



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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

**Regular Board Meeting
Wednesday, January 17, 2018**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday January 17, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

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 DRAFT minutes of regular meeting for December 20, 2017.
2. Approve Register of District Invoices.
3. Approve the Independent Audit Services for Fiscal Year 2016-17.
4. Approve Delta Roofing Bid to Construct New Roof to the Building at Well Site #3 and the Building at Well Site #4.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

E. PRESENTATIONS

1. Award Presented to Former Board President Robert Leete.
2. Wastewater Plant No. 2 Update.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of December.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action regarding Recommendations to County on Short Term Rentals and Transient Occupancy Tax.
2. Discussion and Possible Action regarding Stantec's Proposal to Prepare Operations and Maintenance Manual for Wastewater Treatment Plants 1 and 2.
3. Discussion and Possible Action regarding Special District Representation on LAFCO.

H. INFORMATIONAL ITEMS ONLY

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

J. MANAGER'S REPORT

K. GENERAL MANAGER'S REPORT

1. Adapting to Rising Tides.

L. CORRESPONDENCE RECEIVED

1. Received State Route 4 Bypass meeting minutes for July 13, 2017.
2. Received Contra Costa Special District Association meeting minutes for October 16, 2017.
3. Received Housing Authority of the County of Contra Costa (HACCC).
4. Received Department of Contra Costa County Conservation and Development regarding Notice of Intent to Render an Administrative Decision related to Pantages at Discovery Bay dated January 11, 2018.

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the regular meeting on February 7, 2018 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



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 20, 2017
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, 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. – By President Leete.
2. Pledge of Allegiance – Led by Director Steele
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 DRAFT minutes of regular meeting for December 6, 2017.
2. Approve Register of District Invoices.
3. Approve and adopt Resolution No. 2017-19 to Provide Workers' Compensation Coverage to Board and Volunteers.
4. Approve Agency Comment Request – Development Plan Application – DP17-3052 Floating Boat Dock 1214 Marina Circle.
5. Approve Agency Comment Request – Variance Permit Application – VR17-1049 Side Yard Canopy Variance 124 Tennyson Court.

Motion by: Vice-President Grave to approve the Consent Calendar.

Second by: Director Pease

There was discussion regarding Agenda Item G-5 related to the neighbors being alerted of the variance permit application; the County is collecting comments from a variety of interested parties, which includes the neighbors.

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District Report related to weed abatement, a unit sent to Southern California (fighting the fires), updates to the Town website, and future ECCFPD meeting date announcements. There was discussion related to the location of the January 8, 2018 meeting and announcing the meetings.

E. PRESENTATIONS

1. Mark Armstrong - Pantages Properties Update Presentation.

Mark Armstrong - Pantages Properties – Provided a background of the Pantages Properties along with other details regarding the project; expected life of the sea wall, plans through permitting process, and possible changes to the permit. There was discussion regarding the completion of the permit (6 months), turning dirt in 2019, construction traffic (Bixler and Point of Timber), and barges in some locations (Kellogg Creek for widening).

2. District Water Engineer Shobe – Water Meter Project Report.

District Water Engineer Shobe – Provided the details of the Water Meter Project related to the completion of the project, also provided an overview of the project. A summary of the Water Meter Project will be prepared and presented to the Board at a future Board meeting. There was discussion related to the installation fee for the water meter on the bill.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of November 2017.

Project Manager Berney Sadler – Provided the details of the November 2017 Monthly Operations Report, the provided slides regarding the preparation work for the Generator, the Air Board Permit. There was discussion regarding the high winds and there was no damage.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the Board position of President Pro-Tempore.

General Manager Davies – Provided the details regarding the Board position of President Pro-Tempore.

Motion by: Director Pease to amend Board Policy No. 004 to eliminate the Board position of President Pro-Tempore effective December 31, 2017, and provide that should the President and Vice President not be present to chair a meeting, the duties of the chair shall be performed by the Board member with the highest seniority. In the event seniority cannot be determined due to the date of the assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member.

Second by: Director Mayer

There was discussion regarding the elimination of President Pro-Tempore.

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

2. Discussion and possible action regarding Board Member assignment to ECWMA.

General Manager Davies – Provided the details regarding Board Member assignment to the ECWMA.

First Motion by: Vice-President Graves to designate 2018 Board President Kevin Graves to replace current Board President Robert Leete as the designated Town representative to the East County Water Management Association (“ECWMA”) Governing Board, and designate 2018 Board Vice President Bill Mayer as alternate, effective January 1, 2018.

Second by: Director Steele

There was discussion regarding the stipend for the ECWMA meeting with additional details related to the attached East County Water Management Association Agreement dated June 26, 1997.

Substitute Motion by: President Leete to have East County Water Management Association assignments be determined in the same manner as other assignments are determined for the Board Members to serve on the Committees for 2018.

Second for the Substitute Motion: Director Pease.

Legal Counsel Attebery – Provided the details related to the process within Policy 002 (Bylaws) – Page 2 Section 2 Terms and Responsibilities of Elected Officers related to Regional Representation along with committee selections (in the order of President, Vice-President) for the East County Water Management Association within the District Representative Listing.

Legal Counsel Attebery – 2017-2018 the Committees have been selected – motion is including that for 2018, the current President (Leete) will remain on the East County Water Management Association Committee through 2018. The District Representative Listing will be brought before the Board in December of 2018; appointments will change at that time for 2019.

First Motion by – Vice-President Graves to designate 2018 Board President Kevin Graves to replace current Board President Robert Leete as the designated Town representative to the East County Water Management Association (“ECWMA”) Governing Board, and designate 2018 Board Vice President Bill Mayer as alternate, effective January 1, 2018.

Vote: Motion Failed – AYES: 2 – Vice-President Graves, Director Steele, NOES: President Leete, Director Mayer, Director Pease.

Substitute Motion by – President Leete to have East County Water Management Association assignments be determined in the same manner as other assignments are determined for the Board Members to serve on the Committees for 2018.

Second for the Substitute Motion: Director Pease.

Vote: Motion Carried – AYES: 3 – President Leete, Director Mayer, Director Pease, NOES: Vice-President Graves, Director Steele.

Legal Counsel Attebery – Clarification the East County Water Management Association will be a non-stipend meeting.

H. INFORMATIONAL ITEMS ONLY

None

I. DIRECTORS’ REPORTS

1. Standing Committee Reports

Director Pease – Provided the details of the Parks and Recreation Committee meeting related to GreenPlay Workshop with the Committee and Staff (Mid-January), MOU with the River Otters, Community Center Calendar, exploring improved lighting in the front of the Community Center.

2. Other Reportable Items.

J. MANAGER’S REPORT

K. GENERAL MANAGER’S REPORT

General Manager Davies – Provided details related to the Electronic Sign Board; shipping within 5 to 6 weeks, reminder that the Town Offices will be closed for Winter Break (December 22, 2017-January 2, 2018). There was discussion related to the Electronic Sign Board (reviewing the design of the sign if needed).

L. CORRESPONDENCE RECEIVED

1. Received – Letter from Restore the Delta – Funding to continue the effort to stop the Delta Tunnels - November 20, 2017.

2. Received – Email from Jim Mattison – Patrol Car/ERP for Discovery Bay – December 13, 2017. Vice-President Graves – Provided comments related to the email from Jim Mattison.

M. FUTURE AGENDA ITEMS

None

N. ADJOURNMENT

1. The meeting adjourned at 8:08 p.m. to the next regular meeting on January 17, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 01-03-18

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2018

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

MRD

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 \$ 395,592.18

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 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 17, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Clery Bros Landscape, Inc.	191032	Tree Pruning (Z61)	12/28/17	\$1,055.00
Commercial Tree Care	30821	Tree Pruning (Z57)	11/29/17	\$915.00
Pacific Gas & Electric	0403377952-3/120717	Zone 9 Electric & Gas Bill	12/07/17	\$44.18
Pacific Gas & Electric	0869258994-1/120817	Zone 8 Electric & Gas Bill	12/08/17	\$492.68
Pacific Gas & Electric	5702839598-6/120817	Community Center Electric & Gas Bill	12/08/17	\$953.33
Pacific Gas & Electric	5939734421-5/121417	Zone 8 Electric & Gas Bill	12/14/17	\$8,268.40
Tee Janitorial & Maintenance	9087	Janitorial Service Dec 2017 (Z57,Z61)	12/15/17	\$80.00
U.S. Bank Corporate Payment System	4246044555703473/171	Landscape Riemb (Z35,Z57,Z61)	12/26/17	\$343.32
Watersavers Irrigation Inc.	1928975-00	Landscape Maintenance (Z57,Z61)	01/04/18	\$182.08
			Contra Costa County Sub-Total	\$12,333.99
Water				
Aflac	583983	Supplemental Insurance Dec 2017	12/25/17	\$331.30
Alhambra	13710019 122217	Bottle Water Service	12/22/17	\$12.92
Badger Meter	80016575	Beacon Cellular Data Dec 2017	12/27/17	\$5,237.65
Bay Area Air Quality Management District	4CC59	Annual Permit Renewal	12/14/17	\$653.00
Bay Area News Group	2005834/1099746	Advertising, PLC & SCADA Upgrades	12/31/17	\$336.60
Big Dog Computer	BDC33349	IT Support, Malware Removal	12/14/17	\$103.00
Big Dog Computer	BDC33351	IT Support, Add Device	12/19/17	\$38.00
Big Dog Computer	BDC33352	IT Support, Employee Relocation	12/19/17	\$76.00
Bill Pease	DEC 2017	Expense Report Dec 2017	01/05/18	\$230.00
Brentwood Ace Hardware	808/123117	General Repairs	12/31/17	\$114.22
Brentwood Ace Hardware	808/123117	Building Maintenance	12/31/17	\$8.87
CaliforniaChoice Benefit Admin	2833207/53040	Health Insurance Feb 2018	12/27/17	\$5,366.94
Chris Steele	DEC 2017	Expense Report Dec 2017	01/05/18	\$138.00
Cintas	185636366	Mats, Etc.	12/13/17	\$16.40
Cintas	185637424	Mats, Etc.	12/20/17	\$4.11
Cintas	185638469	Mats, Etc.	12/27/17	\$16.40
Cintas	185639512	Mats, Etc.	01/03/18	\$4.11
County Clerk - CCC	15	Notice Of Exemption, PLC & SCADA Upgrades	01/08/18	\$50.00
County of Contra Costa Public Works Dept	701351	Encroachment Permits	12/08/17	\$3,467.71
County of Contra Costa Public Works Dept	701352	Encroachment Permits	12/08/17	\$3,275.11
County of Contra Costa Public Works Dept	701353	Encroachment Permits	12/08/17	\$1,653.42
County Of Contra Costa, Dept of Info Tec	11480	Data Processing Charges Nov 2017	12/14/17	\$20.60
Denalect Alarm Company	R54180	Quarterly Alarm Charge	01/02/18	\$44.40
Du-All Safety	19387	Safety Training And Support	11/30/17	\$240.00
Du-All Safety	19413	Safety Training And Support	12/13/17	\$164.27
Ferguson Waterworks	1335843	General Repairs	12/26/17	\$276.64
Government Finance Officers Assoc.	0186990/121417	Membership 2018	12/14/17	\$76.00
Graham Contractors, Inc.	DEPOSIT REFUND	Water Meter Rental Deposit Refund	01/11/18	\$789.44
J.W. Backhoe & Construction, Inc.	2906	Replace Broken AMS Pier Pt	12/22/17	\$1,819.98
J.W. Backhoe & Construction, Inc.	2910	Replace Broken AMS Starboard	12/22/17	\$1,793.03
J.W. Backhoe & Construction, Inc.	2911	Replace Meter Setter Sand Pt	12/22/17	\$1,685.28
J.W. Backhoe & Construction, Inc.	2912	Replace Manifold Willow Lake Rd	12/22/17	\$3,409.86
J.W. Backhoe & Construction, Inc.	2913	Pour Concrete Discovery Pt	12/22/17	\$1,498.99
J.W. Backhoe & Construction, Inc.	2914	Water Leak Riverlake Rd	12/22/17	\$3,578.87
J.W. Backhoe & Construction, Inc.	2915	Repair Gate Valve Yawl St	12/22/17	\$5,313.86
Kevin Graves	DEC 2017	Expense Report Dec 2017	01/05/18	\$184.00
Matrix Trust Co TPA# 207	13145 011518	457(b) 01/01/18-01/15/18	01/15/18	\$287.01
Matrix Trust Co TPA# 207	13145 123117	457(b) 12/16/17-12/31/17	12/31/17	\$287.02
Michael Davies	DEC 2017	Expense Report Dec 2017	01/04/18	\$19.69
National Meter & Automation, Inc.	51091128.001	1" Water Meters	12/14/17	\$8,858.48
Neopost	7900044908384658/122	Postage	12/15/17	\$153.24
Neumiller & Beardslee	289513	Water Meter Project Nov 2017	12/18/17	\$1,818.00
Neumiller & Beardslee	289513	Well 4A Nov 2017	12/18/17	\$187.00
Neumiller & Beardslee	289513	General Services Nov 2017	12/18/17	\$4,595.63
Neumiller & Beardslee	289513	Litigation Nov 2017	12/18/17	\$1,253.60
Neumiller & Beardslee	289514	Hofmann v. TODB Nov 2017	12/18/17	\$94.60
Office Depot	988080076001	Office Supplies	12/11/17	\$39.20
Office Depot	988080076002	Office Supplies	12/15/17	\$8.66
Office Depot	988080077001	Office Supplies	12/09/17	\$3.98
Office Depot	988080078002	Office Supplies	12/11/17	\$3.50
Office Depot	988080079001	Office Supplies	12/11/17	\$5.54

Pacific Gas & Electric	1521433231-2/121117	Electric & Gas Bill	12/11/17	\$5,056.20
Pacific Gas & Electric	2943721807-5/120817	Electric & Gas Bill	12/08/17	\$21,084.07
Paul E. Vaz Trucking, Inc.	54284	Material 12/20/17	12/31/17	\$508.89
Paul E. Vaz Trucking, Inc.	54285	Freight 12/20/17	12/31/17	\$538.02
R & B Company	S1705231.001	Fire Hydrants	12/13/17	\$3,355.75
ReliaStar Life Insurance Company	#JR52 457(B) 011518	457(b) 01/01/18-01/15/18	01/15/18	\$122.00
ReliaStar Life Insurance Company	#JR52 457(B) 123117	457(b) 12/16/17-12/31/17	12/31/17	\$172.00
Ricoh USA, Inc	5051672812	Photocopier	12/15/17	\$74.73
Robert Leete	DEC 2017	Expense Report Dec 2017	01/05/18	\$138.00
SDRMA	25417	Ancillary Benefits Jan 2018	12/21/17	\$596.27
Shred-It USA-Concord	8123704089	Shredding Service	12/07/17	\$23.54
SWRCB	LW-1013532	Water System Fees FY17-18	12/26/17	\$21,684.00
TASC	450775312003/011518	IRS Section 125 Health Spending Plan Jan 2018	01/15/18	\$406.66
Tee Janitorial & Maintenance	9087	Janitorial Service Dec 2017	12/15/17	\$285.60
U.S. Bank Corporate Payment System	4246044555703473/171	Telephone General	12/26/17	\$413.09
U.S. Bank Corporate Payment System	4246044555703473/171	Telecom Networking	12/26/17	\$445.08
U.S. Bank Corporate Payment System	4246044555703473/171	Vehicle & Equipment Fuel	12/26/17	\$413.50
U.S. Bank Corporate Payment System	4246044555703473/171	General Repairs	12/26/17	\$935.93
U.S. Bank Corporate Payment System	4246044555703473/171	Info System	12/26/17	\$47.20
U.S. Bank Corporate Payment System	4246044555703473/171	Equipment Maintenance	12/26/17	\$36.25
U.S. Bank Corporate Payment System	4246044555703473/171	Computer Software	12/26/17	\$333.99
U.S. Bank Corporate Payment System	4246044555703473/171	Office Supplies	12/26/17	\$107.60
U.S. Bank Corporate Payment System	4246044555703473/171	Special Expense	12/26/17	\$476.00
U.S. HealthWorks	3250788-CA	Safety Supplies and Services	12/29/17	\$94.00
Univar	SJ854212	Chemicals Delivered 12/08/17	12/13/17	\$209.25
Univar	SJ854213	Chemicals Delivered 12/08/17	12/13/17	\$302.25
Univar	SJ856677	Chemicals Delivered 12/22/17	12/29/17	\$232.50
Univar	SJ856678	Chemicals Delivered 12/22/17	12/29/17	\$186.00
Upper Case Printing, Ink.	12695	Office Supplies	12/18/17	\$1,184.25
Veolia Water North America	90136461	Monthly O&M Fee Jan 2018	01/03/18	\$52,597.21
Verizon Wireless	9798848490	Cell Phone Bill Dec 2017	12/26/17	\$349.25
Water Utility Customer	DOLPHIN	Refund Overpayment	01/02/18	\$176.30
Water Utility Customer	CAMBRIDGE	Closed Account, Refund Overpayment	12/21/17	\$24.02
William Mayer	DEC 2017	Expense Report Dec 2017	01/05/18	\$138.00

Water Sub-Total \$172,391.53

Wastewater

Aflac	583983	Supplemental Insurance Dec 2017	12/25/17	\$496.96
Alhambra	13710019 122217	Bottle Water Service	12/22/17	\$19.37
Big Dog Computer	BDC33349	IT Support, Malware Removal	12/14/17	\$154.50
Big Dog Computer	BDC33351	IT Support, Add Device	12/19/17	\$57.00
Big Dog Computer	BDC33352	IT Support, Employee Relocation	12/19/17	\$114.00
Bill Pease	DEC 2017	Expense Report Dec 2017	01/05/18	\$345.00
Bishop Diving & Salvage	5624	Diving Charge Diffuser Project	12/22/17	\$4,450.00
Brentwood Ace Hardware	808/123117	General Repairs	12/31/17	\$28.19
Brentwood Ace Hardware	808/123117	Building Maintenance	12/31/17	\$13.31
CaliforniaChoice Benefit Admin	2833207/53040	Health Insurance Feb 2018	12/27/17	\$8,050.41
Chris Steele	DEC 2017	Expense Report Dec 2017	01/05/18	\$207.00
Cintas	185636366	Mats, Etc.	12/13/17	\$24.59
Cintas	185636366	Uniforms	12/13/17	\$5.56
Cintas	185637424	Mats, Etc.	12/20/17	\$6.17
Cintas	185637424	Uniforms	12/20/17	\$5.56
Cintas	185638469	Mats, Etc.	12/27/17	\$24.59
Cintas	185638469	Uniforms	12/27/17	\$5.56
Cintas	185639512	Mats, Etc.	01/03/18	\$6.17
Cintas	185639512	Uniforms	01/03/18	\$5.56
Comcast	8155400350232938/118	Internet Service WWTP#2	01/03/18	\$109.95
Comcast	8155400350232946/118	Internet Service WWTP#1	01/03/18	\$111.08
County Of Contra Costa, Dept of Info Tec	11480	Data Processing Charges Nov 2017	12/14/17	\$30.90
Denalect Alarm Company	R54180	Quarterly Alarm Charge	01/02/18	\$66.60
Discovery Pest Control	230223	WWTP#1 Pest Control	01/02/18	\$70.00
Du-All Safety	19387	Safety Training And Support	11/30/17	\$360.00
Du-All Safety	19413	Safety Training And Support	12/13/17	\$246.42
Government Finance Officers Assoc.	0186990/121417	Membership 2018	12/14/17	\$114.00
Herwit Engineering	17-12	Professional Services Dec 2017	12/31/17	\$3,441.28
Kevin Graves	DEC 2017	Expense Report Dec 2017	01/05/18	\$276.00
Matrix Trust Co TPA# 207	13145 011518	457(b) 01/01/18-01/15/18	01/15/18	\$430.52
Matrix Trust Co TPA# 207	13145 123117	457(b) 12/16/17-12/31/17	12/31/17	\$430.53
Michael Davies	DEC 2017	Expense Report Dec 2017	01/04/18	\$29.53
Neopost	7900044908384658/122	Postage	12/15/17	\$229.87
Neumiller & Beardslee	289513	General Services Nov 2017	12/18/17	\$5,007.95
Neumiller & Beardslee	289513	Litigation Nov 2017	12/18/17	\$1,880.40

Neumiller & Beardslee	289514	Hofmann v. TODB Nov 2017	12/18/17	\$141.90
Office Depot	988080076001	Office Supplies	12/11/17	\$58.79
Office Depot	988080076002	Office Supplies	12/15/17	\$12.98
Office Depot	988080077001	Office Supplies	12/09/17	\$5.98
Office Depot	988080078002	Office Supplies	12/11/17	\$5.24
Office Depot	988080079001	Office Supplies	12/11/17	\$8.31
Pacific Gas & Electric	1181942262-4/120717	Electric & Gas Bill	12/07/17	\$2,645.73
Pacific Gas & Electric	7312115758-7/121217	Electric & Gas Bill	12/12/17	\$33,467.11
ReliaStar Life Insurance Company	#JR52 457(B) 011518	457(b) 01/01/18-01/15/18	01/15/18	\$183.00
ReliaStar Life Insurance Company	#JR52 457(B) 123117	457(b) 12/16/17-12/31/17	12/31/17	\$258.00
Ricoh USA, Inc	5051672812	Photocopier	12/15/17	\$112.09
Robert Leete	DEC 2017	Expense Report Dec 2017	01/05/18	\$207.00
SDRMA	25417	Ancillary Benefits Jan 2018	12/21/17	\$894.41
Shred-It USA-Concord	8123704089	Shredding Service	12/07/17	\$35.31
TASC	450775312003/011518	IRS Section 125 Health Spending Plan Jan 2018	01/15/18	\$609.98
Tee Janitorial & Maintenance	9087	Janitorial Service Dec 2017	12/15/17	\$428.40
U.S. Bank Corporate Payment System	4246044555703473/171	Telephone General	12/26/17	\$1,200.52
U.S. Bank Corporate Payment System	4246044555703473/171	Telecom Networking	12/26/17	\$667.61
U.S. Bank Corporate Payment System	4246044555703473/171	Vehicle & Equipment Fuel	12/26/17	\$254.75
U.S. Bank Corporate Payment System	4246044555703473/171	General Repairs	12/26/17	\$1,387.04
U.S. Bank Corporate Payment System	4246044555703473/171	Info System	12/26/17	\$70.80
U.S. Bank Corporate Payment System	4246044555703473/171	Equipment Maintenance	12/26/17	\$54.37
U.S. Bank Corporate Payment System	4246044555703473/171	Computer Equipment & Supplies	12/26/17	\$151.54
U.S. Bank Corporate Payment System	4246044555703473/171	Computer Software	12/26/17	\$396.00
U.S. Bank Corporate Payment System	4246044555703473/171	Office Supplies	12/26/17	\$161.41
U.S. Bank Corporate Payment System	4246044555703473/171	Building Maintenance	12/26/17	\$58.64
U.S. Bank Corporate Payment System	4246044555703473/171	Special Expense	12/26/17	\$714.00
Veolia Water North America	90136461	Monthly O&M Fee Jan 2018	01/03/18	\$78,895.81
Verizon Wireless	9798848490	Cell Phone Bill Dec 2017	12/26/17	\$234.15
William Mayer	DEC 2017	Expense Report Dec 2017	01/05/18	\$207.00
		Wastewater Sub-Total		\$150,382.40
		Grand Total		\$335,107.92

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 17, 2018
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Big Dog Computer	BDC33348	IT Support, Software Repair	12/12/17	\$65.00
Big Dog Computer	BDC33350	IT Support, Software Installation	12/14/17	\$85.00
Bill Brandt Ford	172037	Vehicle Repair & Maintenance	12/14/17	\$778.22
Brentwood Ace Hardware	808/123117	Landscape Maintenance	12/31/17	\$36.03
Cintas	185636364	Uniforms	12/13/17	\$50.11
Cintas	185637422	Uniforms	12/20/17	\$48.99
Cintas	185637423	Personal Protective Equipment	12/20/17	\$34.07
Cintas	185638470	Uniforms	12/27/17	\$52.56
Cintas	185639513	Uniforms	01/03/18	\$48.99
Comcast	8155400350357156/121	Internet Service	12/15/17	\$172.63
Commercial Tree Care	30986	Tree Pruning Beach Court	12/15/17	\$225.00
Commercial Tree Care	30987	Tree Pruning Cornell Park	12/15/17	\$2,895.00
Denalect Alarm Company	R54215	Quarterly Alarm Charge	01/02/18	\$90.00
Du-All Safety	19387	Safety Training And Support	11/30/17	\$675.00
Tee Janitorial & Maintenance	9087	Janitorial Service Dec 2017	12/15/17	\$720.00
Town of Discovery Bay CSD	572	PGE Electric & Gas Bill Reimbursement Dec 2017	12/19/17	\$8,761.08
Town of Discovery Bay CSD	574	Payroll Reimbursement Nov 2017	12/21/17	\$11,355.18
U.S. Bank Corporate Payment System	4246044555703473/171	Vehicle & Equipment Fuel	12/26/17	\$416.40
U.S. Bank Corporate Payment System	4246044555703473/171	Vehicle Repair & Maintenance	12/26/17	\$582.94
U.S. Bank Corporate Payment System	4246044555703473/171	Misc. Small Tools	12/26/17	\$438.24
U.S. Bank Corporate Payment System	4246044555703473/171	Landscape Maintenance	12/26/17	\$690.45
Verizon Wireless	9798848490	Cell Phone Bill Dec 2017	12/26/17	\$132.87
Watersavers Irrigation Inc.	1928975-00	Landscape Maintenance	01/04/18	\$89.31
Total				\$28,443.07
Community Center				
Alhambra	13710019 122217	Community Center-Bottle Water Service	12/22/17	\$45.26
Brentwood Ace Hardware	808/123117	Community Center-Landscape Maintenance	12/31/17	\$107.65
Brentwood Ace Hardware	808/123117	Community Center-Building Maintenance	12/31/17	\$46.22
Brentwood Press & Publishing	208514	Community Center-Spring Activity Guides	12/22/17	\$5,338.00
Cintas	185636364	Community Center-Mats, Etc.	12/13/17	\$86.06
Cintas	185637422	Community Center-Mats, Etc.	12/20/17	\$34.28
Cintas	185638470	Community Center-Mats, Etc.	12/27/17	\$86.06
Cintas	185639513	Community Center-Mats, Etc.	01/03/18	\$34.28
Comcast	8155400350238372/212	Community Center-Internet Service	12/22/17	\$206.30
Karina Dugand	51	Community Center-Program Fees	12/21/17	\$916.50
Neumiller & Beardslee	289513	Community Center-General Services Nov 2017	12/18/17	\$193.50
Office Depot	989672770001	Community Center-Office Supplies	12/15/17	\$99.28
Tee Janitorial & Maintenance	9087	Community Center-Janitorial Service Dec 2017	12/15/17	\$260.00
Town of Discovery Bay CSD	573	Community Center-PGE Electric & Gas Bill Reimb Dec 2017	12/19/17	\$953.33
Town of Discovery Bay CSD	574	Community Center-Payroll Reimbursement Nov 2017	12/21/17	\$16,532.10
U.S. Bank Corporate Payment System	4246044555703473/171	Community Center-Telephone General	12/26/17	\$397.89
U.S. Bank Corporate Payment System	4246044555703473/171	Community Center-Monthly Software	12/26/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/171	Community Center-Office Supplies	12/26/17	\$103.79
U.S. Bank Corporate Payment System	4246044555703473/171	Community Center-Misc. Supplies	12/26/17	\$278.08
Total				\$26,081.96
Grand Total				\$54,525.03

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 17, 2018
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/17 - 6/18

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/123117	Misc. Small Tools	12/31/17	\$19.66
Cintas	185636364	Uniforms	12/13/17	\$50.13
Cintas	185636365	Personal Protective Equipment	12/13/17	\$19.36
Cintas	185637422	Uniforms	12/20/17	\$49.00
Cintas	185638470	Uniforms	12/27/17	\$52.58
Cintas	185639513	Uniforms	01/03/18	\$49.00
Tee Janitorial & Maintenance	9087	Janitorial Service Dec 2017	12/15/17	\$280.00
Town of Discovery Bay CSD	571	PGE Electric & Gas Bill Reimbursement Dec 2017	12/19/17	\$44.18
Town of Discovery Bay CSD	575	Payroll Reimbursement Nov 2017	12/21/17	\$4,454.15
U.S. Bank Corporate Payment System	4246044555703473/171	Telephone General	12/26/17	\$7.68
U.S. Bank Corporate Payment System	4246044555703473/171	Vehicle & Equipment Fuel	12/26/17	\$460.25
U.S. Bank Corporate Payment System	4246044555703473/171	Equipment Repair & Maintenance	12/26/17	\$211.82
U.S. Bank Corporate Payment System	4246044555703473/171	Building Maintenance	12/26/17	\$128.53
Verizon Wireless	9798848490	Cell Phone Bill Dec 2017	12/26/17	\$132.89
			Total	\$5,959.23



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2018

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Independent Audit Services for Fiscal Year 2016-17.

Recommended Action

Staff recommends that the Board approve engagement with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for fiscal year ending June 30, 2017 for the Town of Discovery Bay Community Services District and the Discovery Bay Public Financing Authority.

Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller. A local agency shall submit to the Controller information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th.

The Town of Discovery Bay, CSD and the Discovery Bay Public Financing Authority complies with this requirement on an annual basis and hires an independent auditing firm to perform the annual financial audit. Croce, Sanguinetti & Vander Veen will perform the audit for fiscal year 2016-2017 for The Town of Discovery Bay Community Services District and for the Discovery Bay Public Financing Authority for fiscal year ending June 30, 2016.

Croce, Sanguinetti & Vander Veen will provide the following for Fiscal Year Ending June 30, 2017:

Annual Audit for the Town of Discovery Bay, Community Services District \$27,450

Preparation and submission of the Town of Discovery Bay, CSD Financial Transaction Reports \$900.00

Preparation and submission of the Discovery Bay Public Financing Authority Financial Transaction Reports \$500.00

Fiscal Impact:

Amount Requested \$ N/A

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

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

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: C-3



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date
January 17, 2018

Prepared By: Virgil Koehne, Water & Wastewater Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Delta Roofing Bid to Construct New Roof to the Building at Well Site #3 and the Building at Well Site #4.

Recommended Action

Approve the Delta Roofing Bid to Construct a New Roof to the Building at Well Site #3 and the Building at Well Site #4; and authorize the General Manager to execute all documents thereto in an amount not to exceed \$21,125.00.

Executive Summary

Buildings at Well 3 & Well 4 are leased by the District to two non-profit community groups. Well 3 was built in 1983 and Well 4 in 1986.

The roofs of both buildings are leaking and falling apart. They have not been maintained or repaired in the 20 years of District ownership. Staff has called many roofing companies and most have not returned our calls for quotes. Of the two quotes we received (attached), staff recommends that we have Delta Roofing do the work, as they have included repairs to the sub-roof, whereas the Innovative Roofing quote did not.

Delta Roofing's option to remove the existing roof hatch, should also be included on this project. The quote from Delta also includes two layers of built up roofing to be removed, and provides an option to remove any extra layers of built up roofing if needed.

The total cost, including all options, to construct new roofs to the buildings at Well Sites #3 and #4 is \$21,125.00.

Previous Relevant Board Actions for This Item

Attachments:

1. Delta Roofing Quote for Well House #3
2. Delta Roofing Quote for Well House #4
3. Innovative Roofing Quote for Well houses #3 & #4
4. Roofing Quote Attempts 2018

Delta Roofing
P.O. Box 2
Brentwood, Ca. 94513

Phone: 925-513-8759
Visit us at Deltarooftinginc.com
License # 557556

Delta Roofing

Contact:

Estimate

Job Address:

Virgil Koehne
vkoehne@toddb.ca.gov

Well House #3
Discovery Bay Blvd.
Discovery Bay, CA

Specifications:

Date: January 2, 2018

Remove one layer of built-up roofing and haul away.

Replace approx. 8' of rotted 2" x 4" framing and two sheets of rotted plywood.

Mechanically fasten a fiberglass base sheet with 1" square head nails.

Install one layer of mineral surfaced modified bitumen.

Install new pipe flashings.

Clean and service drain.

Haul away roofing debris.

**Note: The cost to remove an additional layer of built up roofing and insulation is \$1,725
\$8,600**

Option: Remove hatch and patch roof deck. Remove unused exhaust system: \$300

Amount: \$

Terms: 10% due in advance. Balance due upon completion.

Submitted by:

Accepted by:

Eric Lefebvre

Contract Conditions

1. Delta Roofing's work is to be done in accordance with the best developed industry techniques to complete the job(s) in a good, workmanlike manner as described in the specifications on the reverse side
2. Delta Roofing warrants it is licensed, bonded and carries General Liability and Workers Compensation Insurance.
3. Due to volatile material prices, Delta Roofing reserves the right to modify their bid if not accepted within twenty-one (21) days from bid date.
4. Any contract issued as a result of this bid shall not supersede or nullify the terms and conditions as stated herein.
5. The work performed shall be guaranteed against defects in workmanship for a period of ten (10) years from date of application on new roofs and two (2) years for repairs. Warranty applies to roof area only and not to any consequential damage.
6. Delta Roofing's terms are net on completion of work, 1 1/2% service charge will be added to all sums which become past due.
7. Delta Roofing shall have the right to stop work on any of the contractors/owners job(s) if any payment due has not been made under this or other agreement. We may keep all jobs unmanned until payments are received without being in violation of any contract agreements.
8. Any alteration, modification, or deviation from proposal or specifications involving extra costs will be executed only upon written change order or purchase order and will become an extra charge over and above this bid and /or subcontract. Labor charges are \$75 per hour. This includes any possible dry rot repair. Any additional layers of roofing discovered during removal will be charged at the rate of \$45 per square per layer. Extra charges will be discussed prior to commencement of work.
9. Our ability to perform is contingent upon delays due to fires, industry strikes, extreme weather conditions, labor disputes, material availability, civil disturbances or other conditions which are beyond our control.
10. You, the buyer, may cancel this transaction any time before midnight of the third business day after the date of this transaction.
11. If the services of any attorney are employed for the enforcement of any of the obligations of the purchaser or the right of the seller either by suit or otherwise, liable party agrees to pay reasonable attorney fees.

"Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work or improvement or a modification thereof, in the Office of the County Recorder of the county where the property is situated and requiring that a Contractor's Payment Bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract." You will be responsible for the cost of the bond in addition to the contract cost. "Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning the responsibilities of a Contractor may be referred to the Registrar of the Board whose address is: Contractors' State License Board, P.O. Box 26999, Sacramento, CA. 95826.

Delta Roofing
P.O. Box 2
Brentwood, Ca. 94513

Phone: 925-513-8759
Visit us at Deltarooftinginc.com
License # 557556

Delta Roofing

Contact:

Estimate

Job Address:

Virgil Koehne
vkoehne@toddb.ca.gov

Well House #4
Discovery Bay Blvd.
Discovery Bay, CA

Specifications:

Date: January 2, 2018

Remove one layer of built-up roofing and haul away.

Mechanically fasten a fiberglass base sheet with 1" square head nails.

Install one layer of mineral surfaced modified bitumen.

Remove unused pipe flashings and patch roof deck.

Clean and service drain.

Haul away roofing debris.

Note: The cost to remove an additional layer of built up roofing and insulation is \$1,550 \$8,400

Options: Remove hatch and patch roof deck: \$300

Install 5/8' siding on parapet walls instead of roofing material: \$250

Amount: \$

Terms: 10% due in advance. Balance due upon completion.

Submitted by:

Accepted by:

Eric Lefebvre

Contract Conditions

1. Delta Roofing's work is to be done in accordance with the best developed industry techniques to complete the job(s) in a good, workmanlike manner as described in the specifications on the reverse side
2. Delta Roofing warrants it is licensed, bonded and carries General Liability and Workers Compensation Insurance.
3. Due to volatile material prices, Delta Roofing reserves the right to modify their bid if not accepted within twenty-one (21) days from bid date.
4. Any contract issued as a result of this bid shall not supersede or nullify the terms and conditions as stated herein.
5. The work performed shall be guaranteed against defects in workmanship for a period of ten (10) years from date of application on new roofs and two (2) years for repairs. Warranty applies to roof area only and not to any consequential damage.
6. Delta Roofing's terms are net on completion of work, 1 1/2% service charge will be added to all sums which become past due.
7. Delta Roofing shall have the right to stop work on any of the contractors/owners job(s) if any payment due has not been made under this or other agreement. We may keep all jobs unmanned until payments are received without being in violation of any contract agreements.
8. Any alteration, modification, or deviation from proposal or specifications involving extra costs will be executed only upon written change order or purchase order and will become an extra charge over and above this bid and /or subcontract. Labor charges are \$75 per hour. This includes any possible dry rot repair. Any additional layers of roofing discovered during removal will be charged at the rate of \$45 per square per layer. Extra charges will be discussed prior to commencement of work.
9. Our ability to perform is contingent upon delays due to fires, industry strikes, extreme weather conditions, labor disputes, material availability, civil disturbances or other conditions which are beyond our control.
10. You, the buyer, may cancel this transaction any time before midnight of the third business day after the date of this transaction.
11. If the services of any attorney are employed for the enforcement of any of the obligations of the purchaser or the right of the seller either by suit or otherwise, liable party agrees to pay reasonable attorney fees.

"Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property. Under the law, you may protect yourself against such claims by filing, before commencing such work or improvement, an original contract for the work or improvement or a modification thereof, in the Office of the County Recorder of the county where the property is situated and requiring that a Contractor's Payment Bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract." You will be responsible for the cost of the bond in addition to the contract cost. "Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning the responsibilities of a Contractor may be referred to the Registrar of the Board whose address is: Contractors' State License Board, P.O. Box 26999, Sacramento, CA. 95826.



A Full Service Roofing Company
Professional and Reliable
CA LIC # 1024676

Proposal

Contractor:

Innovative Roofing
2051 Lucile Ave
Stockton, CA 95209
Phone: (209) 513-4272
Innovativeroofing@icloud.com

Customer:

Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505
Phone: (925) 698-1590 or (925) 683-3619
vkoehner@todb.ca.gov

December 15, 2017

Regarding: Proposal for 2477 Discovery Bay Blvd.

Dear Mr. Koehne

Thank you for the opportunity to be of assistance in this project. Per your request, Innovative Roofing conducted a visual inspection of the roof at the above address and we are pleased to present the following proposal for your review.

Innovative Roofing will recoat the existing roof with silicone at the location mentioned herein. The contractor's work will be complete in a workmanlike manner, in accordance with the System Specification and within the terms and conditions attached.

SCOPE OF WORK

- **PRESSURE WASH**
Roof area will be pressure wash to clean roof of all debris. Haul all debris from the premises and dispose of properly off site.
- **DRAINS & OVERFLOW**
All drains & overflow need to be fixed with Butter Grade and fabric.
- **SPLITS or RIDGE**
Any Splits or Ridge area will be fixed according to N.R.C.A Standards.
- **ROOF**
Coat existing roof with 3gal of Silicone per 100 feet by GAF product's. Roof to meet Class A and Title 24
- **CAP METAL**
Re seal all cap metal.

- **DRY ROT**

Inspect existing plywood sheathing for dry rot and replace dry rotted sheathing as needed. The replacement of damaged plywood sheathing will be done only as required by the city or where necessary to insure a good quality roof. Since sheathing conditions cannot be determined, the cost of replacement is not included in the bid price. The cost at \$98.00 per hour with a cap of \$1,000.00 per building.

- **CLEAN UP**

The jobsite area will be cleaned of debris on a daily basis.

TOTAL INVESTEMENT:

(A) Building W #4	\$7,750.00
(B) Building W #3	\$9,800.00

Prices listed herein are valid for Fifteen (15) days from the date of this letter.

Contractors' scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If contractor encounters any such products or materials in the course of performing its work and contractor determines that such materials presents a hazard to its employees, contractor shall have the right to discontinue its work and remove its employees from the job site until such products or material, and any hazards connected there with, are located and abated, encapsulated or removed. Contractor shall receive and extension of time to complete its work thereunder and compensation for removal costs and delays encountered as a result of such situation and correction.

PAYMENT TERMS: 10% will be due and payable at the start of the job. Final payment will be due at project completion. Any other arrangements must be made by either party before the job has begun or prior to the delivery of any materials. Customer agrees to pay for all attorney fees which be incurred to collect any past due amounts.

ATTORNEYS FEES: In the event that is necessary for either party to engage the services of an attorney regarding the breach of the payment terms of this agreement by the other, the enforcement of the terms hereunder, or a declaration of the rights and duties hereunder, whether arbitration proceedings or a lawsuit be instituted or not, the prevailing party, in addition to the other rights it may have, shall be entitled to all cost incurred in connection therewith including actual attorney's fees and cost of suit.

ARBITRATION: All parties agree that any dispute arising under this contract will be resolved by submission to binding arbitration under the Construction Rules of the American Arbitration Association. The parties agree that arbitration must be initiated within one year after the claimed breach occurs and that the failure to initiate arbitration within the one-year period constitutes an absolute bar to the institution of any proceedings.

Thank you for the opportunity to be of assistance. If you have any questions or I could assist you any further do not hesitate to contact me.

Sincerely

Ramon Soto

Ramon Soto
Authorized Agent

AGREED TO AND ACCEPTED BY:

Authorized Agent/Owner

Innovative Roofing Agent/Owner

Authorized Agent/Owner Signature

Ramon Soto
Authorized Agent/Owner Signature

Print Name

Ramon Soto
Print Name

Title

Authorized Agent
Title

Date

12/15/2017
Date

Date	Company Name	Received Call Back?	Well 3 Quote	Well 4 Quote	Comments
Various	Delta Roofing	yes - Various	\$8,900	\$8,700	Quote includes repairs
12/15/2017	Innovative Roofing	Yes	\$9,800	\$7,750	Repairs not included
Various	Town & Country	Yes	Recommends Innovative		
10/18/2017	Dependable Roofing	No			
10/18/2017	Diablo Roofing	Yes	Too Busy now		
10/25/2017	Loyal Roofing	No			
10/25/2017	Armor Roofing	No			
10/25/2017	Sierra Roofing	No			
10/25/2017	Halco Roofing	No			
10/25/2017	Ramon Garcia Roofing	No			
10/25/2017	All American Roofing	No			
10/25/2017	Kelly Roofing	No			
11/6/2017	Town & Country	Yes			
11/13/2017	Hertage Roofing	No			
11/13/2017	Pickell Roofing	No			
11/20/2017	Rogers Roofing	No			

**Town of Discovery Bay, CA
Waste & Wastewater**

MONTHLY OPERATIONS REPORT

December 2017

3046 Days of Safe Operations
146,188 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar(Cancelled)**
 - **Eye Injuries**
 - **Excavations**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

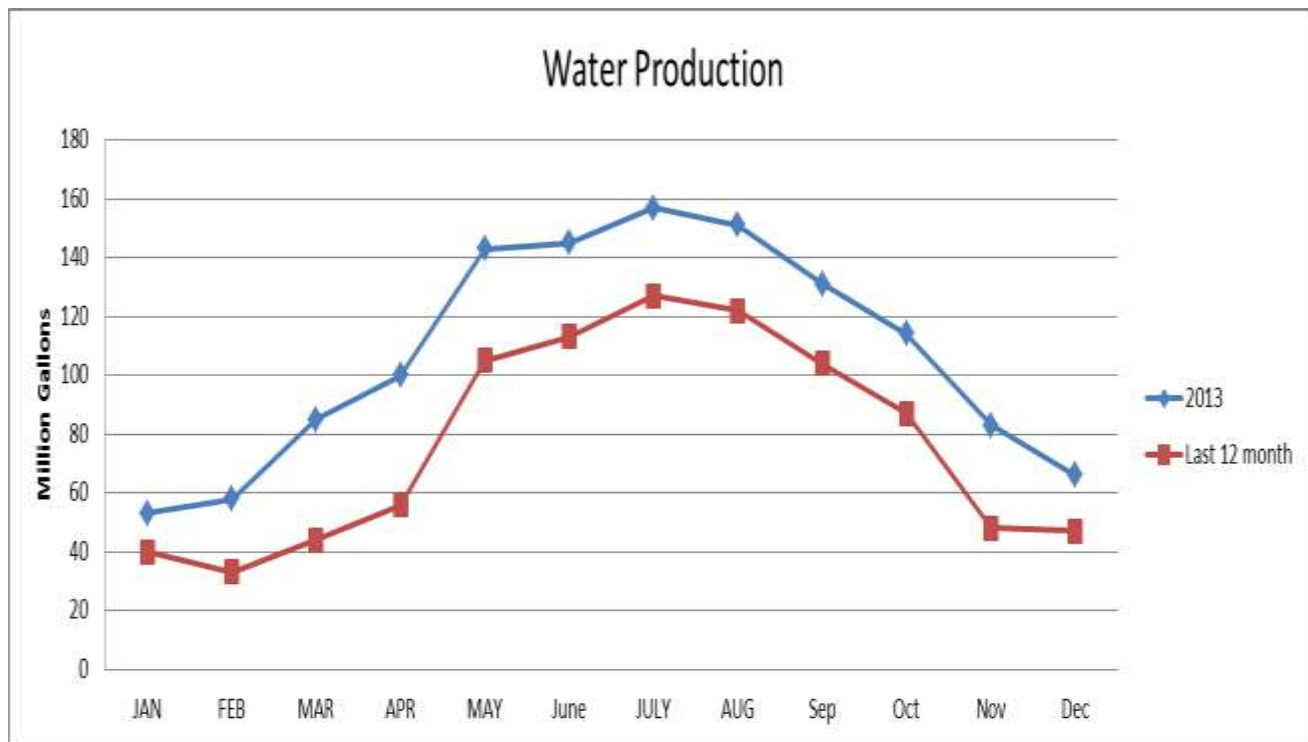
WATER SERVICES

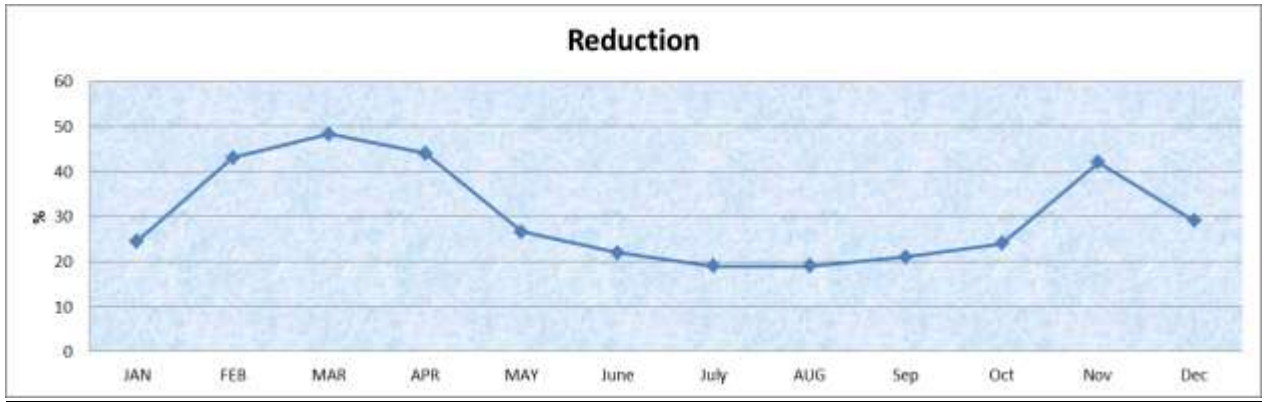
Groundwater Well:

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2017 Monthly Water Production Table (MG):

January	February	March	April	May	June
40	33	44	56	105	113
July	August	September	October	November	December
127	122	104	87	48	47





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 5

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Nov Lab Data</i>	<i>Dec Lab Data</i>
Flow, MG Effluent, monthly total		34	34
Flow, MG Daily Influent Flow, avg.	N/A	1.3	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.2	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	14	20
Effluent TSS, lbs/d, monthly avg.	525	8	12
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	17	ND
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	99
Electrical Conductivity, umhos/cm annual avg.	2100	2100	2100

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 34

Force Main Vortex boxat Golf Station had a big rag ball that caused sewer to come out of top.

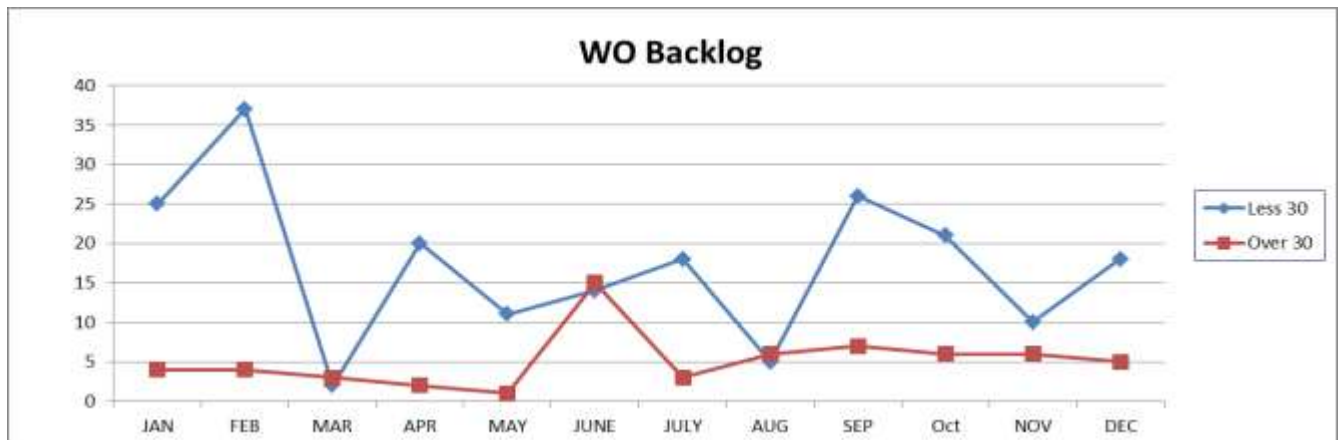
Performed weekly lift station inspections

Sewer System:

- 255,700 ft. of collection sanitary sewer line has been assessed.
- 0 ft. flushed/CCTV
- 593 manhole & covers has been inspected.

MAINTENANCE

Preventive and Corrective:



Call & Emergency Responses

Call Outs	Emergencies
2	0

Regular Hours	Overtime
1680	19

TERMS

WWTP

WASTEWATER TREATMENT PLANT

WTP

WATER TREATMENT PLANT

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2018

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

MRD

Agenda Title:

Discussion and Possible Action Regarding Recommendations to County on Short Term Rentals and Transient Occupancy Tax.

Recommended Action

Approve staff's draft response to the "Contra Costa County Short-Term Rental Regulation Questionnaire," and authorize attendance of Board member(s) and/or General Manager to speak, on behalf of the Board, on the issue of Short-Term Rentals at the upcoming District 3 All MAC meeting.

Executive Summary

On June 21, 2017, this Board sent a letter to Supervisor Burgis seeking information on the County's Transient Occupancy Tax and expressed our concern over the negative impacts of short-term rentals (see attachment 1). We received no response.

On January 5, 2018, we received an email from Supervisor Burgis' office inviting attendance at the "first District 3 All MAC meeting" to be held in Bethel Island on Wednesday, January 31st at 6 p.m. A major topic for discussion is the "County's Short-Term Rental Ordinance" (see attachment 2). Attached to the email was an October 24, 2017 memorandum addressed to Community Advisory Boards seeking feedback on "Short-Term Rental Ordinance Regulatory Options" (see attachment 3). The Town never received the original distribution of this memorandum or the questionnaire that was included with it.

Per staff's request, we received from Supervisor Burgis' office the Contra Costa County Short-Term Rental Regulation Questionnaire. Staff was assured that there is still time for submission of the completed questionnaire.

Staff completed draft comments to the questionnaire for Board consideration, approval and submittal (see attachment 4).

If approved, the General Manager will speak on the issue of Short-Term Rentals at the District 3 All MAC meeting and/or RSVP for any Board member(s) authorized by the Board to attend the meeting and speak on behalf of the Board.

Previous Relevant Board Actions for This Item

June 21, 2017

Attachments

1. Board Letter to Supervisor Burgis dated June 21, 2017
2. Email from Lea Castleberry of Supervisor Burgis' office dated January 05, 2018
3. Memorandum from CC Community Development on Short-Term Rental Ordinance dated October 4, 2017
4. Draft Response to Contra Costa County Short-Term Rental Regulation Questionnaire

AGENDA ITEM: G-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bob Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

June 21, 2017

Supervisor Diane Burgis
Contra Costa County, District III
3361 Walnut Blvd., Ste: 140
Brentwood, CA 94513

Dear Supervisor Burgis:

The Town of Discovery Bay Community Services District (“Discovery Bay”) requests information concerning the Contra Costa County Transient Occupancy Tax (“TOT”). Pursuant to your staff’s requirement that this request for information be by Discovery Bay Board approval, this letter is authorized by vote taken at the Regular Board Meeting on June 21, 2017.

Residents of Discovery Bay are experiencing negative impacts associated with short term vacation rentals. Such negative impacts include, but are not limited to, large party crowds, loud music, drunken arguments, property damage, trash, increased motor vehicle traffic, reduced street parking, underage drinking and increased watersport congestion.


Please provide information concerning the County’s TOT and how it relates to Discovery Bay. Our questions include the following:

1. Does the TOT apply to homes, condos and rooms in Discovery Bay? If not, why not?
2. If the TOT applies to Discovery Bay, is the tax money being collected? If not, why not?
3. If the TOT money is collected, how much is being collected from Discovery Bay?

What is the process for requesting that Discovery Bay TOT revenue be collected and reinvested in our community in relation to Parks and Recreation, the Community Center, non-profit service organizations, the Chamber of Commerce, and/or some other local community purpose?

Please follow-up with Discovery Bay General Manager, Michael Davies.

Sincerely,


Robert Leete
Board President

Carol McCool

From: Lea Castleberry <Lea.Castleberry@bos.cccounty.us>
Sent: Friday, January 05, 2018 1:32 PM
To: Lea Castleberry
Subject: SAVE THE DATE - District 3 All MAC Meeting
Attachments: S_DISTRICT318010512430.pdf

Hello District 3 Councilmembers and Directors – Happy New Year!

Supervisor Burgis wants to kick-off the New Year by hosting the first District 3 All MAC meeting on Wednesday, January 31st at 6pm – location TBD in Bethel Island.

I will prepare an agenda in advance of this meeting. One item in particular that Diane would like to discuss is the County's Short-Term Rental Ordinance that will be going before the Board of Supervisors the end of February. The attached document provides the background and options that we'll be discussing at the All MAC meeting. Your feedback and guidance on the Urban Farm Ordinance was extremely helpful in Diane's decision-making process and hoping to get the same engagement on this proposed ordinance as well.

If you could please rsvp by Friday, January 26th I would appreciate it.

Let me know if you have any question and I look forward to working with you all in 2018!

Best,
Lea

Lea Castleberry
Deputy Chief of Staff
Supervisor Diane Burgis
Contra Costa County, District III
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513
Phone (925) 252-4500
Fax (925) 240-7261

"This message is being sent on a public e-mail system and may be subject to disclosure under the California Public Records Act."



CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: (925) 674-7205 Fax: (925) 674-7258

TO: Community Advisory Boards
FROM: Aruna Bhat, Deputy Director, Community Development Division
(by: Francisco Avila, Senior Planner) *FA*
DATE: October 4, 2017
SUBJECT: Short-Term Rental Ordinance Regulatory Options

Dear Advisory Board Members,

In response to concerns raised that new, state-mandated easing of restrictions on constructing accessory dwelling units could lead to an increase in unauthorized short-term rentals rather than more permanent housing, the Board of Supervisors (Board) has directed the Department of Conservation and Development (DCD) staff to initiate the process of preparing an ordinance which would specifically regulate and permit short-term rental of dwellings. Short-term rentals are defined as those stays less than 30 days in duration.

On September 19, 2017, the Board gave DCD staff initial feedback on which regulatory options should be considered when drafting the ordinance, requesting staff report back after seeking community input. Subject to future discussion following community input, the Board expressed preliminary preference for an option proposed by staff that included the following elements:

1. Consider allowing non-hosted rentals. (Non-hosted rentals do not require the property owner to be present. Hosted rentals require the property owner to occupy the property while the rental occurs.)
2. Consider requiring that the rental unit must be the property owner's principal residence (e.g., prohibit property owners from renting Accessory Dwelling Units on a short-term basis.)
3. Consider 90-day per year limit on all rental units.
4. Noticing of neighbors about ministerial approval of short-term rental activity at a particular property, including contact information of rental unit representative that is responsible for responding to nuisance complaints.
5. Limit the number of vehicles allowed according to the available number of parking spaces provided on-site.

6. The number of beds should set the occupancy limit for the specific rental unit.
7. Consider a Land Use Permit or other discretionary permit for exceptions (e.g., insufficient parking or rental activity greater than 90 days per year).
8. Consider requiring property owners to obtain a business license in order to operate short-term rental properties.
9. Consider requiring performance standards to be met or permit may be revoked.
- 10.No special events (e.g., parties, weddings, etc.)
- 11.Require the collection of a Transient Occupancy Tax on all short-term rental activity.
- 12.Consider requiring a permit to operate. A ministerial (rather than discretionary) permitting approach for standard short-term rentals is being considered, meaning permits would be issued if required standards are met.

As mentioned previously, Board members instructed staff to obtain community feedback on the wide range of potential regulatory options. Attached is a questionnaire which includes various regulatory options commonly found in other ordinances already adopted by other jurisdictions. Please consider the questionnaire at your next meeting and return the completed form by December 31, 2017. Staff is anticipating presenting the questionnaires and staffs findings to the Board at a February 2018, hearing date.

If you have any questions, please feel free to contact me at Francisco.Avila@dcd.cccounty.us or (925) 674-7801.

Thank you very much for your consideration of this matter.

Attachment: Short-term rental questionnaire

Contra Costa County Short-Term Rental Regulation Questionnaire

		YES	NO	COMMENTS
1.	Require owner occupancy (e.g., hosted rental)?		X	No objection, provided that negative impact concerns addressed below are mitigated.
2.	Prohibit rental of Accessory Dwelling Units?		X	No objection, provided that negative impact concerns addressed below are mitigated. Discovery Bay has very few accessory dwelling units.
3.	Restrict rentals to 90 days per year? More or less?	X		Short-term rentals cause negative impacts to neighbors that include large party crowds, loud music, drunken arguments, vandalism, trash, increased traffic, reduced parking, and watersport congestion/hazards. Surrounding property owners need a break from these negative impacts by reducing the number of rental days per year.
4.	Notification to neighbors with owner information (e.g., require owner to be in close proximity during rental)?	X		Neighbors should be able to contact owners directly for an immediate response to a nonemergency issue. This is preferential to neighbors contacting the renters directly or waiting for a delayed police response. Neighbors would be able to provide owner contact info directly to police if needed.
5.	Require additional parking?			Parking should be limited to no more than one vehicle per bedroom.
6.	Limit the number of guests?	X		All overnight guests should be named on the rental agreement. Visitors not on the rental agreement should be kept to a limit to avoid large party attendees.
7.	Require a discretionary Land Use Permit for all exceptions (e.g., insufficient parking)?	X		Exceptions should be considered on a case by case basis. Prior complaints should also be taken into consideration when evaluating exceptions.
8.	Require a business license?	X		The property owner is engaged in a business and should be charged for a business license the same as any other business. This system will also identify owners of short-term rentals.
9.	Require performance standards to be met or permit may be revoked?	X		Short-term property rentals that generate frequent complaints and/or fail to adhere to reasonable performance standards should have permits revoked/denied.
10.	Allow special events at rental?		X	Special events increase the likelihood and degree of negative impacts, which are further exacerbated with short-term rentals on the waterfront.
11.	Require a Transient Occupancy Tax on all short-term rentals?	X		The Transient Occupancy Tax is a method for generating revenue in exchange for the negative impacts short-term rentals generate. A portion of this revenue should be directly spent in the communities suffering these impacts.
12.	Require a ministerial permit to operate?			We have no preference on this question.
13.	Prohibit all Short Term Rentals?	Depends		If the negative impacts caused by short-term rentals are not mitigated, taxed and licensed as described above, then short-term rentals should be prohibited.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Discussion and Possible Action Regarding Stantec's Proposal to Prepare an Operations and Maintenance Manual for Wastewater Treatment Plants 1 and 2.

Recommended Action:

Approve the Stantec Proposal, including Optional Tasks 3 and 4, for the preparation of an Operation and Maintenance Manual for Wastewater Treatment Plants 1 and 2 and sewage conveyance pump stations; and authorize the General Manager to execute all documents related thereto in an amount not to exceed \$194,000.00.

Executive Summary:

The 2017/18 fiscal year CIP budget provides \$200,000.00 for the preparation of an Operation and Maintenance ("O&M") Manual for Wastewater Treatment Plants 1 and 2 (collectively, "WWTPs"). The current O&M Manual is a 2006 draft version that needs to be updated and replaced.

On January 4, 2018, the Water and Wastewater Committee held a Special Meeting and received a presentation by Stantec on the preparation of a new O&M Manual for the WWTPs. The presentation included a hardcopy O&M Manual exemplar, an Interactive Online Manual (IOM) demonstration, and explanations of optional tasks that include IOM Local Hosting and SCADA System Programming for IOM links.

Attached hereto is a detailed proposal of the professional services offered by Stantec in the preparation of the O&M Manual.

Task 1 and 2:	Preparation of the O&M Manual and IOM Manual -	\$180,000
Optional Task 3:	IOM Local Hosting -	8,000
Optional Task 4:	SCADA System Programming for IOM Links-	<u>6,000</u>
	TOTAL	\$194,000

The Water and Wastewater Committee recommends all tasks described in the proposal be included in our new updated O&M Manual.

Previous Relevant Board Actions for This Item:

Attachments:

1. Stantec O&M Manual Proposal

AGENDA ITEM: G-2



January 8, 2018

Attention: Virgil Koehne
1800 Willow Lake Rd
Discovery Bay, CA 94505

Reference: Operation and Maintenance Manual for the Town of Discovery Bay Wastewater Treatment Plants (WWTPs) and Sewer Conveyance Pump Stations

Dear Mr. Koehne,

Background

The Town of Discovery Bay owns and operates wastewater treatment and disposal facilities that serve the residential community of Discovery Bay, California. The overall treatment system is arranged in two distinct areas, referred to as Plant 1 and Plant 2. Plant 1 is located about ¼ mile north of Highway 4 within the Discovery Bay Development area, while Plant 2 is located immediately south of Highway 4. The two plants are interconnected and are dependent upon each other for various functions. Plant 1 was the original plant, which was started as a pond treatment system. Over the years, Plant 1 was upgraded to its current configuration with an oxidation ditch and clarifiers for secondary treatment. Plant 2 was originally constructed in 2001 and has undergone several upgrades since then. The facilities include extended aeration activated sludge system, tertiary filtration and disinfection, and effluent disposal through surface water discharge. The existing facilities do not have a useful treatment plant operation and maintenance manual.

A detailed scope and fee to prepare an operation and maintenance manual for the Discovery Bay WWTP (Plant 1 and 2) and sewage conveyance pump stations is provided below.

Task 1 - Prepare Operation and Maintenance Manual

Stantec will prepare of an operation and maintenance manual to explain the design intent, function, and operation requirements of the existing wastewater treatment facilities and sewage conveyance pump stations. Manual content will provide District operations staff guidance as to why facilities are needed and how they are expected to be operated to meet the regulatory standards.

The hard copy manual will incorporate cross referencing with equipment-specific operating and maintenance instructions and equipment tag numbers. Assets taken from the wastewater CMMS software (Hach Job Cal Plus) parts inventory list will be used to populate the basic equipment data with the addition of the filter and chemical room equipment from the last expansion project. Operating procedures will be summarized based on the facilities' Process Control Management Plan (PCMP) and referenced, as necessary, in chapters.

Design with community in mind



January 8, 2018
Mr. Koehne
Page 2 of 5

Reference: O&M Manual for Discovery Bay WWTP and Sewer Conveyance Pump Stations

Each chapter dealing with a process system is further organized into sections containing the following elements (those not deal with process systems are organized in a manner appropriate for the particular subject):

- Purpose – includes a summary of process objectives.
- Process Description – includes a summary description of the process with, in some cases, some background information of the theory behind the process.
- Relationship with Other Equipment – includes the process flow, upstream and downstream units and their relationships.
- Operation and Description – includes process and equipment operational considerations along with equipment design criteria.
- Controls and Instrumentation – discusses process control, primarily manual controls available to operate and maintain the equipment. Including descriptions of associated switches, indicating lights and alarms for primary equipment.
- Monitoring and Maintenance – provides monitoring points in the treatment process, and identifies the components of the process that require routine maintenance to ensure successful operation. Periodic preventive maintenance suggested by the equipment manufacturer, or best practices, is included in this section.
- Shutdown/Start-up – discusses system flow configurations and various possible scenarios during an emergency, or when performing maintenance. Step-by-step instructions regarding start-up, by-pass if available, and shutdown are provided.
- Potential Problems and Troubleshooting Guide – discusses possible problems that may occur during the operation of plant elements, probable causes, and corresponding actions that may be taken to rectify the problem.

In addition to being a critical reference and training source of information for operations staff, the manual is a required element for conformance with State guidelines and compliance with the NPDES permit. A draft of the hard copy manual (three copies) will be prepared for review by District staff within 6-months of notice to proceed. Five copies of the final manual, incorporating review comments, will be prepared and submitted in expandable three ring binders and a companion electronic CD within 2-months from receiving comments back from the District.

Design with community in mind



January 8, 2018
Mr. Koehne
Page 3 of 5

Reference: O&M Manual for Discovery Bay WWTP and Sewer Conveyance Pump Stations

District staff will provide the following items to allow for Stantec to prepare the manual:

- Provide all existing AutoCAD and PDF as-built construction drawings necessary to create figures
- Provide CMMS parts inventory list exported into MS Word or excel
- Provide Veolia Water's PCMP
- Provide available manufacturer's O&M manuals
- Respond to questions on missing plant data from existing files (tag numbers, nameplate data, manufacturer's information, etc.)
- Provide access to SCADA software program and local server for iOM integration

Task 2 - Prepare Interactive Online Manual (iOM)

After the hard copy of the O&M manual is completed, from Task 1, Stantec will prepare an "interactive online manual" (IOM). At approximately 65% completion of the IOM, Stantec will provide access to the IOM website where the District staff will be able to monitor IOM progress in real time and provide comments to Stantec.

The IOM will provide Internet-based access to the WWTPs and Conveyance Pump Stations O&M manual and original equipment manufacturer manuals with additional benefits as follows:

- Access by designated personnel from internet-connected computer, tablet, or smart phone (restricted access to a secure website)
- Ability to create "notes", add photographs, training videos, or other electronic files and attach them on a page-by-page basis for later recall/viewing or printing
- Ability to attach equipment manufacturer's O&M manuals for viewing with the included PDF viewer
- Top-level and document-level "keyword" search engines of all documents
- Quick access to setup, operations, maintenance or troubleshooting text with hi-resolution print capability of up to 11x17 sized drawings
- Instant access to dynamic updates
- 24-hour access to the IOM

Design with community in mind



January 8, 2018
Mr. Koehne
Page 4 of 5

Reference: O&M Manual for Discovery Bay WWTP and Sewer Conveyance Pump Stations

- Access to Stantec phone support

Optional Task 3 – IOM Local Hosting

Our proposed Stantec team will install the IOM software onto the District's existing site server for local hosting at the WWTP. This includes coordination with District IT and Operations staff, installation on the local server, and startup testing. A separate task order must be provided to receive future software updates for locally hosted IOM packages.

Optional Task 4 – SCADA System Programming for IOM Links

Stantec staff will modify the Ignition based SCADA software package that is currently used at the WWTP, by adding a single link to the main iOM chapter corresponding to the each of the main process area SCADA screens. Up to 15 individual links between SCADA and the IOM will be provided in this task; additional links, beyond 15, will require a separate task order. The hotlinks will provide an external port to the District's internet based manual.

Excluded from Scope

1. Field visits to wastewater facilities
2. Original figure drafting (figures included in O&M manual will be prepared from AutoCAD files provided by District)
3. Researching and locating equipment O&M manuals (all equipment O&M manuals will be provided to Stantec electronically, in PDF or MS Word format, by District)

Budget

This work will be done on a time and materials basis, using Stantec's most current Fee Schedule, in an amount not to exceed \$180,000 for Tasks 1 and 2.

Task Description	Fee
Task 1, Prepare O&M Manual	\$150,000
Task 2, Prepare Interactive Online Manual	\$30,000
Total	\$180,000



January 8, 2018
Mr. Koehne
Page 5 of 5

Reference: O&M Manual for Discovery Bay WWTP and Sewer Conveyance Pump Stations

The following are optional tasks under this proposal.

Optional Tasks	Fee
Optional Task 3, IOM Local Hosting	\$8,000
Optional Task 4, SCADA System Programming for iOM Links	\$6,000
Total Optional Tasks	\$14,000

Schedule

A draft manual will be prepared within 6 months of notice to proceed and the final operations and maintenance manual will be prepared within 2 months after receiving comments from District staff. Once the final O&M Manual is complete, it will take 2 months to prepare the draft iOM for staff review and 1 month to incorporate staff comments into the final iOM. Optional Tasks 3 and 4 would add 1 month to this schedule.

Regards,

Stantec Consulting Inc.

Steven L. Beck, PE
Senior Principal

Stantec Consulting Inc.

Beth Cohen, PE
Project Manager

Attachments: WWTF O&M Manual Preliminary TOC
2018 Stantec Fee Schedule

Operations & Maintenance

VOLUME 1 – WASTEWATER TREATMENT PLANTS

<u>CHAPTER</u>	<u>TITLE</u>
----------------	--------------

1	MANUAL PURPOSE AND ORGANIZATION
2	PLANT PROCESS OVERVIEW
3	INFLUENT PUMP STATION, PLANT NO. 1
4	HEADWORKS, PLANT NO. 1 & 2
5	OXIDATION DITCHES AND ROTORS, PLANT NO. 1 & 2
6	TRANSFER STATIONS AND CLARIFIER LIFT STATIONS, PLANT NO. 1 & 2
7	SECONDARY CLARIFIERS, PLANT NO. 1 & 2
8	RAS/WAS PUMP STATIONS, PLANT NO. 1 & 2
9	SECONDARY TREATMENT PROCESS CONTROL, PLANT NO. 1 & 2
10	TERTIARY FILTRATION
11	UV DISINFECTION
12	EFFLUENT HANDLING & DISPOSAL
13	AEROBIC DIGESTERS AND AERATORS
14	SLUDGE LAGOONS
15	SLUDGE DEWATERING
16	SLUDGE DRYING
17	SUPPORT SYSTEMS
18	INSTRUMENTATION AND SCADA SYSTEM
19	ELECTRIC SUPPLY AND DISTRIBUTION
20	REGULATORY COMPLIANCE
21	MONITORING AND SAMPLING
22	PERSONNEL
23	SAFETY PROGRAMS

VOLUME 2 – SEWER CONVEYANCE PUMP STATIONS

<u>CHAPTER</u>	<u>TITLE</u>
24	SEWAGE PUMP STATION(S) GENERAL OVERVIEW
25	NEWPORT PUMP STATION AT VILLAGE I
26	THE LAKES PUMP STATION AT VILLAGE II
27	THE LAKES PUMP STATION NO. 1 AT VILLAGE III
28	THE LAKES PUMP STATION NO. 2 AT VILLAGE IV
29	OLD RIVER ELEMENTARY SCHOOL PUMP STATION
30	SEWAGE LIFT STATION “A”
31	SEWAGE LIFT STATION “C”
32	SEWAGE LIFT STATION “D”
33	SEWAGE LIFT STATION “E”
34	SEWAGE LIFT STATION “F”
35	SEWAGE LIFT STATION “G”
36	SEWAGE LIFT STATION “H”
37	SEWAGE LIFT STATION “J”
38	SEWAGE LIFT STATION “R”
39	VALVE STATION

APPENDICES

A	ABBREVIATIONS AND SYMBOLS
B	GLOSSARY
C	UNIT CONVERSIONS
D	DISCHARGE PERMIT
E	AIR POLLUTION CONTROL PERMIT
F	LABORATORY STANDARD OPERATING PROCEDURES
G	MANUFACTURERS AND REPRESENTATIVES CONTACT

SCHEDULE OF BILLING RATES – 2018

Billing Level	Hourly Rate	Description
4	\$105	Junior Level position <input type="checkbox"/> Independently carries out assignments of limited scope using standard procedures, methods and techniques <input type="checkbox"/> Assists senior staff in carrying out more advanced procedures <input type="checkbox"/> Completed work is reviewed for feasibility and soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program or equivalent <input type="checkbox"/> Generally, one to three years experience
5	\$115	
6	\$120	Fully Qualified Professional Position <input type="checkbox"/> Carries out assignments requiring general familiarity within a broad field of the respective profession <input type="checkbox"/> Makes decisions by using a combination of standard methods and techniques <input type="checkbox"/> Actively participates in planning to ensure the achievement of objectives <input type="checkbox"/> Works independently to interpret information and resolve difficulties <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, three to six years experience
7	\$130	
8	\$135	
9	\$145	First Level Supervisor or first complete Level of Specialization <input type="checkbox"/> Provides applied professional knowledge and initiative in planning and coordinating work programs <input type="checkbox"/> Adapts established guidelines as necessary to address unusual issues <input type="checkbox"/> Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, five to nine years experience
10	\$150	
11	\$160	
12	\$170	Highly Specialized Technical Professional or Supervisor of groups of professionals <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Participates in short and long range planning to ensure the achievement of objectives <input type="checkbox"/> Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures <input type="checkbox"/> Reviews and evaluates technical work <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, ten to fifteen years experience with extensive, broad experience
13	\$180	
14	\$195	
15	\$205	Senior Level Consultant or Management <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Independently conceives programs and problems for investigation <input type="checkbox"/> Participates in discussions to ensure the achievement of program and/or project objectives <input type="checkbox"/> Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, more than twelve years experience with extensive experience
16	\$221	
17	\$225	
18	\$230	

Note: Rates subject to escalation at end of calendar year.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

January 17, 2018

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

MRD

Agenda Title:

Discussion and Possible Action Regarding Special District Representation on LAFCO.

Recommended Action:

1. Designate President Kevin Graves and an alternate as the District's voting delegate to the Independent Special District Selection Committee ("ISDSC").
2. Solicit member interest to fill upcoming Special District vacancies and vote to nominate.
3. Approve a Board Nomination Resolution for submittal to LAFCO.

Executive Summary:

Background:

The District received correspondence dated January 10, 2018 from LAFCO announcing upcoming special district vacancies on LAFCO, with a call for nominations and for the names of voting delegates. The deadline to submit a nomination is March 5, 2018. Refer attached correspondence for details on the process. In summary:

1. Designate Voting Member and Alternate:

The ISDSC is comprised of the presiding officer or his alternate of the legislative body of each independent special district. As such, staff recommends the Board appoint President Kevin Graves as the voting delegate to the committee and designate an alternate if President Graves is unable to vote.

2. Consider forwarding a Nomination:

The California Government Code sets the requirements for the Independent Special Districts Selection Committee. The Committee's role is to appoint the regular and alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for those seats. Upcoming vacancies are for a regular special district member seat currently held by Igor Skaredoff (Contra Costa Resource Conservation District) and for the alternate special district member seat currently held by Stan Caldwell (Mt. View Sanitary District). Their term expires on May 7, 2018 and both members will seek re-appointment.

Each independent special district may submit one nomination. The nominee must be a member of a governing board of either the Town of Discovery Bay CSD or a governing board of another independent special district within the County.

3. Nominations must be Forwarded by Board Resolution

In the event of a Board approved nomination, a nomination Resolution will be drafted for signature and forwarding to LAFCO by the deadline of March 5, 2018.

Previous Relevant Board Actions for This Item

March 2, 2016

Attachments

LAFCO Correspondence Dated January 10, 2018

AGENDA ITEM: G-3

JAN 12 2018



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
651 Pine Street, Sixth Floor • Martinez, CA 94553-1229
e-mail: LTexe@lafco.cccounty.us
(925) 335-1094 • (925) 646-1228 FAX

January 10, 2018

TO: Each Board Member and General Manager of Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: **Announcement of Upcoming Special District Vacancies on LAFCO, Call for Nominations and for Names of Voting Delegates**

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 7, 2018. We are currently accepting nominations for these seats. The vacancies are for a regular special district member seat currently held by Igor Skaredoff (Contra Costa Resource Conservation District) and for the alternate special district member seat currently held by Stan Caldwell (Mt. View Sanitary District). Both members will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the Procedures for the Special District Selection Committee (Attachment 2), both of which are enclosed, I am announcing the election and calling for nominations for the vacancies to be submitted to the LAFCO office by **March 5, 2018** - please see attached 2018 Election Schedule.

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or his/her designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 3). Please provide us with the name of your District's presiding officer or voting designee (must be a board/trustee member). Board action is not necessary to name your voting representative. Please provide this information by **March 5, 2018**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of **March 5, 2018**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or another, if so desired.

Election Procedures: In order to maximize voting participation and ensure a quorum, LAFCO will accept ballots via email and U.S. mail. No meeting of the Independent Special District Selection Committee will be held; the election will be conducted by mail (email and U.S. mail). ***All ballots must be received in the LAFCO office by April 16, 2018 at 5:00 pm.***

In the 2016 LAFCO election, we were unable to obtain a quorum to conduct the election; thus, we completed the election process by email/U.S. mail. Subsequently, we notified each district and recommended that future elections be conducted by email/U.S. mail due to the past difficulty in achieving a quorum. LAFCO staff received no objections. Consequently, we will conduct elections by email/U.S. mail to ensure a quorum.

In March 2018, a list of candidates and nominating resolutions, along with official ballots, will be sent to each special district via email and US Mail. Please ensure that the presiding officer/voting designee for your district casts a vote. Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to the election deadline, eligible nominated candidates may circulate a statement of qualifications.

Majority Vote: For the Selection Committee to transact business, a quorum (50% plus one) of independent special districts must cast a vote. Each district is entitled to one vote. We encourage presiding officers or his/her designee to vote in order to assure a quorum. There are a total of 44 districts eligible to vote; thus, we need at least 23 districts to cast a vote in order to achieve a quorum.

Obligations of Service on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 4:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of materials to review for each meeting is made available to Commissioners approximately one week prior to the meeting.

The Commission consists of two city members, two county members, two special district members and one public member, and an alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting. Commissioners are expected to represent all members of the public when sitting on LAFCO.

Please contact the LAFCO office if you have questions or need additional information.

c: Each Member of the Commission

Attachments

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. List of Independent Special Districts Eligible to Vote in the 2018 Election

SPECIAL DISTRICT SELECTION COMMITTEE 2018 ELECTION SCHEDULE

<u>Date/Deadline</u>	<u>Task</u>
1/10/18	Send letter announcing vacancy and election schedule, call for nominations and names of voting delegates
2/5/18	Send reminder
3/5/18	Deadline for submitting names of voting delegates and nominating resolutions
3/12/18	Transmit list of candidates and ballots to voting delegates (email and US mail) (cc: district manager)
3/19/18	Send notice of Special District Selection Committee meeting to newspapers (for publication on 3/26/18)
3/19/18	Send reminder to return completed ballots to the LAFCO office by April 16, 2018. Ballots can also be delivered to LAFCO at the Independent Special District Selection Committee (ISDSC) meeting on April 16, 2018. The ISDSC meeting will be held in conjunction with the quarterly Contra Costa Special Districts Association meeting. All ballots must be received by LAFCO by 4/16/18.
4/16/18	Election
4/23/18	Election results must be available within 7 days of election [Gov. Code §56332(f)(6)]

Independent special district selection committee

56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

Meetings

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

Anticipated vacancy

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

Appointment of special district members

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not

District member disqualification

disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

Elections by mailed ballot

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee *** is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

Call for nominations

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

Ballot and voting instructions

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.

(4) If the executive officer has transmitted the call for nominations or ballots by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer by electronic mail.

Quorum

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation.

*****(8)** All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

"Executive officer"

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.
(Amended by Stats. 2017, Ch. 203)

CONTRA COSTA COUNTY SPECIAL DISTRICTS
Procedures for the Special District Selection Committee
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

Upon selection of a nominee, the presiding officer of the district shall provide written notification of the nomination, including a copy of the Board resolution, to the LAFCO Executive Officer.

All nominations received in sufficient time prior to a Selection Committee meeting will be copied and distributed to the presiding officer of each independent special district.

Nominations may be made from the floor at the Selection Committee meeting, but only if no prior nominations by resolution were submitted by any of the independent special districts.

Balloting Process

Each nominee will be afforded an opportunity to make a brief statement (maximum of five minutes) at the Selection Committee meeting. Following these presentations, members of the Selection Committee may discuss the appointment prior to the vote being taken.

Nominees shall be selected based on the following process:

- A ballot listing all known nominees shall be prepared and copied for the meeting. Each ballot shall have opposite the nominee's name a box to record the vote. In the event that no prior nominations by resolution are submitted, a ballot containing blank lines to vote for nominees who are put forth from the floor at the Selection Committee meeting shall be distributed at the meeting.
- Each ballot shall have a line for the name of the special district that is casting the vote and a line for the name of the voting delegate. The ballot will not be counted if the name of the special district and voting delegate are not included.
- After votes are tallied, each delegate's vote will be announced during the meeting.

Selection of LAFCO Members

The person selected to serve shall have received a majority of the votes cast in the election.

If there are more than two nominees for a single seat and no individual receives the majority of the total votes cast in the first ballot there shall be a run-off election between the two nominees who received the greatest number of votes.

If there are only two nominees for a single seat and each receives an equal number of votes, the selection to serve on LAFCO shall be done by a "straw draw" unless one of the two candidates chooses to relinquish the position.

If, as a result of an election, the Alternate Special District member on LAFCO is chosen as a Regular Special District Member, another election shall be held at a subsequent Selection Committee meeting to fill the new vacancy in the Alternate Member position.

Alternate Nominating and Balloting Process

In the event that the LAFCO Executive Officer determines that securing a quorum of Selection Committee members for a meeting is not feasible, the Executive Officer may conduct the business of the Selection Committee in writing (Gov. Code §56332).

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE 2018				
DISTRICT	NAME	TITLE	CONF.	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST				
AMBROSE REC & PARK DIST				
B-B-K-U CEMETERY DIST				
BETHEL ISLAND MID				
BYRON SANITARY DISTRICT				
CASTLE ROCK COUNTY WATER DISTRICT				
CENTRAL CONTRA COSTA SANITARY DIST				
CONTRA COSTA MOSQUITO & VECTOR CONTROL				
CONTRA COSTA RESOURCE CON DIST				
CONTRA COSTA WATER DISTRICT				
CROCKETT COMMUNITY SERVICES DISTRICT				
DIABLO CSD				
DIABLO WATER DISTRICT				
TOWN OF DISCOVERY BAY CSD				
EAST CONTRA COSTA IRRIGATION DIST				
GREEN VALLEY REC & PARK DIST				
IRONHOUSE SANITARY DIST				
KENSINGTON FIRE PROTECTION DISTRICT				
KENSINGTON POLICE PROT & CSD				
TOWN OF KNIGHTSEN CSD				
LOS MEDANOS COMMUNITY HEALTHCARE DIST				
MORAGA-ORINDA FIRE DIST				
MT. VIEW SANITARY DIST				
PLEASANT HILL REC & PARK DIST				
RECLAMATION DIST (RD) 799				
RD 800				
RD 830				
RD 2024				
RD 2025				
RD 2026				
RD 2059				
RD 2065				
RD 2090				
RD 2117				
RD 2121				
RD 2122				
RD 2137				
RODEO-HERCULES FIRE PROTECTION DIST				
RODEO SANITARY DISTRICT				
ROLLINGWOOD-WILART PARK REC & PARK DIST				
SAN RAMON VALLEY FIRE PROTECTION DIST				
STEGE SANITARY DISTRICT				
WEST CONTRA COSTA HEALTHCARE				
WEST COUNTY WASTEWATER DIST				

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

JOINT EXERCISE OF POWERS AGENCY

July 13, 2017

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Vice Chair Diane Burgis at 7:30 P.M.

ROLL CALL

PRESENT: Monica Wilson, Alternate for Sean Wright (Antioch), Kevin Romick, Alternate for Doug Hardcastle (Oakley), and Vice Chair Diane Burgis (Contra Costa County)

ABSENT: Robert (Bob) Taylor (Brentwood)

STAFF: Dale Dennis, Program Manager
Kate Andrus, Deputy County Counsel

PUBLIC COMMENT

There were no comments from the public.

The Authority adjourned into closed session at 7:31 P.M.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)(1))

State Route 4 Bypass Authority v. Meridian Professional Center – Brentwood Owners Association, et al.,
Contra Costa County Superior Court Case No. C16-02202

The Authority reconvened into open session at 6:41 P.M. There was nothing to report.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Wilson, the Authority adopted the CONSENT ITEMS, as shown. The motion carried by the following vote:

AYES: Romick, Wilson, Burgis
NOES: None
ABSTAIN: None

ABSENT: Taylor

A. APPROVED minutes of the March 9 and June 8, 2017 meetings (*April and May meetings cancelled*)

DETERMINATION ITEMS

A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the major ongoing effort was the Balfour Road Interchange Project; the work was proceeding and progressing well, and with an anticipated 18-month construction period, should be completed and open to traffic by the fall of 2018.

ADJOURNMENT

Vice Chair Burgis adjourned the State Route 4 Bypass Authority meeting at 7:42 P.M. to the next meeting scheduled for Thursday, August 10, 2017.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



Quarterly Meeting Minutes

10.16.2017	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatmun called meeting to order at 10:01 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central San	
Attendees	Fifty-Three (53) Attendees (Sign-In Sheet Attached)	

Welcome and Introductions

Welcome and introductions took place. The welcome and introductions were short to accommodate the main subject of the meeting.

Approval of July 17, 2017 Meeting Minutes

The minutes were approved.

Committee Reports

Most committee reports were submitted beforehand via email. Boatmun stated that the Nominating Committee would consist of Michael McGill of Central San, Leonard McNeil of the West County Wastewater District, and John Burgh of the Contra Costa Water District. Igor Skaredoff thanked Stan Caldwell, Susan Morgan, and Suzette Crayton for planning and coordinating today's meeting.

Ad Valorem Property Tax Allocation/Re-allocation

Skaredoff provided the introductory remarks.

Christina Lokke of the California Special Districts Association spoke about the History of Property Tax Allocation and questions were fielded.

Interim Fire Chief Brian Helmick of the East Contra Costa Fire Protection District (ECCFPD) provided a PowerPoint Presentation on Effects of Property Tax Allocation. Questions were fielded. He can be contacted at bhelmick@eccfpd.org or 925-584-8468. The presentation is also listed on the website www.ECCFPD.org. The tape of the meeting will eventually be available on the website also.

Hal Bray of East County Voters and Bob Mankin of Discovery Bay, Fire District advocate provided a PowerPoint Presentation on Re-allocation of Property Tax. Questions were fielded.

Skaredoff and Morgan provided final remarks.

The taping of the meeting can be viewed at this link www.csga.net/contra-costa-special-districts-association

Other Local Government Official Updates

None

Meeting was adjourned at 12:15 p.m. and next meeting is January 22, 2018.

JAN 10 2018

announces

OPENING OF THE LISTED PROJECT-BASED VOUCHER (PBV) WAITING LISTS

Tuesday, January 16 at 10 AM through Sunday, January 21, 2018, at 5:00 PM

From 1/16/18 – 1/21/18 pre-applications will be accepted for the following properties ONLY:

1. Tabora Gardens Apartments - 3701 Tabora Dr., Antioch, CA [1 BR Units - Elderly*]
2. Robin Lane Apartments - 1149 Meadow Lane, Concord, CA [1 and 2 BR Family Units]
3. Hana Gardens - 10860 San Pablo Ave, El Cerrito, CA [1BR Units - Elderly]
4. Riviera Apartments - 1515 and 1738 Riviera Street, Walnut Creek, CA [0 - 3 BR Units - Family]

* Elderly = 62 Years old or older

THIS IS NOT FOR THE HOUSING CHOICE VOUCHER WAITING LIST.

Pre-applications can only be submitted on-line at www.contracostahousing.org. Note: There will not be any on-site applications and HACCC office locations will not be distributing pre-applications. ALL PRE-APPLICATIONS MUST BE SUBMITTED ON-LINE.

Completed pre-applications must be submitted by 5:00 pm, Sunday, January 21, 2018. **Incomplete pre-applications or partially completed pre-applications will not be accepted.** *Pre-applications received after the 1/21/18 deadline will not be accepted.*

Eligible families will be referred to units subsidized with Section 8 Project-Based Vouchers from the Housing Authority of the County of Contra Costa in partnership with non-profit housing owners. The housing assistance is only available at the designated properties for families meeting the property restrictions as indicated above. After twelve months of residency, families will be eligible for a Housing Choice Voucher, *subject to availability*.

Persons with disabilities and veterans are encouraged to apply. All requests for Reasonable Accommodation will be considered. Pre-Applications are available in foreign languages. All questions can be directed to (925) 957-7001.

THIS ANNOUNCEMENT ALSO SERVES PUBLIC NOTICE THAT ALL OTHER PBV SITE-BASED WAITING LISTS WILL BE CLOSED EFFECTIVE JANUARY 15, 2018 EXCEPT FOR HOPWA ELIGIBLE APPLICANTS AND HOMELESS REFERRALS FROM THE COORDINATED ENTRY SYSTEM.



Housing Choice Voucher - Assisted Housing Division
2870 Howe Road, Martinez, CA 94553
Phone (925) 957-7001 Fax (925) 957-1280 TDD (925)957-1685
www.contracostahousing.org



TownOfDiscoveryBay CSD
Received

JAN 11 2018

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

Kelli Zenn
Business Operations Manager

January 9, 2018

NOTICE OF INTENT TO RENDER AN ADMINISTRATIVE DECISION

Dear Property Owner:

An application for a non-substantial modification to a Final Development Plan has been submitted to this department and is currently under review. The County Zoning Administrator will render a decision on this application following a public comment period. If you wish to comment or request a public hearing on this matter you must submit a written statement by 4:00 P.M., Friday, January 19, 2018 to:

Department of Conservation and Development
Community Development Division
Attention: John Osborne
30 Muir Road
Martinez, CA 94553

This application is described as follows:

PANTAGES AT DISCOVERY BAY (APPLICANT & OWNER) COUNTY FILE #DP18-3001: The applicant requests approval of a non-substantial modification to Final Development Plan No. DP14-3017 to add a one story, 2800 square foot club house which would be located on Lot 56 of the approved project. The Club House would replace a home that was approved for this Lot. The club house, referred to as the Admiral's Club, would be for Pantages residents only, and would include a small Dining and Seating area, Gym and Outside Deck at rear of building. A location map, site plan and conceptual elevation is attached. The subject is located at the terminus of "A Court". (Zoning: P-1—Planned Unit District; Assessor Parcel Numbers: 011-230-006 & 007)

(over)

Following the public comment period, the Zoning Administrator will (1) schedule a public hearing if one is requested in writing, or (2) consider comments as suggested conditions of approval or as reasons for denying the application.

If you have any questions, please contact me at (925) 674-7793.

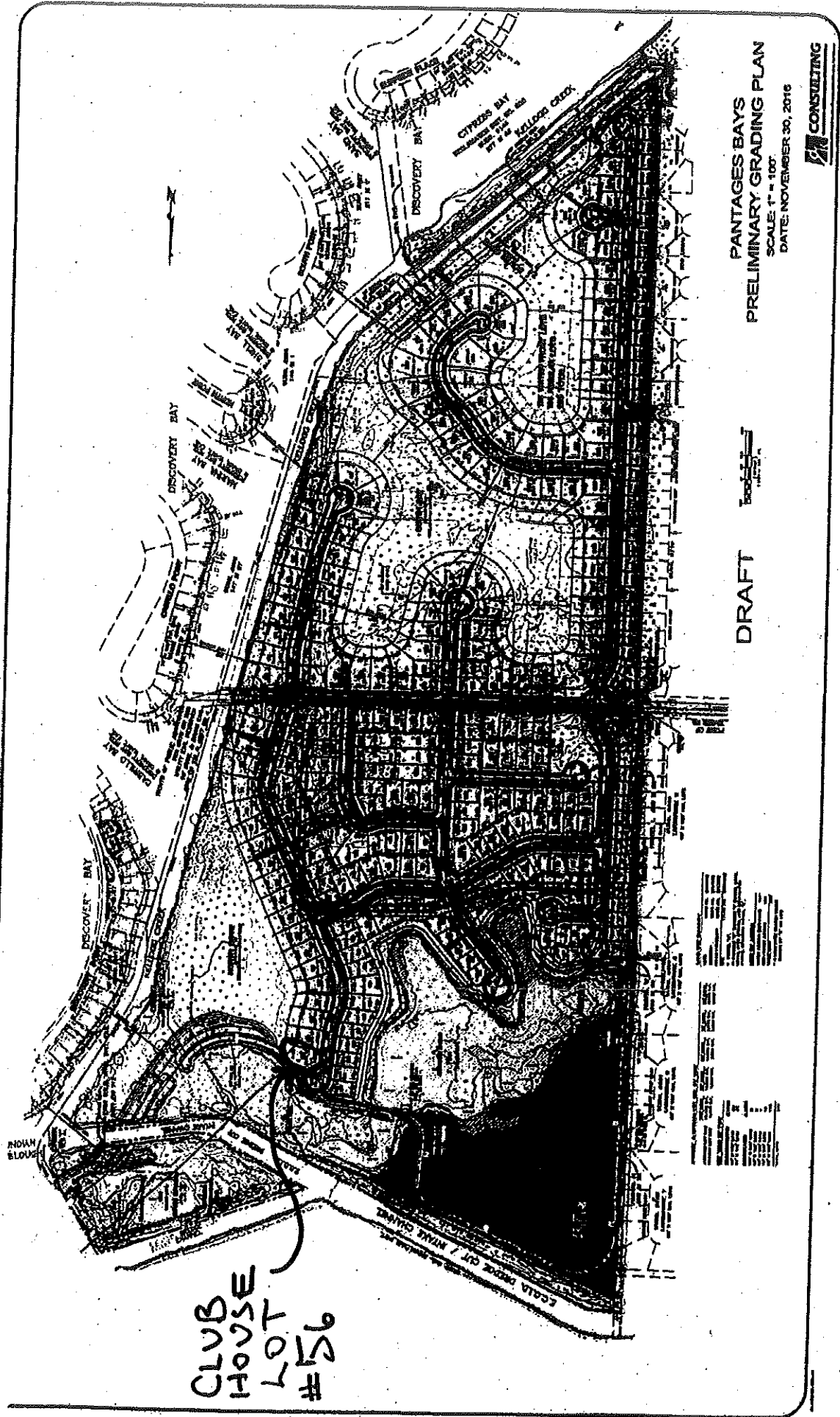
Sincerely,

A handwritten signature in black ink that reads "John Osborne". The signature is written in a cursive style with a large, looped initial "J".

John Osborne
Senior Planner

Attachment: Plans

Approved Pantages Project / Location Map for Club House



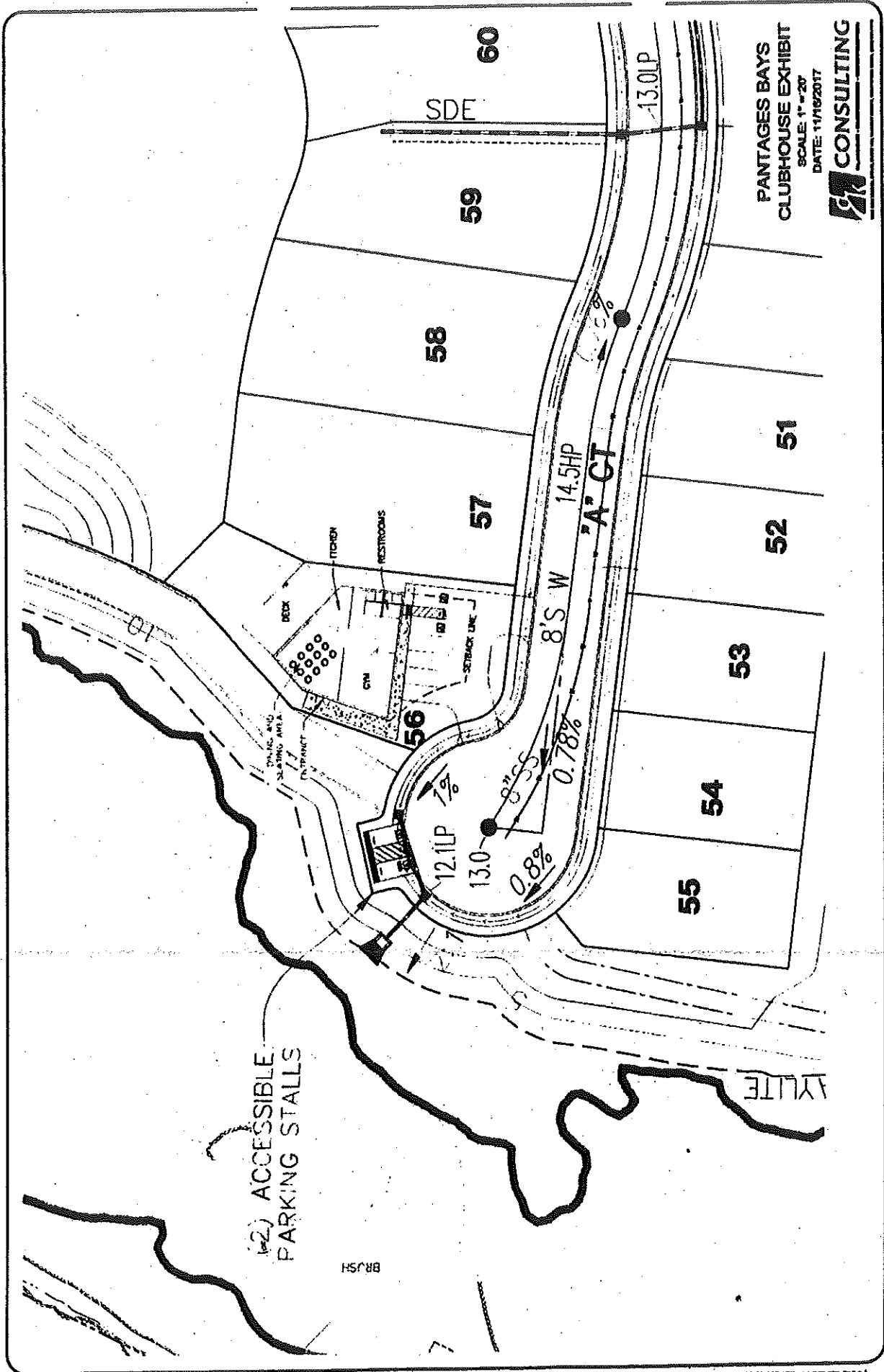
CLUB HOUSE
LOT
#156

PANTAGES BAYS
PRELIMINARY GRADING PLAN
SCALE: 1" = 100'
DATE: NOVEMBER 30, 2016

DRAFT



Site Plan / Floor Plan



Pantages / Proposed Admiral's Club / County File DP18-3001

Proposed One Story, 2800 square foot Club House for Pantages residents only. The Club House would replace a house that was previously approved for the Lot.

The Club House would include a small gym (approx. 800 SF), Dining and Seating area (approx. 630 SF), a small Kitchen area with sink, microwave and refrigerator and an outside Deck area (approx. 980 SF)

The elevation below is a conceptual level design for the front elevation of the Club House. The final design would be subject to the review and approval of the staff of the Department of Conservation and Development.

Conceptual Front Elevation

