Finance Manager under the direction of the General Manager, shall be responsible that investments adhere to:

District Policy Number 003 Investment Policy.

Expense Policy and Use of Public Resources

The General Manager, Assistant General Manager, and Finance Manager shall be responsible that all expenses submitted and paid adhere to:

District Policy Number 008 Reimbursement of Expenses and Travel of Officials and Employees and for Board Member Compensation.

Purchasing, Procurement and Contracting

The General Manager, Assistant General Manager and Finance Manager under the direction of the General Manager, shall be responsible that all purchases and contracts adhere to:

District Policy Number 011 Purchasing & Procurement.

Reserve Fund

The General Manager, Assistant General Manager and Finance Manager under the direction of the General Manager, shall be responsible that fund reserves adhere to:

District Policy Number 014 Reserve Fund.

Disposal of Surplus Property

The General Manager, Assistant General Manager and Finance Manager under the direction of the General Manager, shall be responsible that all surplus property that is disposed of adheres to:

District Policy Number 015 Disposition of Surplus Property.

Debt Management

The General Manager, Assistant General Manager and Finance Manager under the direction of the General Manager, shall be responsible all debt and debt payments adhere to:

District Policy Number 026 Debt Management.

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 1, 2021

Prepared By: Bill Engelman, Parks and Landscape Manager and Monica Gallo, Recreation Programs Supervisor
Submitted By: Dina Breitstein, Assistant General Manager

Agenda Title

Discussion and Possible Action to File a Notice of Exemption for the Cornell Park Prop 68 Per Capita Grant.

Recommended Action

Authorize the filing of the Notice of Exemption for the Cornell Park Prop 68 Per Capita Grant.

Executive Summary

Background

Since the beginning of 2021, Staff has been fulfilling many of the steps required to apply for the California Prop 68 Per Capita Grant. As a reminder the Town has been allocated \$187,441 which will require a 20% match and the application must meet specific requirements. There are several other application steps to complete prior to the submission deadline of December 31, 2021. At the November 18, 2020, Board of Director's meeting, Resolution 2020-25 was passed authorizing the application for the Per Capita Grant Program. Also, as part of the application, a review must be completed, and a Notice of Exemption must be filed in accordance with the California Environmental Quality Act (CEQA).

As required by the California Environmental Quality Act (CEQA), any project performed by a governmental agency must be reviewed for compliance with the laws and regulations of the act. The agency must first determine if the project requires an environmental review or if it is exempt from CEQA. If the agency finds the project exempt, they must approve and file a Notice of Exemption.

Upon review of the Cornell Park project, Staff found that the improvements were exempt for Categorical reasons. A copy of the Notice of Exemption is attached for your review and possible approval.

Previous Relevant Board Actions for This Item

Resolution – 2020-25 Approving the application for the Per Capita Grant Program.

Attachments

Notice of Exemption – Town of Discovery Bay Cornell Park
 Resolution – 2020-25

AGENDA ITEM: F-2

Notice of Exemption

TO: Contra Costa County
 Clerk's Office
 555 Escobar Street
 Martinez, CA 94553

From: Town of Discovery Bay
 1800 Willow Lake Rd.
 Discovery Bay, CA 94505

Project Title: Town of Discovery Bay – Cornell Park

Project Applicant: Town of Discovery Bay, 1800 Willow Lake Road, Discovery Bay, CA 94505

Project Location: 505 Discovery Bay Blvd., Discovery Bay, CA 94505

Project Location – City: Discovery Bay

Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

Replacement of recreational and landscape amenities at community park

Name of Public Agency Approving the Project: Town of Discovery Bay CSD (District)

Name of Lead Agency Carrying Out the Project: Town of Discovery Bay Community Services District
 925-634-1733

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number Replacement or Reconstruction pursuant to Guidelines for CEQA, Regulation Sec. 15302; New construction of small structures pursuant to Guidelines for CEQA, Regulation Sec. 15303

Statutory Exemptions. State code number: Public Resources Code Sec. 21080.21, Guidelines for CEQA, Regulation Sec. 15269(b)

Reasons why project is exempt:

15302 – Project consists of replacement or reconstruction of existing landscape features, where the new features will be located on the same site as the features replaced and will have substantially the same purpose and capacity as the features replaced.

15303 – Consists of construction and location of limited numbers of new, small facilities or structures and the installation of small new equipment such as exercise equipment, benches, tables.

Lead Agency

Contact Person: Michael Davies, General Manager Telephone: 925-634-1131

Attached is the certified document of exemption finding.

Signature: _____ Date: _____ Title: General Manager

Signed by Lead Agency

Signed by Applicant

Attached:

Resolution 2020-25



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION 2020-25**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
APPROVING APPLICATON(S) FOR PER CAPITA GRANT FUNDS.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay, hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Town of Discovery Bay general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Town of Discovery Bay will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

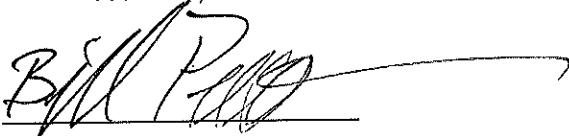
(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

- 8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
- 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
- 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
- 11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
- 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED AND ADOPTED THIS 18 DAY OF November 2020.



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 November 18, 2020, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0



Michael R. Davies
Board Secretary



CONTRA COSTA COUNTY, CALIFORNIA

East County Code Enforcement Meeting Thursday, August 26, 2021 1:30pm

Zoom: <https://cccouny-us.zoom.us/j/2830849836>

Dial-in:

(888) 278-0254

Conference code: 142291

Bethel Island

- 1) **2600 Dutch Slough Road** Marina/Trailer Park *(they have legal permit from State)*
 - a. February – Conrad sent notice on boat & RV storage. Conrad to tag abandoned vehicles. Marine Patrol & C/E to visit for liveaboards.
 - b. July – State revoking park permit and then County will revoke land use permit.
 - c. 10/31/19 – Conrad to follow-up w/State to revoke permit.
 - d. 04/30/20 – due to occupants stealing power again, PG&E has permanently disconnected power.
 - e. May 2020 – Conrad submitted abatement for trailers.
 - f. September – still waiting on contract
 - g. October – Abatement = all cleared
 - h. January –Still no power to the property. Working with PG&E and County to get it restored. He’s getting rid of everyone living on the boats.
 - i. February - No change and issued a Notice of Violation on 2/10/21
 - j. April - No change, issued the Notice of Fine. Property owner did not pay the fine, so we are doing a lien on the property for the fine. A new case was started on this property for the land side again. The violations include the travel trailers, the junk cars, the substandard mobile home and the substandard bathrooms. Have taken that case forward 2 steps, working toward abatement. The property owner Ha Huyen and Darlene are still living at the property on a boat, trying to keep people out.

- 2) **4560 Gateway (Kevin Sharp)** *Junkyard conditions*
 - a. 2/28/19 Conrad sent notice
 - b. 3/28/19 Conrad to red-tag

- c. 5/30/19 Conrad working with property owner to clean-up.
- d. 7/25/19 Conrad explained what had to go and will revisit.
- e. 8/29/19 Conrad to send 30-day notice to abate.
- f. Feb. – Locked gate. Conrad will continue to drive by in hopes the gate will be open and start tagging vehicles.
- g. Aug – Conrad to go back.
- h. September – Conrad’s plan is to go out and tag vehicles.
- i. October – Conrad is still working on it.
- j. January - still working the case.
- k. February - Met with property owner Kevin and explained the need to clean the property. Sent updated Notice to Comply
- l. April – met with property owner Kevin on site and tagged 20 of the cars for abatement. The property has been cleaned up in the front, a fence built about a 3rd into the property and a fence built on the side to hide the remaining junk. Gave the property owner 30 days to make more progress

3) 1970 Taylor Road – Anchor Marina

- a. ACTION: Larry served NOV and fines can be up to \$57,200 a month (\$14,300 a month per parcel, per violation. In this case, 2 parcels and there are building and zoning violations.)
- b. 1/31/19 – Dave Larsen, Land Use Attorney (413-3258) want to negotiate resolution. Allow tenants/mobile home users to stay 6 months – 1 year while they transition.
- c. February – Conrad informed attorney that until the boat storage, RV’s, Alcohol sales, liveaboards and U-Haul Business was removed, he wouldn’t entertain the discussion.
- d. 2/27/19 – Conrad recorded the violation.
- e. 3/28/19 – waiting to meet w/owners & attorney to discuss timeline.
- f. 5/30/19 Fine will be submitted first week of June. They can appeal.
- g. 8/19/19 Appeal Hearing
- h. Feb. – Joe met with one of the property owners. U-Haul business has been shut down in the meantime by U-Haul.
- i. September – approval for a Hearing. Date TBD.
- j. October – still waiting on Planning for Hearing date.
- k. January – still waiting on Hearing date.
- l. February - Waiting on department directors to meet with county counsel and schedule Appeal Hearing
- m. April - No update from the Director, maybe Joe has an update. Still waiting to schedule the appeal hearing

4) Bethel Island Road – Roosters/Structures

- a. Feb. - \$28k lien on property for abatement
- b. 4/30/20 Property owner tore up structures & got rid of all animals.
- c. May – slowly getting piles out. Dirt/Soil coming in and notice sent about grading permit.

- d. September – owner still working on it. Rec 799 said they had to pick up a bunch of barrels that were in their ditch. Posted notice of violation for the grading.
 - e. October – They’re burning structures to get rid of debris. Conrad to push forward on abatement. Will be starting another lien for bringing in dirt.
 - f. January – slowly getting cleaned up. No animals. They keep bringing dirt in and Conrad is issuing a fine for dirt and grading.
 - g. February - Property continues to be cleaned-up. Working with property owner’s soils engineer for soil permit.
 - h. April – No change, still in contact with property owner and soils engineer about the property, they continue to clean up and move forward
- 5) 1537 Taylor Road – Commercial equipment stored and piles of trash and debris.**
- a. January – Multiple complaints and Conrad is working the case.
 - b. February - Sent Notice to the property owner. Owner made contact and is working on cleaning up the property
 - c. April – Talked with the owner and he has removed a few vehicles, but not enough, so continued enforcement with the next step

Discovery Bay

- 1) Discovery Bay Firehouse/Boat Repair**
- a. July - Someone placed a “Firehouse Parking” sign on the Town’s lawn at the entrance driveway to the Community Center parking lot. “Discovery Bay Chamber of Commerce, Mixer Here Tonight, Open to the Public.”
- 2) RV and Boat Trailers in driveways and street. A lot down Discovery Bay Blvd past Valero.**
- a. January - Joe will plan to send out a crew to do a driveway sweep and CSO will work on street parking.
 - b. July – planning a community sweep after Labor Day.

Byron

- 1) Byer Road property – junk on property w/leach line**
- a. 4/30/20 Conrad said they’re living in the unit and made contact with the property owner. Conrad to send parcel number to John W. for leach line.
 - b. February - Gave info to EH for property and they sent notices to the property owner. Property owner working with Planning to complete minor subdivision modification and then can apply for permits
 - c. April – Property owner has completed the plans and should be submitting for permits in May

Knightsen

1) Parties in Knightsen

- a. October - Conrad is sending notices if Sheriff's Office responds.
- b. January – Continue to monitor and respond accordingly.
- c. April - 4201 Knightsen Avenue Party. Just got the sheriff report on April 27, opened a case and sending a notice to the property owner.

2) Tranquility Bay – Hemp/Cannabis Farm Update