



# TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD**  
Wednesday February 16, 2011  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING at 7:00p.m.**

**A. ROLL CALL**

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

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

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

**C. PRESENTATIONS**

**D. CHAIR REPORT AND DIRECTORS' COMMENTS**

**E. CONSENT CALENDAR**

1. Minutes of a Regular Meeting from February 2, 2011
2. District Invoices
3. Application and Adoption of Resolution 2011-03 for an Out-of-Agency Service Agreement – Farnholz
4. Change order to McFadden Construction for Shade Structure at UV Control Platform
5. Measure WW Local Grant Program Project (WW Grant) Application for Cornell Park Playground Replacement

**F. NEW BUSINESS AND ACTION ITEMS**

1. East Contra Costa Fire Protection District Board Representation (AC)
2. Water Meter Installation Status Report
3. Direction to Staff and Letter of Support for Slifer Park Improvement Project (FY 2011-2012)
4. Report on Special District Election to LAFCo

**G. VEOLIA REPORT**

1. Veolia Report for January 2011
2. Veolia Report for 4<sup>th</sup> Quarter 2010

**H. MANAGERS REPORTS**

**I. GENERAL MANAGER REPORT**

**J. DISTRICT LEGAL COUNSEL REPORT**

**K. CORRESPONDENCE-Discussion and Possible Action**

1. R – Contra Costa County Aviation Advisory Committee Minutes for November 9, 2010
2. R – Letter from Supervisor Piepho to Sheriff David O. Livingston regarding the current fund balance for the Discovery Bay P-6 Zones dated February 1, 2011
3. R – Letter from Supervisor Piepho regarding recent correspondence from Sheriff Livingston dated February 2, 2011
4. R – State Route 4 Bypass Authority Minutes for January 13, 2011
5. R – Byron Municipal Advisory Council Meeting Minutes for January 20, 2011
6. R – Letter from LAFCo regarding the Transmittal of Correspondence from Don Flint dated February 3, 2011

**L. PUBLIC RECORD REQUESTS RECEIVED**

Request from William Richardson – Community Center/Still continuing – Dated January 28, 2011

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

Adjourn to next Regular meeting of March 2, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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



# TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday February 2, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 7:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**A. ROLL CALL**

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

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

Resident Don Flint – Made a statement in regards to the article from the Contra Costa Times opposing the “No Cash Policy”

Resident Jeff Barber – Wanted to complement the Board on the previous Workshop held on January 22, 2011 and that the meeting was productive. He suggests that a meeting be held to develop a Vision Statement or a Master Plan.

**C. PRESENTATION**

1. Certificate of Achievement to the Town of Discovery Bay from the California Highway Patrol  
President Graves presented the Certificate to Water and Wastewater Manager Virgil Koehne.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. DEPUTY SHERIFF / MARINE PATROL REPORT - (AC)

Lieutenant Burton – 39 Reports – Pointed out the incidents in the report and explained the Resident Deputy Program.

2. CHP REPORT - (AC)

Officer Godman – Pointed out that the department will have a new schedule that will be ten (10) hour shifts with six (6) shifts a day. The department is going to test the program and see how the changed shift will assist the Community.

3. FIRE DISTRICT REPORT - (AC)

Battalion Chief Burris - Provided the Incident Summary Report and explained the report in detail.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT - (AC) – No Report

President Graves suggested that staff send a letter to Supervisor Piepho's Office that the representation from the Fire District is unsatisfactory.

5. COUNTY'S CODE ENFORCEMENT DEPARTMENT REPORT - (AC) – No Report

6. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT - (AC) – No Report

President Graves – Stated that he received an email from Karyn Cornell with Supervisor Piepho's office and she did not have much to report.

**COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report - (AC)

Duane Steele – Provided details from their last meeting, and also provided information in regards to some land acquisitions. He also provided information on the County initiating a zoning text amendment to be part of the Wind Energy Conservation Systems.

**E. CONSENT CALENDAR**

1. Minutes of previous Regular meeting dated January 19, 2011, and Minutes of previous Special meeting dated January 22, 2011
2. District Invoices
3. District Financials

**Motion made** – by Director Simon to approve the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Establishment of Ad-Hoc Committees**

**General Manager Howard** – This item is on the agenda to form three (3) Ad-Hoc Committees, the Community Center Committee, the Fiscal 2011-2012 Budget Review Committee, and the Communications Committee. Currently, there is a Community Center Committee that needs to be disbanded.

**Motion made** – by Director Simon to disband the standing Community Center Committee and seconded by Director Steele. Motion carried by the following vote: AYES: 5, NOES: 0.

**General Manager Howard** – Stated that the Board should select two (2) Board Members for each of the committees, the Community Center Committee, the Communications Committee, and the Budget Committee.

The discussion continued between the Board and the Public on how to form each of the three (3) Committees.

**Legal Counsel Schroeder** – Stated that the Brown Act identifies what a legislative body is, and when those bodies meet they are required to be in compliance with the Brown Act.

**President Graves** – Stated that when you appoint the public to a Committee then you must be compliant with the Brown Act.

The discussion continued in regards to the formation of the Community Center Committee.

**Legal Counsel Schroeder** – Stated that those members of the community who are involved in the Committees need to be aware of their responsibilities and what the Brown Act requires.

**Legal Counsel Schroeder** – Stated that he would like to frame the motion

“That the Board creates an Ad-Hoc Committee for the Community Center whose purpose is to put together a feasibility study and report back to the Board and that the composition of the Committee be two (2) Board Members and three (3) Members of the Community”

**Motion made** – by Director Tetreault (the above wording stated by Legal Counsel Schroeder) and seconded by Vice-President Dawson

The discussion continued in regards to the Community Center and what skills are needed for the committee.

**Motion carried** by the following vote: AYES: 5, NOES: 0.

**Motion made** – by Vice-President Dawson to have Director Tetreault and Director Steele sit on the Community Center Committee and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

The discussion continued on how the Committee is formed.

**Don Flint** – Asked the question if there are only two (2) Board Members on the committee, can they talk to each other.

**Legal Counsel Schroeder** – The committee is comprised of five (5) members, you currently have two (2) technically you can not have a quorum of them unless there are (3), under the Brown Act. He stated that he had an issue with another client that had a five (5) member board and they had three (3) vacancies and they wanted to meet in order to deal with the issues, technically since there were only two (2) members of the board, a quorum of the board would be both of them, however under the Brown Act, the Brown Act prohibits a meeting, unless there is a quorum of the legislative body, which meant three (3) and thus they could do nothing.

**General Manager Howard** – Suggested that we determine what the process will be and that we send out a notice to the community inviting them to participate in the process and gather the qualifications of those individuals and then bring back to the Board the qualified individuals.

**Legal Counsel Schroeder** – Stated that what can be done is create the Ad-Hoc Committee with only two (2) Board Members and their initial task is and come back with a recommendation of expanding the Committee with adding three (3) members of the public and who they should be. Legal Counsel Schroeder states to redo the motion for the Community Center with the Amendment reducing the number from five (5) to two (2) and will be comprised of the two (2) Board Members which you have identified.

**Amendment to the Motion** – by Director Tetreault to redo the motion for the Community Center with the Amendment reducing the number from five (5) to two (2) and will be comprised of the two (2) Board Members which you have identified and then expanding the Committee with adding three (3) members of the public and who they should be and seconded by Director Simon. The motions carried by the following vote: AYES: 5, NOES: 0.

**Vice-President Dawson** – The Definition of the Ad-Hoc Communications Committee should study the Communications techniques and explore education opportunities and bring back to the Board ideas to improve communications between the District and the citizens and ways to educate the public on the District.

**Motion made** – by Director Tetreault to establish a Communications Committee comprised of a two (2) Member Ad-Hoc Committee with the first task of looking to expand to a total of five (5) and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

**President Graves** – Recommends that Director Steele and President Graves be on the Communications Committee.

**Motion made** – by Director Simon for Director Steele and President Graves be the two (2) Board Members on the Communications Committee and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

**President Graves** – Entertains a motion that the Ad- Hoc Budget Committee work with Staff to establish the Budget for the upcoming fiscal year of 2011-2012 and make a recommendation back to the Board.

**Motion made** – by Director Steele (the above wording by President Graves) and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

**Motion made** – by Director Tetreault to establish a Budget Committee comprised of a two (2) Member Ad-Hoc Committee with the first task of looking to expand to a total of five (5) and seconded by Director Simon Motion carried by the following vote: AYES: 4, NOES: 1 – Vice-President Dawson

**President Graves** – Recommends appointing Director Tetreault and Director Simon to the Budget Committee

**Motion made** – by Director Steele to appoint Director Tetreault and Director Simon to be on the Budget Committee and seconded by President Graves. Motion carried by the following vote: AYES: 5, NOES: 0.

## **2. Town of Discovery Bay Fiscal Year 2010-11 Operating and Capital Budget Mid Year Summary Report**

**General Manager Howard** – Explained that the next item is a mid-year 2010-2011 Operating and Capital Budget. Our current times are tight; however, he is pleased that the Budget will reach the revenue and our expenditure projections. There will need to be some modifications that he will be bringing back to the Board at a later date. General Manager Howard explained in detail the projective revenues and expenditures. He also detailed out the utility usage, along with the Chemical usage.

## **3. Discovery Bay Work Experience Project/Internship Program**

**General Manager Howard** – This is a follow up to an earlier request from Vice-President Dawson; the establishment of an internship Program with the District. With the work and input from Vice-President Dawson, they have put together a job description along with a draft of an Internship Policy.

There was discussion and comments from the Board and Public in regards to the internship Program.

**Motion made** – by Vice-President Dawson to approve the Discovery Bay Work Experience Project/Internship Program Policy and Job Description and seconded by Director Simon.

**Amendment to the Motion** – by Vice-President Dawson to evaluate the program after six (6) months and seconded by Director Simon. The motion carried by the following vote: AYES: 5, NOES: 0.

## **G. COMMITTEE/LIAISON REPORTS**

1. **Trans-Plan Report - (AC)** – President Graves had Duane Steele provide his report in the beginning of the meeting.

2. **County Planning Commission Report - (AC)** – No Report

3. **Code Enforcement Report - (AC)** – No Report

4. **Special Districts Report\*\* - (AC)** - No Report

*\*\*These meetings are held Quarterly*

## **H. CHAIR REPORT AND DIRECTORS' COMMENTS**

**President Graves** – Stated that he, General Manager Howard, Director Steele, and members of the public, attended the Delta Preservation Council Meeting in Stockton on Tuesday, January 25, 2011, and he gave details of the meeting. President Graves provided a report.

**Director Simon** – The Community Services Board of Directors represented the residents of Discovery Bay at the State of the Town Dinner Awards Ceremony, and all Directors were present. The awards that were handed out were for the Teacher of the Year, Business of the Year, President's Award, and Citizen of the Year. The President's Award was given to Virgil Koehne.

Director Simon provided a report.

**Director Tetreault** – Attended the P6 Committee meeting on January 24, 2011 and the highlight is the new budget to fund the School Resource Officer, SRO for the School District. Director Tetreault provided a report.

He also attended a Wastewater Master Plan Meeting which was very informative and they are striving for a draft plan to be out within March.

**Director Steele** – The Lion's Club met last night and they have many activities coming up. He also attended the Chamber Board of Directors Meeting and they are working towards bringing more businesses out to Discovery Bay.

**I. GENERAL MANAGER'S REPORT**

The lights at the front Entrance will be coming down the second Sunday in March.

**J. LEGAL COUNSEL REPORT**

None

**K. CORRESPONDENCE – Discussion and Possible Action**

1. S – Letter to the Contra Costa County Department of Conservation and Development Community Development Division regarding County File Number DP10-3036 dated January 20, 2011
2. R – Board of Supervisors County of Contra Costa Public Hearing for the Determination of Property Tax Administrative Cost Recovery for 2010-2011
3. R – Letter from Discovery Bay Elementary regarding the Competitive Speech Program received on January 27, 2011
4. R – Letter from Supervisor Piepho regarding the Board Order from the January 18, 2011 Board of Supervisors Meeting dated January 25, 2011
5. R – Letter from Supervisor Piepho regarding the Board Orders from the January 11, 2011 Board of Supervisors Meeting dated January 25, 2011
6. R – Letter from Supervisor Piepho regarding the Vasco Road Improvements Project (Phase II) dated January 24, 2011

**L. PUBLIC RECORD REQUESTS RECEIVED**

Request from William Richardson – CSD Defamation of Citizens Submitting Public Records Requests – Dated January 21, 2011

**M. FUTURE AGENDA ITEMS**

Discuss the AC Duties  
Fire District Representative

**N. ADJOURNMENT**

The meeting was adjourned at 9:29pm to the next regular meeting on February 16, 2011 at 1800 Willow Lake Rd. located in back of Delta Community Presbyterian Church.

cmc – 02.08.11




# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

February 16, 2011

Prepared By: Liz Hardy, Accounts Assistant  
Submitted By: Rick Howard, General Manager 

### Agenda Title

District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$271,905.58

**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

Town of Discovery Bay CSD Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #9 Operating Budget and Capital Budgets

AGENDA ITEM: E-2

Request for authorization to pay invoices  
 For the Meeting on February 16, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/10 - 6/11

Acct Code				
1	7002	Express Employment	Inv# 99237975-0 dtd 2/26/11, Payroll for Temp Services	\$849.02
2	7002	Express Employment	Inv# 99257678-5 dtd 2/02/11, Payroll for Temp Services	<u>\$654.62</u>
			<b>Sub-Total</b>	<b>\$1,703.64</b>
3	7002	Frank Cramer	dtd 1/28/11 Exp Report for mileage for 11-1/31/11	<b>\$136.17</b>
4	7002	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Feb 1-15 for 2.20.11 Check	\$350.00
	7003	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Feb 1-15 for 2.20.11 Check	<u>\$590.22</u>
			<b>Sub-Total</b>	<b>\$940.22</b>
5	7003	SDRMA	Inv# 0007327-IN, dtd 01/07/11 Medical Benefits for March 2011	<b>\$2,634.87</b>
6	7010	Herwitt Engineering	Inv# 11-01, dtd 2/08/11 Prof services for DB Comm Serv District Job# 2000-02 & 2002-12	\$3,500.00
	0910-007	Herwitt Engineering	Inv# 11-01, dtd 2/08/11 Prof services for DB Comm Serv District Job# 2000-02 & 2002-12	<u>\$1,890.00</u>
			<b>Sub-Total</b>	<b>\$5,390.00</b>
7	7010	Stantec Consulting Services	Inv# 466106, dtd 2/03/11 DISC10-001 - Discovery Bay WWTP Master Plan	<b>\$11,465.50</b>
8	7010	Telstar Instruments Inc.	Inv# 65139, dtd 1/31/11 Services performed on radio system	<b>\$3,760.00</b>
9	7011	Veolia Water North America	Inv# 802, dtd 2/01/11 Operation Contract for month of Feb 2011	\$83,362.21
	7012	Veolia Water North America	Inv# 802, dtd 2/01/11 Prevention & Correction Fund for month of Feb 2011	<u>\$3,560.42</u>
			<b>Sub-Total</b>	<b>\$86,922.63</b>
10	7012	Veolia Water North America	Inv# 451, dtd 1/20/11 Discovery Bay R & M Overage for Dec 2010	<b>\$5,072.49</b>
11	7300	American Retrofit Systems	Inv# 47, dtd 2/08/11 Install and program new ATV 61 for Newport WP Jockey P2.	\$850.00
12	7630	American Retrofit Systems	Inv# 49, dtd 2/08/11 Check camera system for WWTP 1 & 2	\$200.00
13	7690	American Retrofit Systems	Inv# 48, dtd 2/08/11 Wire 2 fuel pumps on trailer	<u>\$150.00</u>
			<b>Sub-Total</b>	<b>\$1,200.00</b>
14		<u>Ace Hardware Account # 808 Period Ending 12/31/10</u>		
	7300	General Repairs Water / Sewer		<b>\$21.40</b>
15		<u>Capital One Account - Remainder of Statement for Dec 15 - Jan 14, 2011</u>		
	7300	General Repairs Water / Sewer		\$1,047.85
	7430	Office Supplies		\$118.00
	7680	Office Furnishings		\$68.51
	7685	Tools		\$377.58
	7690	Maint /Fuel		\$203.31
	7950	Miscellaneous		\$29.76
	7952	Misc. - Zones Reimbursables		<u>\$100.05</u>
			<b>Sub-Total</b>	<b>\$1,945.06</b>
16	7300	J.W. Backhoe & Const	Inv# 1467, dtd 1/26/11 Fog seal applied to spot on Beach Cl. Fire hydrant repaired Regatta Way	<b>\$2,096.80</b>
17	7300-P	Kirby's Pump & Mechanical Inc.	Inv# 2420, dtd 01/26/11 Station F-pull pump ck well 5A install and materials	\$5,675.62
18	1011-13	Kirby's Pump & Mechanical Inc.	Inv# 2430, dtd 01/31/11 Well4A - pull and inspect pump	<u>\$10,335.00</u>
			<b>Sub-Total</b>	<b>\$16,010.62</b>
19	7300	Lakeside Equip Corp	Inv# 11-1065, dtd 1/27/11 Expansion and non-expansion bearings	<b>\$5,517.13</b>
20	7300	NYK Logistics & Megacarrier	Inv# 6842975-1, dtd 1/25/11 Datamatics Fireflys	<b>\$252.00</b>
21	7300	Roto-Rooter	Inv# A-1739-11, dtd 1/31/11 TV'D 8" sewer line at 2835 Cherry Hills Dr	<b>\$300.00</b>
22	7330	Basic Chemical Solutions	Inv# SI5832091, dtd 1/26/11 Chemicals for 1800 Willow Lake Drive	\$1,207.64
23	7330	Basic Chemical Solutions	Inv# SI5832092, dtd 1/26/11 Chemicals for 1800 Newport Drive	<u>\$1,185.97</u>
			<b>Sub-Total</b>	<b>\$2,393.61</b>
24	7430	Office Depot	Inv# 547916139001, dtd 1/11/11 Office Supplies	\$11.37
25	7430	Office Depot	Inv# 549252886001, dtd 1/21/11 Office Supplies	\$17.37
26	7430	Office Depot	Inv# 550155564001, dtd 1/28/11 Office Supplies	\$42.23
27	7430	Office Depot	Inv# 550157120001, dtd 1/01/11 Office Supplies	\$21.29
28	7430	Office Depot	Inv# 550545626001, dtd 2/01/11 Office Supplies	\$13.69
29	7430	Office Depot	Inv# 551057565001, dtd 2/04/11 Office Supplies	\$48.76
30	7430	Office Depot	Inv# 550545763001, dtd 2/01/11 Office Supplies	\$163.70
31	7952	Office Depot	Inv# 550545763001, dtd 2/01/11 Office Supplies***	<u>\$49.64</u>
			<b>Sub-Total</b>	<b>\$368.05</b>
		***To be Reimbursed by Zone # 61		



32	7410	Ricoh Americas Corp Inv# 411465017, dtd 02/01/11 Copier Maint for Jan	\$284.34
33	7430	UPS Inv# 000012X417051, dtd 1/29/11 Package sent to Steven Engineering return for Virg large metal piece	\$12.98
34	7520	Verizon Wireless Inv# 0936747619, dtd 12/26/10 Monthly usage charges for Nov 27 - Dec 26	\$443.84
35	7520	Verizon Wireless Inv# 0945617003, dtd 1/26/11 Monthly usage charges for Dec 27 - Jan 26	<u>\$408.54</u>
		<b>Sub-Total</b>	<b>\$852.38</b>
36	7550	AT&T Inv# 925-513-8682 198 8, dtd 1/26/11 Monthly service - Jan 26 thru Feb 25 Scada phoneline	\$106.64
37	7630	Brut Force Janitorial Inv# 102 dtd 01/31/11 Cleaning of Office, main & DB Blvd, for January 31 - Feb 14, 2011	\$110.00
38	7720	Chris Steele Expenses for Meetings, dtd 2/04/11 Jan 2011	\$400.00
39	7720	Mark Simon Expenses for Meetings, dtd 2/04/11 Jan 2011	\$400.00
40	7720	Ray Tetreault Expenses for Meetings, dtd 2/02/11 Jan 2011	\$500.00
41	7952	County Clerk CCC Dtd 1/24/11 Cornell Park, playground replacement	\$50.00
42	7952	CCC Dept of Conservation & Development For permit Development plan app for Regatta BB Court*** ***To be Reimbursed by Zone # 61	\$2,977.00
43	7952	My Bark Co, Inc. Inv# 3946, dtd 2/3/11 Mahogany Plus	\$2,086.95
44	7952	Odyssey Landscape Co, Inc. Inv# 36035341, dtd 1/20/11 Monthly contract*** ***To be Reimbursed for Zones #'s 35, 57, and 61	\$7,130.00
		<b>TODB TOTAL...</b>	<b>\$163,040.48</b>
		<u>Caselle Utility Account</u>	
1	7950	Refund of Overpayment Acct# 1-011-500-063-0.01	\$50.58
		<b>TOTAL</b>	<b>\$163,091.06</b>

Acct. #	2009/2010 Budget	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	25.00%	33.33%	41.67%	50.00%	58.33%	75.00%	Pending Approval 02/16/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7001	\$103,719	\$103,719	102%	\$130,000	\$1,661	\$3,596	\$4,276	\$2,906	\$4,338	\$55,384	\$2,130	\$66,099	\$66,099	51%
7002	\$221,000	\$398,578	178%	\$270,000	\$1,661	\$3,596	\$4,276	\$2,906	\$4,338	\$221,401	\$2,130	\$285,013	\$285,013	106%
7003	\$50,000	\$0	0%	\$50,000										0%
7005	\$60,000	\$67,417	112%	\$60,000										0%
7010	\$130,000	\$104,787	81%	\$80,000	\$4,524	\$8,502	\$8,502	\$8,502	\$8,196	\$4,655	\$3,225	\$6,790	\$6,790	13%
7011	\$1,020,000	\$1,079,476	106%	\$210,000	\$1,439	\$8,392	\$5,568	\$21,436	\$33,368	\$5,885	\$18,726	\$36,498	\$36,498	48%
7012	\$48,000	\$101,819	212%	\$117,000	\$83,362	\$83,362	\$10,266	\$166,724	\$166,724	\$166,724	\$83,362	\$583,535	\$583,535	50%
7013	\$82,000	\$0	0%	\$80,000	\$3,560		\$7,121		\$7,120	\$7,121	\$8,633	\$40,349	\$40,349	50%
7014	\$82,000	\$0	0%	\$80,000								\$0	\$0	0%
7015	\$24,000	\$0	0%	\$24,000								\$0	\$0	0%
7120	\$19,000	\$21,025	111%	\$35,000			\$7,000	\$1,800	\$20,550			\$23,390	\$23,390	67%
7137	\$300,000	\$328,208	109%	\$300,000	\$108	\$3,480	\$39,376	\$28,748	\$17,607	\$13,890	\$10,085	\$244,081	\$244,081	81%
7190	\$300,000	\$371,784	124%	\$325,000	\$9,894	\$39,233	\$32,386	\$27,763	\$33,051	\$29,828	\$5,676	\$228,664	\$228,664	71%
7210	\$10,000	\$13,367	134%	\$5,000	\$160							\$368	\$368	8%
7220	\$500	\$0	0%	\$12,000								\$0	\$0	0%
7230	\$500	\$28,073	465%	\$500	\$1,098	\$1,786	\$327	\$4,141	\$1,100	\$237		\$0	\$0	0%
7250	\$6,000	\$29,233	487%	\$6,000	\$575			\$6,829				\$6,023	\$6,023	38%
7285	\$30,000	\$29,233	97%	\$50,000								\$29,111	\$29,111	58%
7290	\$3,500	\$1,716	49%	\$2,500								\$0	\$0	0%
7300	\$300,000	\$554,147	185%	\$350,000	\$99,966	\$39,043	\$32,737	\$41,035	\$90,302	\$17,359	\$10,085	\$19,979	\$19,979	79%
7310	\$15,000	\$0	0%	\$15,000	\$1,448	\$550	\$5,041	\$6,109		\$1,358	\$5,676	\$42,314	\$42,314	28%
7320	\$15,000	\$4,698	31%	\$3,000	\$105	\$168	\$425					\$0	\$0	0%
7330	\$5,000	\$97,797	196%	\$65,000	\$8,688	\$12,701	\$4,483	\$8,498	\$4,154		\$2,364	\$688	\$688	23%
7400	\$5,000	\$4,697	94%	\$4,500	\$157	\$440						\$57,919	\$57,919	89%
7420	\$7,000	\$17,497	250%	\$8,000	\$288	\$1,720	\$821	\$907	\$1,630	\$785	\$284	\$6,539	\$6,539	35%
7500	\$7,000	\$17,497	250%	\$8,000	\$124	\$451	\$986	\$922	\$713	\$316	\$449	\$4,062	\$4,062	28%
7510	\$3,000	\$29,109	970%	\$1,000	\$160	\$479	\$346	\$1,121	\$1,554			\$3,723	\$3,723	37%
7520	\$3,000	\$4,849	162%	\$4,500	\$460	\$651	\$370	\$1,046	\$188		\$852	\$3,430	\$3,430	76%
7530	\$2,500	\$6,371	255%	\$4,000	\$380	\$1,154	\$441		\$1,138		\$107	\$3,269	\$3,269	82%
7630	\$10,000	\$23,632	236%	\$15,000	\$196	\$136	\$4,265	\$592	\$8,020	\$513		\$14,430	\$14,430	96%
7655	\$5,000	\$21,877	438%	\$10,000	\$2,141	\$6	\$6	\$419	\$105		\$310	\$2,852	\$2,852	29%
7670	\$5,000	\$30,036	601%	\$8,000	\$30	\$631	\$50		\$120		\$80	\$2,646	\$2,646	33%
7685	\$1,000	\$1,456	146%	\$1,000	\$232						\$69	\$328	\$328	33%
7690	\$3,000	\$6,193	206%	\$3,500	\$38	\$1,027	\$2,999	\$102	\$78	\$216	\$378	\$5,139	\$5,139	147%
7700	\$18,000	\$25,323	141%	\$19,000	\$293	\$9,097	\$1,835	\$384	\$2,176	\$715	\$353	\$20,304	\$20,304	107%
7720	\$36,000	\$25,038	70%	\$36,000	\$2,266	\$1,400	\$1,318	\$1,109	\$2,151	\$1,145	\$1,300	\$12,689	\$12,689	35%
7730	\$1,000	\$312	31%	\$600	\$72	\$24	\$24	\$6,822				\$6,846	\$6,846	1141%
7950	\$1,000	\$161,203	16120%	\$12,000	\$72	\$5,622	\$127	\$196	\$810	\$305	\$80	\$7,512	\$7,512	63%
7952	\$1,000	\$0	0%	\$10,000	\$77	\$30			\$9,183		\$80	\$9,290	\$9,290	93%
7955	\$1,000	\$0	0%	\$100,000	\$1,254	\$10,275	\$12,204	\$359	\$2,793	\$6,628	\$12,354	\$47,510	\$47,510	48%
7100	\$0	\$0	0%	\$0								\$0	\$0	0%
7115	\$60,000	\$102,503	171%	\$48,000								\$0	\$0	0%
7120	\$60,000	\$102,503	171%	\$6,000								\$0	\$0	0%
7800	\$3,000	\$5,153	172%	\$5,500								\$0	\$0	0%
7810-3810	\$600	\$0	0%	\$700								\$4,640	\$4,640	84%
7815-2315	\$0	\$0	0%	\$0								\$0	\$0	0%
7820	\$0	\$0	0%	\$2,500								\$0	\$0	0%
7825	\$5,000	\$21,180	424%	\$6,000			\$655	\$6,392		\$789	\$12,354	\$47,510	\$47,510	48%
CREDITS	\$5,000	\$21,180	424%	\$6,000			\$655	\$6,392		\$789	\$12,354	\$47,510	\$47,510	48%
Reimbursements to Town of DB	\$91,100	\$91,100	100%	\$91,100								\$0	\$0	0%
TOTAL	\$2,919,100	\$3,711,273	127%	\$3,697,800	\$223,695	\$213,352	\$170,310	\$169,823	\$429,657	\$528,350	\$150,866	\$2,343,613	\$2,343,613	63%

Miscellaneous Adjustments:	
Amount	Description
\$5,545.00	S/B in #7952
\$168.44	S/B in #7952
\$4,408.00	S/B in #071-017
\$11,331.42	S/B in #7300

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Pending Approval 02/16/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
						\$23,895.08	S/B in #7300P									
						\$650.00	S/B in #0809-002									
						\$225.00	S/B in #7930									
						\$95.00	remove - pg 727710									
						\$177.99	S/B in #7300									
						\$4,010.67	S/B in #7300P									
						\$731.00	S/B \$716.00									
						\$731.00	S/B \$150.00									
						\$9,944.00	S/B \$8,452.00									
						\$1,444.52	S/B in #7300P									
						\$550.00	S/B in #7300P									
						\$4,040.70	S/B in #7300P									
						\$1,000.00	S/B in #7300P									
						\$3,028.68	S/B in #7300P									
						\$3,080.55	S/B in #7300P									

Acct. #	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Nov 10 IM-T-D Exp.	Dec 10 IM-T-D Exp.	Jan 11 IM-T-D Exp.	Feb 11 IM-T-D Exp.	Mar 11 IM-T-D Exp.	Plan to Approve 02/16/11	2010/2011 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD
<b>TOWN of DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011</b> Approved at 6/16/10 Meeting													
SEWER													
0910-004	Rehab Manholes	\$0	0%	\$15,000				\$9,177				\$24,070	160%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000				\$16,810				\$175,550	#DIV/0!
0910-006	Replace Sewer Main	\$0	0%							\$1,890		\$306,717	#DIV/0!
0910-007	UV System	\$457,297	114%	\$200,000	\$134,389	\$41,078	\$4,719						0%
0910-008	Salinity Protect	\$0	0%										0%
0910-009	Pumps / Motors Replacement	\$35,470	71%	\$85,000								\$10,102	13%
0910-010	Wetlands	\$8,304	1%	\$22,000								\$0	0%
1011-001	By-Pass Pipeline	\$0		\$500		\$4,513						\$0	0%
1011-002	Replace PLC's	\$0		\$20,000								\$0	0%
1011-003	Bio-Solids Pumps (2) Wet Well	\$0		\$22,000								\$0	0%
1011-004	Rehab Lift Station W			\$12,000								\$500	1%
1011-005	Bypass Valve Lift Station S			\$125,000								\$0	0%
1011-006	Metal Cover for UV Area			\$25,000								\$0	0%
1011-007	Clarifier Cleaning Devices			\$15,000								\$0	0%
1011-008	Paving for Bio-Solids Area			\$80,000			\$9,750	\$1,625				\$53,983	67%
1011-009	New Moles (2)			\$25,000								\$0	0%
1011-010	Road Crossing Ramps			\$25,000								\$0	0%
	<b>Sewer Sub Total</b>	\$581,375	36%	\$769,000	\$134,389	\$45,591	\$14,469	\$27,612	\$0	\$1,890	\$0	\$570,922	74%
WATER													
0809-002	Well #6 Design & Drill Test Hole	\$475,615						\$3,202				\$31,829	0%
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000	\$837	\$9,689	\$10,173					\$0	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000								\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%	\$500,000								\$21,360	4%
0910-014	Water Meter Program	\$63,079	13%	(\$500,000)	\$268							\$0	0%
	Water Meter Program: Reimbursements			\$40,000								\$45,769	114%
1011-011	Filter Media Replacement			\$30,000				\$16,300				\$0	0%
1011-012	Stabilize Around Willow Lake			\$50,000						\$10,395		\$0	0%
1011-013	Rehab Wells			\$20,000								\$0	0%
1011-014	Replace Water Mains			\$20,000								\$0	0%
1011-015	Water Meter Trailer			\$148,000	\$1,205	\$9,689	\$39,642	\$19,502	\$0	\$10,395	\$0	\$98,958	67%
	<b>Water Sub Total</b>	\$555,237	106%	\$148,000	\$1,205	\$9,689	\$39,642	\$19,502	\$0	\$10,395	\$0	\$98,958	67%
OTHER													
1011-016	Pickup Truck (1)			\$20,000								\$0	0%
1011-017	K-Rail for Bulk Material			\$15,000								\$4,408	29%
1011-018	Portable Message Units			\$30,000								\$0	0%
1011-019	GPS Tracking Device			\$12,000								\$0	0%
1011-020	Replace Fence Near Marina			\$15,000								\$0	0%
1011-021	New Chairs for Board Room			\$6,000								\$0	0%
	<b>Other Sub Total</b>	\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	4%
0102-00	Pipeline Replace Reserve	\$0										\$0	#DIV/0!
CREDITS	Reimbursement to Town of DB	\$0										\$0	#DIV/0!
	<b>Total CIP Budget</b>	\$1,143,864	71%	\$1,015,000	\$136,094	\$55,280	\$54,110	\$47,114	\$0	\$12,225	\$0	\$674,287	#DIV/0!

Acct #	Amount	Description
7300	\$4,408.00	S/B in #1011-017
0809-002	\$38,032.20	removed - paid on 7/28/10

Request for authorization to pay invoices  
 For the Meeting on February 16, 2011  
 Town of Discovery Bay, D.Bay L&L Park #8  
 For Fiscal Year's 7/10 - 6/11

**Acct Code**

1	2100	Office Depot	Inv# 547916139001, dtd 1/11/11	Office supplies	\$49.48
2	2100	Office Depot	Inv# 550545763001, dtd 02/01/11	Office supplies	\$72.51
3	2100	Office Depot	Inv# 550545766001, dtd 02/03/11	Office supplies - hard drive	<u>\$151.41</u>
				<b>Sub-Total</b>	<b>\$273.40</b>
4	2120	Discovery Bay Disposal	Acct# 17-0001966, dtd 2/01/11	COM 2 Yd Bin	<b>\$239.00</b>
5		<u>Capital One Account - Period Ending 2/10/11</u>			
	2130	Small Tools & Instruments			\$51.27
	2200	Memberships			\$40.00
	2272	Gasoline / Fuel for Buildings			\$299.54
	2282	Grounds Maintenance			<u>\$50.02</u>
				<b>Sub-Total</b>	<b>\$440.83</b>
6	2130	Watersavers Irrig Inc.	Inv# 11028289, dtd 2/07/11	leather drive glove	\$7.06
7	2282	Watersavers Irrig Inc.	Inv# 11027734, dtd 2/07/11	Front entrance tank assembly kit	<u>\$612.93</u>
				<b>Sub-Total</b>	<b>\$619.99</b>
8	2170	ProPet Distributors, Inc.	Inv# 78117, dtd 2/8/11	DogiPot Liner trash bags, 50 ct	\$209.92
9	2271	Brentwood Tire Company	Inv# 20951, dtd 1/27/11	Mount tires for landscape dump trailer	\$341.46
10	2281	JaniKing	Inv# OAK02110253, dtd 02/01/11	Monthly contract billing amt for Feb	\$350.00
11	2282	Breneman Inc.	Inv# 505, dtd 2/8/11	Grade dirt for Cornell Park	<b>\$3,200.00</b>
12	2282	ValleyCrest	Inv# 3694371, dtd 2/3/11	Re-establishment of missing irrig rotors	\$445.75
13	2282	ValleyCrest	Inv# 3694372, dtd 2/3/11	Misc irrigation repairs at Hwy 4	<u>\$395.00</u>
				<b>Sub-Total</b>	<b>\$840.75</b>
14	2310	TODB	Inv# 2622, dtd 2/1/11	Reimb for Payroll charges from Aug 2010	<b>\$4,402.10</b>
15	4829	Green Valley Landscape	Inv# 812, dtd 1/27/11	DB Blvd / Sand Pt Rd Landscape Improvements	\$9,220.95
16	4829	Green Valley Landscape	Inv# 820, dtd 2/1/11	DB Blvd / Sand Pt Rd. Remove 14 additional trees	<u>\$5,541.30</u>
				<b>Sub-Total</b>	<b>\$14,762.25</b>
17	4834	TF Construction	Dtd 1/28/11	Replacement of restroom partitions at two locations in DB -final pymnt	\$814.50
18	4956	Big W Sales	Inv# 0407316-IN, dtd 1/31/11	Repair of a spray tank	<u>\$2,600.06</u>
				<b>TOTAL</b>	<b>\$29,094.26</b>



County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	41.87% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	58.33% Jan 11 Month to Date Expenses	66.67% Feb 11 Month to Date Expenses	75.00% Mar 11 Month to Date Expenses	Approve 2/16/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500		\$665	\$3,294				\$3,959	53%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500							\$0	0%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000	\$3,080	\$7,627		\$616			\$11,323	10%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0		\$34	\$924	\$11		\$14,762	\$51,334	#DIV/0!
	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0		\$0							\$0	#DIV/0!
4834	Cornell Park - Discovery Bay	\$233,100	\$9,314	4%	\$350,000		\$468					\$39,440	11%
4953	Vehicle Purchase	\$3,000	\$0	0%	\$7,500						\$815	\$0	0%
4956	Tools & Sundry Equipment	\$1,000	\$26	3%	\$0							\$17,493	#DIV/0!
	<b>Total</b>	<b>\$251,100</b>	<b>\$14,182</b>	<b>6%</b>	<b>\$484,500</b>	<b>\$3,080</b>	<b>\$8,793</b>	<b>\$4,217</b>	<b>\$627</b>	<b>\$0</b>	<b>\$18,177</b>	<b>\$123,549</b>	<b>26%</b>

\*\*\* DB L&L Zone #8 Misc. Projects (1)

- 1 Willow Lake Rd \$120,000
  - 2 Discovery Bay Blvd. (East) \$230,000
- \$350,000

Request for authorization to pay invoices  
 For the Meeting on February 16, 2011  
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1		<u>Capital One Account - Period Ending 2/10/11</u>	
	2100	Office Expenses	\$25.04
	2130	Small Tools & Instruments	\$25.64
	2272	Gasoline / Fuel for Equipment	\$147.28
	4265	Various Improvements	<u>\$933.78</u>
		<b>Sub-Total</b>	<b>\$1,131.74</b>
2	2170	ProPet Distributors, Inc. Inv# 78117, dtd 2/8/11 DogiPot liner trash bags 50 ct	\$46.08
3	2282	Odyssey Landscape Co, Inc. Inv# 36035341, dtd 1/20/11 Monthly contract	\$2,725.00
4	2310	TODB Inv# 2623, dtd 2/1/11 Reimb of payroll charges from Aug 2010	\$1,963.94
5	4265	Breneman Inc. Inv# 507, dtd 2/9/11 Ravenswood Park Splashpad	\$70,843.50
6	4546	Bruce Jett Assoc Inv# 15715, dtd 2/7/11 Permit Drawings Ravenswood Solar lights	<u>\$3,010.00</u>
		<b>TOTAL</b>	<b>\$79,720.26</b>



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

County Acct#	Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	50.00% Dec 10 Month Expenses to Date	58.33% Jan 10 Month Expenses to Date	66.67% Feb 10 Month Expenses to Date	75.00% Mar 10 Month Expenses to Date	Planned to Pay 2/16/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	80	54%	\$150	\$117	\$60			\$25		\$354	236%
2102	Books, Periodicals & Subscriptions	\$50	120	240%	\$50	\$24						\$24	49%
2103	Postage	\$50	10,432	20865%	\$50	\$44	\$21					\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	194	194%	\$650							\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	103	2%	\$12,500	\$581	\$600	\$566				\$10,432	83%
2130	Small Tools & Instruments	\$100	193	193%	\$100	\$17				\$26		\$184	194%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	253	253%	\$500							\$103	21%
2170	Household Items	\$0	581	#DIV/0!	\$700					\$46		\$193	28%
2190	Public Notices	\$50	38	76%	\$150							\$253	169%
2200	Memberships	\$50	0	0%	\$165							\$40	24%
2250	Rent & Lease of Equipment	\$500	0	0%								\$0	
2251	Computer Software		0	#DIV/0!	\$500							\$0	
2270	Maintenance of Equipment	\$200	108	54%	\$200							\$0	0%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$300							\$80	40%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500	\$79						\$87	29%
2282	Grounds Maintenance	\$54,000	32,593	60%	\$48,540	\$3,220	\$2,920	\$150		\$147		\$636	127%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%				\$187		\$2,725		\$20,848	43%
2303	Other Travel Employee Expenses		46	#DIV/0!	\$250							\$0	
2310	Professional Services	\$5,000	2,890	58%	\$2,000							\$0	0%
2310	Staff Payroll	\$13,000	356	3%	\$25,500					\$1,964		\$3,792	190%
2360	Insurance	\$5,000	0	0%	\$1,850		\$315					\$1,189	5%
2470	Road/Construction Materials (Street Signs)		0	#DIV/0!								\$450	27%
2479	Other Special Expenses		1,248	#DIV/0!	\$500			\$10				\$0	
2490	Miscellaneous Services & Supplies		0	#DIV/0!	\$300							\$343	69%
3530	Taxes & Assessments	\$1,000	0	0%	\$500							\$0	0%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	0	0%								\$0	0%
Misc.	Reserves		0	#DIV/0!								\$0	
	Total Expenses	\$85,150	49,366	58%	\$95,955	\$4,081	\$3,917	\$913	\$0	\$4,933		\$39,260	41%

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

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

For 2007/08 there is no planned Capital Improvement  
Plans  
Miscellaneous Adjustments:

County Acct#	Account Description	2010/2011 Budget	50.00%	58.33%	66.67%	75.00%	Planned to Pay 2/16/2011	2010/2011	2010/2011	2010/2011 % of Budget YTD
			Dec 10 Month to Date Expenses	Jan 10 Month to Date Expenses	Feb 10 Month to Date Expenses	Mar 10 Month to Date Expenses		2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	
4226	Various Park	\$0								
4265	Various Improvements	\$87,865					\$71,777			
4546	Structure & Walkway Repairs	\$11,000		\$14	\$235		\$3,010		3,684	4%
4789	Playground Equipment	\$0							18,662	170%
4956	Tools & Sundry Equipment	\$0							0	
	Total	\$98,865	\$0	\$14	\$235	\$0	\$74,787	\$0	22,346	23%



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

February 16, 2011

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

### Agenda Title

Application and Adoption of Resolution 2011-03 for an Out-of-Agency Service Agreement - Farnholz

### Recommended Action

Adopt Resolution 2011-03 to the Contra Costa Local Agency Formation Commission for the Provision of Out-of-Agency Service to the Farnholz property located at 14021 Highway 4, Byron California

### Executive Summary

This application is a request by the owner of real property located at 14021 Highway 4, Byron, California (APN 011-200-038) for an Out-of-Agency Agreement to obtain water and wastewater services from the Town of Discovery Bay CSD to service their property. The parcel in question is located on the south side of Highway 4, approximately ½ mile west of Bixler Road.

The parcel owner contacted the District through an application process with the Contra Costa Local Agency Formation Commission. The onsite septic system is failing and it is necessary to connect to a sewage treatment system. Discovery Bay is the closest system.

There is precedence in this area, as the District has entered into an Out-of-Agency Service Agreement in the past.

All associated costs will be borne by the property owner.

### Fiscal Impact:

Amount Requested \$N/A

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

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

### Previous Relevant Board Actions for This Item

N/A

### Attachments

Resolution 2011-03  
Out-of-Agency Service Agreement  
Site Map

AGENDA ITEM: E-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-03**

**RESOLUTION OF APPLICATION OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT TO THE CONTRA COSTA  
LOCAL AGENCY FORMATION COMMISSION FOR THE PROVISION OF  
OUT OF AGENCY SERVICES TO THE FARNHOLZ PROPERTY**

WHEREAS, the Town of Discovery Bay Community Services District desires to provide out of agency services to the Farnholz property because of a failing septic system;

NOW, THEREFORE, the Town of Discovery Bay Community Services District does hereby resolve and order as follows:

1. This proposal is made, and it is requested that proceedings be taken, pursuant to the out of agency services provisions of the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, found in Section 56133 of the California Government Code.

2. This proposal is to provide out of agency services consisting of water and wastewater services to property owned by Wayne & Anita Farnholz located at 14021 Highway 4, Byron, California 94514, identified as Assessor's Parcel Number 011-200-038.

3. A map of the affected territory is set forth in Exhibit A, attached hereto and by reference incorporated herein.

4. It is desired that the proposal be subject to the following terms and conditions:

4.1. The landowner shall enter into a contract with the District.

4.2. The landowner shall be subject to all the rules, regulations and ordinances of the District.

5. The reason for the proposal is that the septic system on the subject property is failing.

6. The proposal is not consistent with the Sphere of Influence of the District. The District is requesting permission to provide out of agency services beyond its Sphere because of a threat to the public health of the residents of the affected property due to a failing septic system.

7. The proposal is exempt from the California Environmental Quality Act as a Class 1 Exemption because the proposal is to provide water and wastewater services to existing structures without an expansion in use.

PASSED, APPROVED AND ADOPTED THIS 16<sup>TH</sup> DAY OF FEBRUARY, 2011.

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J. Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 16, 2011 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Richard J. Howard  
Board Secretary

# CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

## Application for Out-of-Agency Service Agreement

(Attach additional sheets as necessary)

1. City or District      Town of Discovery Bay Community Services District
2. Affected Property - Location/size/parcel number:  
14021 Highway 4, Byron, CA 94514/APN# 011-200-038
3. Provide a vicinity map showing the property, city or district boundary and sphere line and existing and proposed relevant infrastructure.  
  
See Exhibit "A" Attached-Vicinity Map(s)
4. Property Owners – Name, address and telephone:  
Wayne & Anita Farnholz, 954 Country Lane, Walnut Creek, CA 94596

### Complete all relevant questions

5. What is the existing use of the site? Be specific.  
Single family home
6. If a change in use is proposed, provide a description of the change.  
No change in use
7. Is the property within the service agency's sphere of influence? NO
8. What types of services are to be provided under contract?  
Water & wastewater services
9. Discuss the justification for the service agreement. Septic system is failing Is this an emergency health and safety situation? Why is annexation not possible at this time? Cost issue
10. Is annexation of the territory anticipated at some future time? No  
If yes, when? If no, why not? Cost factor

**Application for Out-of-Agency Service Agreement - Page two**

11. Describe in detail how services will be extended to the property:

A. Describe needed improvements and distance for connections.

For Water:

a) The customer can either connect their new water service directly to an existing 1-1/2 service main under an existing approved "Out-of-Agency Service Agreement" (14051 Highway 4, Byron, Ca ) which is right next door to this parcel.

b) Or they can have their own separate water service, which they would have to bore under Highway 4 and one sound wall to tap into an existing 8-inch water main, which belongs to the District.

The District would recommend option "a". Note a 5-foot wide by xx-feet long water service easement would need to be obtained from the existing neighbor's parcel and dedicated to the District to make this option viable.

For Wastewater:

a) The customer can connect their sewer lateral into an existing rather small pump station located on their next door neighbor's front yard, again approved by an "Out-of-Agency Service Agreement" (Bowman) which was installed under Highway 4.

b) Or they (parcel owner) can upgrade the existing pump station to a larger one.

c) Or this (parcel owner) could install a new small packaged pump station in their front yard and obtain a 5-foot wide by xx-feet long easement and install a "wye" connection to an existing 2-inch wide sewer discharge line located in their neighbor's yard, which is going under Highway 4.

d) Or the (parcel owner) could have a new separate 2-inch sewer discharge line installed under Highway 4 and one sound wall and tie-in to an existing sewer manhole.

The District would recommend option "c" and that both parcel owners (existing and new) share any future maintenance cost associated with maintaining the existing 2-inch PVC sewer discharge line, running under Highway 4.

B. What are the improvement costs and other start up costs?

All cost associated with what has been out-lined above would have to be borne by the new parcel owner.

- C. How will services be financed – Identify both capital and ongoing operations costs? To be financed by parcel owner
12. What environmental review has been conducted? None have been done at this time. It would depend on which option the new parcel owner would select to work with or chose. If exempt, please provide a copy of the agency's Notice of Exemption.
13. Attach a copy of the proposed services and pre-annexation agreement(s), and any staff reports or supporting documentation related to this application.  
See Exhibit "B" Attached – Letter from Contra Costa Health Services

Who should be contacted if there are questions about this application?

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Virgil Koehne	1800 Willow Lake Rd	925-634-1131

Signature \_\_\_\_\_

Date \_\_\_\_\_

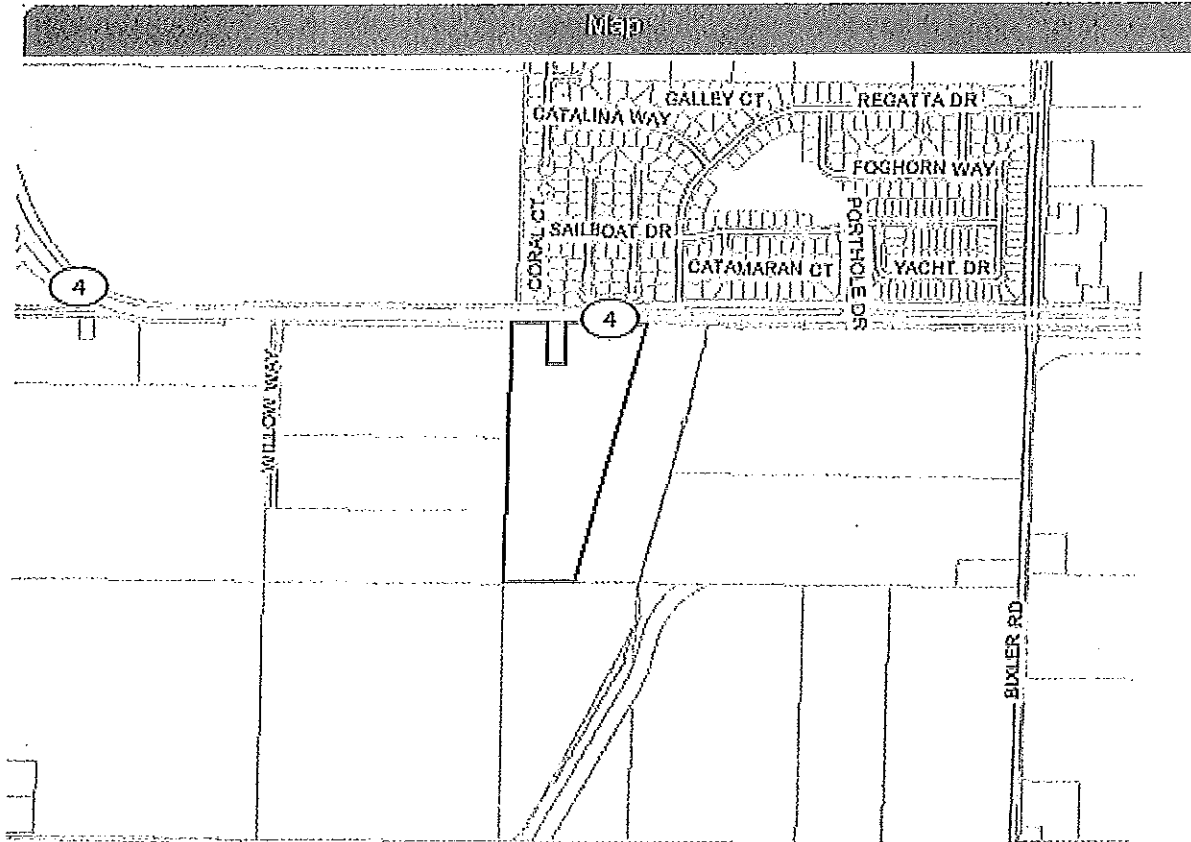




# Contra Costa County

*California*

Mapping Information Center



WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR  
SHERMAN L. QUINLAN, REHS, MPH  
ENVIRONMENTAL HEALTH DIRECTOR



CONTRA COSTA  
ENVIRONMENTAL HEALTH

2120 Diamond Blvd., Suite 200  
Concord, California 94520  
Ph (925) 692-2500  
Fax (925) 692-2502  
www.cocoeh.org

**CERTIFIED MAIL**

July 23, 2010

Wayne C. and Anita Farnholtz  
954 Country Ln  
Walnut Creek, CA 94596-6143

RE: Improperly functioning sewage disposal system at 14021 State Highway 4, Byron  
Assessor's Parcel Number: 011-200-038

Dear Mr. & Mrs. Farnholtz:

Inspection of the above-referenced property on July 22, 2010, revealed an improperly functioning sewage disposal system. (standing wastewater in excavation next to septic tank). This is a violation of Contra Costa County Ordinance Code, Section 420-6.303, the California Health and Safety Code Section 5411 and the Uniform Plumbing Code Sections 301 and 319. In accordance with the provisions of Contra Costa County Ordinance Code, Section 420-6.311 you, as owner of the property, are required to abate the condition immediately.

Due to the immediate health hazard and public nuisance created by this condition, you must attend to this matter in an expeditious manner. Contra Costa County Ordinance Code, Section 420-6.1002 requires that any person or firm engaged in the cleaning of septic tanks shall have a valid Public Health License to Operate issued by the Health Officer. In the event that septic system repairs or replacement is necessary to abate the above-described violation, obtain a septic system repair permit from Contra Costa Environmental Health prior to the commencement of any work.

Your prompt attention to the matter is required to avoid further enforcement action.

If you have any question, please contact me at 925-692-2562, weekdays between 7:30 a.m. and 9:00 a.m.

Sincerely,

Salvador M. Ruiz, REHS  
Environmental Health Specialist II

cc: Byron Sanitary District, 7995 Bruns Rd, Byron, CA 94514  
Contra Costa County Building Department  
Paul Chahin, Stephens Property Management, 1330 N. Broadway, Suite C, Walnut Creek, CA 94595

SR:ac





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

February 16, 2011

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

### Agenda Title

Change order to McFadden Construction for Shade Structure at UV Control Platform

### Recommended Action

Approve Change Order to McFadden Construction in the amount not to exceed \$24,000 for the UV Controller Area Shade Structure at Wastewater Treatment Plant #2

### Executive Summary

When the new Trojan 3000 Plus system was installed, new stainless steel controller/electrical box's were also installed, allowing the operator of the UV system to make changes and to review the overall UV systems functions. These new controllers/electrical boxes are uncovered and subject to the elements (rain, wind, etc). Prolonged exposure can cause long term degradation of the equipment.

McFadden Construction is the contractor for the construction of the Trojan UV 3000 Plus system. Staff has solicited bids from other contractors. Mc Fadden was the lowest responsible bidder. McFadden Construction is on site and in a position to mobilize quickly, providing a beneficial opportunity to the District.

It has been the desire of the District to have a "Shade Cover" installed over this area for a number of years. The equipment that will be covered is very technical and valuable, and operational operability of that system is critical.

### Fiscal Impact:

Amount Requested \$ 24,000

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

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

### Previous Relevant Board Actions for This Item

Contract with McFadden Construction

### Attachments

Change Order, Picture of UV Controller Area

AGENDA ITEM: E-4

**McFADDEN  
CONSTRUCTION, INC.**

License #617672

---

7207 MURRAY DRIVE, STOCKTON, CA 95210  
(209) 478-7407 FAX (209) 478-1516 email: mcfconst@aol.com

January 31, 2011

TO: Town of Discovery Bay  
ATTN: Frank Cramer  
Fax: 925-513-2705

Re: Town of Discovery Bay, Discovery Bay Sewage Treatment Plant – UV Systems  
Modifications  
**PCO # 11 – Provide and install shade structure**

Mr. Frank Kramer:

The following is our proposal to provide an 18' x 14' shade structure with a 12' eave height. Three sides to have wall panels. No vents, gutters or downspouts have been included. Engineered drawings for the structure are included. Owner to engineer footings and secure all permits. Electrical / Lighting to be by others. No concrete removal or installation included at this time.

This cost is as follows:

Shade Structure Material	\$ 13,049.00
Erection of Structure	\$ 9,635.00
Bond	\$ 226.84
<b>Total Costs</b>	<b>\$ 22,910.84</b>

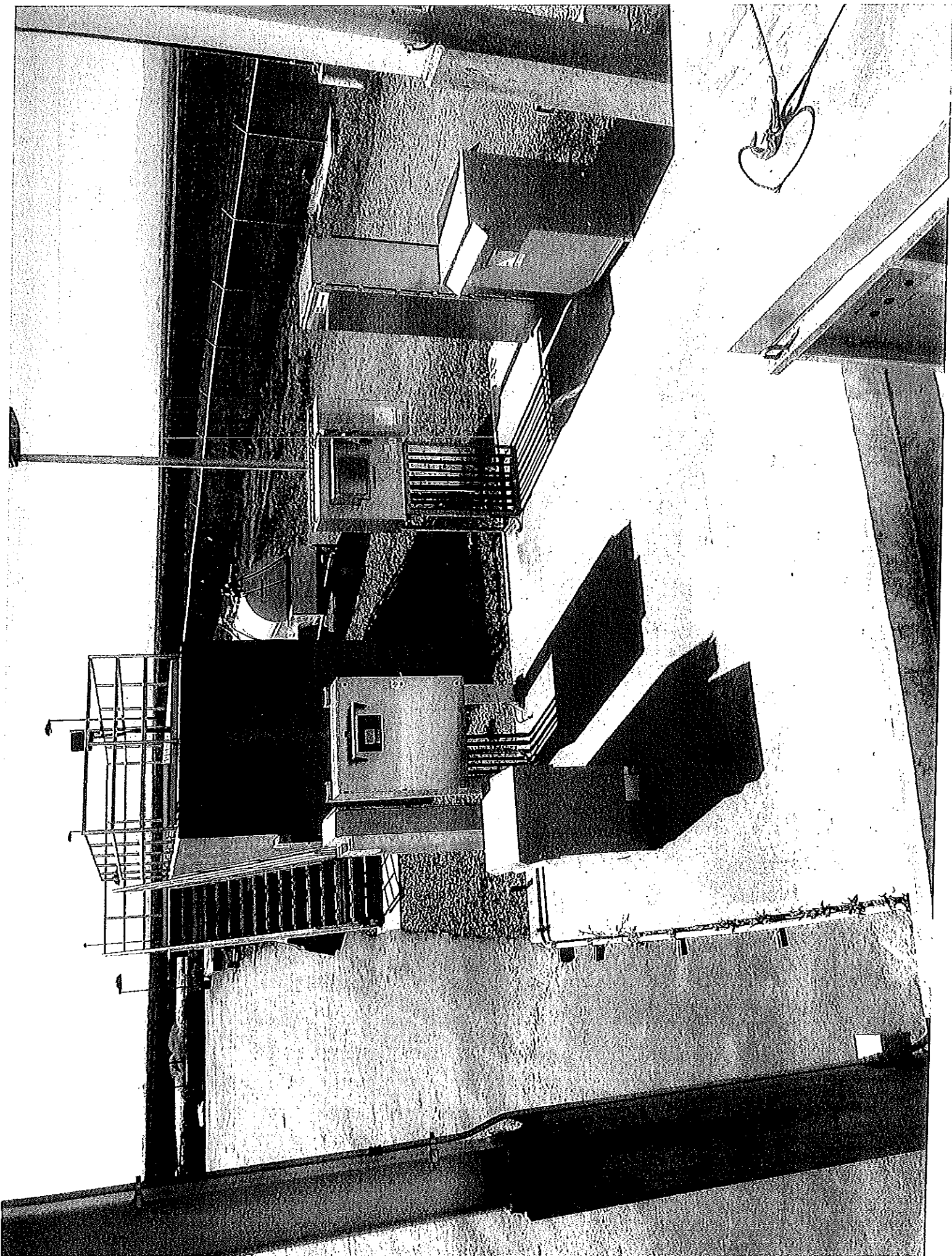
NOTE: This Cost Proposal does not include extended overhead. McFadden Construction, Inc. reserves its rights to assess the cumulative impacts of this change at a later date, if necessary.

COST PROPOSED ONLY TO ASPECTS OF CHANGE ORDER SCOPE OF WORK AND MATERIAL KNOWN TO McFADDEN CONSTRUCTION AT THE TIME OF SUBMISSION.

If there are any further questions, please feel free to contact our office.

Respectfully,  
McFadden Construction, Inc.

Dustin Ketterling  
Project Engineer





# Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

February 16, 2011

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

## Agenda Title

Measure WW Local Grant Program Project (WW Grant) Application for Cornell Park Playground Replacement

## Recommended Action

Approve and authorize Staff to complete, execute and file the WW Grant Project Application and supporting documents for the Cornell Park Playground Replacement project for an amount not to exceed \$111,648.69.

## Executive Summary

The Town of Discovery Bay CSD Board previously approved a budget of \$115,000 for the removal and replacement of the play structures at Cornell Park with the 2010-2011 Discovery Bay Light & Landscaping Zone 8 budget. During the January 22, 2011 Board Workshop, it was discussed that upgrades being considered for this project (i.e., rubberized safety surfacing, hand painted tile seat wall) would significantly increase the total required funds for completion. Staff has compiled a complete budget estimate for the project and there is an approximate \$112,000 anticipated shortfall.

In June of 2010, the Town of Discovery Bay CSD entered into a Master Agreement with East Bay Regional Park District which outlined funding available to Discovery Bay and identified procedures on application for grant funds. The \$580,453.00 available to the Town of Discovery Bay CSD may be used for acquisition or development of neighborhood, community, and regional parks and recreation lands and facilities. The Cornell Park Playground Replacement project fits into these parameters.

Staff requests Board approval to complete, execute and file an application (and supporting documents) for WW Grant funds on the Cornell Park Playground Replacement project, not to exceed \$111,648.69. Application information and supporting documentation will be based upon the attached Budget Estimate and Project Application Form. The deadline to submit a project application to East Bay Regional Park District (EBPRD) is March 31, 2011. Board members should note that the Town of Discovery Bay CSD will have to pay all costs up front associated with the project. Applications for reimbursement can be submitted with required documentation after initial payments have been made and the EBPRD has approved the Project Application.

## Fiscal Impact:

Amount Requested - \$112,000 (To be reimbursed by WW Grant with Project Approval)  
Sufficient Budgeted Funds Available?: YES  
Zone: 8      Category: Capital      Fund: 4834

## Previous Relevant Board Actions for This Item

Approval of Resolution 2010-02 (Approval to enter into Contract with East Bay Regional Parks District for Measure WW Grant funds) March 03, 2010  
Approval of Master Contract with East Bay Regional Park District on Measure WW Park Bond - June 02, 2010  
Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 -- June 16, 2010  
Approval of Contract Award for Cornell Park Playground Removal -- October 6, 2010  
Approved filing of the Notice of Exemption for Cornell Park Playground Replacement (CEQA) -- January 19, 2011

## Attachments

Measure WW Local Grant Program -- Draft Project Application  
Cornell Park Playground Replacement, Final Budget Estimate dated February 10, 2011

AGENDA ITEM: E-5

**East Bay Regional Park District  
MEASURE WW LOCAL GRANT PROGRAM**

Applications Accepted February and March each year.

**PROJECT APPLICATION**

<b>PROJECT NAME</b> Cornell Park Playground Replacement	<b>AMOUNT OF GRANT REQUESTED</b> \$111,648.69
	<b>Estimated TOTAL PROJECT COST</b> (Grant and other funds) \$226,648.69
<b>GRANT APPLICANT (Agency and Address)</b> Town of Discovery Bay CSD 1800 Willow Lake Road Discovery Bay, CA 94505	<b>PROJECT ADDRESS</b> Cornell Park 505 Discovery Bay Blvd Discovery Bay, CA 94505
	<b>Expected Date of Completion:</b> 10/1/2011

Grant Applicant's Representative Authorized in Resolution

Rick Howard / General Manager	<a href="mailto:rhoward@todb.ca.gov">rhoward@todb.ca.gov</a>	(925) 634.1131
Name / Title	E-mail Address	Phone

Person with grant administration responsibility for Project (if different from authorized representative)

Fairin Perez / Landscape Manager	<a href="mailto:fperez@todb.ca.gov">fperez@todb.ca.gov</a>	(925) 634.1733
Name / Title	E-mail Address	Phone

Scope of Work:

Removal and replacement of playground equipment. Complete project design includes minor redesign of existing hardscape, installation of new play equipment, site furnishings, concrete seat wall and poured in place rubber safety surfacing.

<p>For Dev. Projects Land Tenure – _____ Acres</p> <p>_____ Acres owned in fee simple by Grant Applicant</p> <p>_____ Acres available under an permanent easement.</p> <p>_____ Acres available under a lease</p> <p>Other (explain) _____</p>	<p>For Acquisition Projects:</p> <p>_____ Acres to be acquired in fee simple. (Provide purchase agreement and</p> <p>_____ Acres to be acquired under public access easement. (Provide copy of</p> <p>Other (explain) _____</p>
--	---

I certify that the information contained in this Project application is accurate and I further certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, park district and recreation plan, of the applicable city or county general plan, park district and recreation plan, or appropriate recreation planning document.

Application Submitted by	Title
Date	



Prepared by Fairin Perez  
 Landscape Manager  
 Date: February 10, 2011

**Cornell Park - Playground Replacement  
 2011 Landscape Improvement Project  
 Final Budget Estimate**

**Design Package**

Item	Description	Qty	UoM	Unit Cost	Total
1	Landscape Design Fee - Preliminary Survey	1	Ea	\$ 3,800.00	\$ 3,800.00
2	Landscape Design Fee - Construction Documents	1	Ea	\$ 7,350.00	\$ 7,350.00
3	Landscape Design Fee - On Site Meetings	1	Ea	\$ 840.00	\$ 840.00
4	Landscape Design Fee - Civil	1	Ea	\$ 4,300.00	\$ 4,300.00
5	Construction Administration	1	Ea	\$ 1,375.00	\$ 1,375.00
6	Estimate Reimbursable Expenses	1	Allow	\$ 750.00	\$ 750.00
<b>Total</b>					<b>\$ 18,415.00</b>

**Site Work**

Item	Description	Qty	UoM	Unit Cost	Total
1	Play Structural Removal & Disposal	1	Ea	\$ 6,630.00	\$ 6,630.00
2	Site Demolition (Softscape - Clear & Grub)	800	SF	\$ 0.25	\$ 200.00
3	Site Demolition (Softscape - Wood Fiber Removal)	3300	SF	\$ 0.45	\$ 1,485.00
4	Site Demolition (Hardscape - Removal of Concrete Curb)	200	LF	\$ 2.00	\$ 400.00
5	Site Demolition (Hardscape - Removal of Concrete Sidewalk)	1030	SF	\$ 1.75	\$ 1,802.50
6	Drainage	1	LS	\$ 9,000.00	\$ 9,000.00
7	Earthwork - Fine Grading	3700	SF	\$ 0.50	\$ 1,850.00
8	Concrete (Pedestrian Paving, Standard)	970	SF	\$ 7.50	\$ 7,275.00
9	Concrete (Curb @ Play Area)	250	LF	\$ 15.00	\$ 3,750.00
10	Concrete Seat Wall	85	LF	\$ 250.00	\$ 21,250.00
11	Surfacing - Poured In Place Rubber	3735	SF	\$ 12.00	\$ 44,820.00
12	Landscape Repairs (Irrigation & Sod)	1	LS	\$ 2,750.00	\$ 2,750.00
<b>Total</b>					<b>\$ 101,212.50</b>

**Site Amenities**

Item	Description	Qty	UoM	Unit Cost	Total
1	Lunar Burst (Landscape Structures)	1	Ea	\$ 17,037.00	\$ 17,037.00
4	Standard 5-12 Safety Sign (Landscape Structures)	1	Ea	\$ 1,200.00	\$ 1,200.00
5	Sensory Play Center (Bongo/Xylofun Combos)	1	EA	\$ 4,625.00	\$ 4,625.00
6	Structure - Playland Inc.	1	Ea	\$ 32,796.00	\$ 32,796.00
8	Garbage Can (Dumor 124-31PL, w/ Tax & Freight)	1	Ea	\$ 1,580.00	\$ 1,580.00
9	Freight (Play Equipment)	1	Allow	\$ 6,000.00	\$ 6,000.00
10	Installation	1	Allow	\$ 18,600.00	\$ 18,600.00
<b>Total</b>					<b>\$ 81,838.00</b>

Estimated Project Total	(\$201,465.50)
Reserve (12.5%)	(\$25,183.19)
Final Estimate	(\$226,648.69)

Funding Sources	
2010-2011 Capital Improvement Budget (Zone 8)	\$ 115,000.00
WW Grant Funds*	\$ 111,648.69

\*Will be first funded from Zone 8, then reimbursed once project is approved.





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

February 16, 2011

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

**Agenda Title**

East Contra Costa Fire Protection District Board Representation

**Recommended Action**

As necessary

**Executive Summary**

The East Contra Costa Fire Protection District (ECCFPD) is comprised of nine (9) board members representing the cities of Brentwood and Oakley and the unincorporated communities of Bethel Island, Discovery Bay, Knightsen, Byron, Marsh Creek, and Morgan Territory.

One (1) of the members of the ECCFPD Board, Chris Finetti, is one (1) of two (2) at-large members serving on the Board. Mr. Finetti is also a local Discovery Bay resident.

In light of recent ECCFPD Board actions, the Town of Discovery Bay CSD Board of Directors, at their meeting of February 2, 2011 indicated a desire to discuss the matter of local representation on the ECCFPD Board. This provides that opportunity.

**Fiscal Impact:**

Amount Requested \$

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

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

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

N/A

AGENDA ITEM: F-1



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

February 16, 2011

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

### Agenda Title

Water Meter Installation Status Report

### Recommended Action

It is recommended that the Board of Directors direct staff to prepare an implementation schedule to ensure water meter installation at all property connections that are not presently installed prior to 2020; and, to return to the Board with a complete and detailed work program no later than September 30, 2011.

### Executive Summary

The Town of Discovery Bay CSD oversees water connections and provides consumable drinking water to over 5,500 residential and commercial properties. Of those, approximately 1,900, or 35% are currently metered and receiving monthly water bills. The remaining 3,600 properties must have water meters installed prior to January 1, 2025.

When Discovery Bay was initially built, water meters did not exist and water rates were included as a component of the overall residential and commercial property tax bill. That method of collection continues today for the 3,600 connections that are not metered.

The California Public Utilities Code mandates that all new connections be equipped with water meters and that any existing connection that is not metered be done so prior to 2025. The process of installing water meters to the approximately 3,600 parcels will be a time consuming process that will require coordination and community outreach. It is anticipated that this will be a multi-year process as the remaining properties would be completed in phases.

As a consequence, it is recommended that the Board direct staff to identify an implementation schedule to ensure that water meters are installed at all property connections that are not presently installed prior to 2020. This time frame ensures that the work will be completed and that the District will be in compliance with state law.

### Fiscal Impact:

Amount Requested \$None at this time

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

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

### Previous Relevant Board Actions for This Item

N/A

### Attachments

N/A

AGENDA ITEM: F-2



# Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

February 16, 2011

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

## Agenda Title

Direction to Staff and Letter of Support for Slifer Park Improvement Project (FY 2011-2012)

## Recommended Action

Direct Staff to work in conjunction with the Contra Costa County Special Districts Department to initiate planning and approval process for the Slifer Park Improvement Project, and authorize Board President to execute and forward letter of support to the CCC Special Districts Department on behalf of the Town of Discovery Bay Community Services District.

## Executive Summary

During the January 22, 2011 Town of Discovery Bay CSD Board Workshop, discussions were held to initiate support for an improvement project at Slifer Park which would possibly include the addition of two (2) shade structures, two (2) pickle ball courts and a public restroom. Residents and Board members shared their support and/or concerns for the project and Staff was directed to bring back a finalized project plan and budget for consideration.

Staff has since completed an Operating and Capital Expense draft budget for the Contra Costa County Landscape & Lighting Zone 61, which encompasses the Slifer Park area. This budget was submitted to the Special Districts Department with a Capital Improvement fund request of \$300,000 (see attached Zone 61 Draft Budget, 2011-2012). At this time, due to the possibility of lengthy planning phases and construction costs, Staff recommends excluding the public restroom from the originally presented scope. The possibility of designing and constructing the pickle ball courts for future redevelopment (i.e., Tennis Court) should the current intended use lose popularity, is also being supported in part by the newly presented project budget. Although base plan construction would still move forward as the originally proposed pickle ball courts, the fencing would be upgraded to 12' and shade areas relocated during design to allow for the future expansion of the court surfacing. The estimated final budget for the pickle ball courts and shade structures is \$235,254.38, below the Capital Improvement budget request.

Slifer Park is owned directly by Contra Costa County; however, under an agreement with the County, the Town of Discovery Bay CSD maintains and contracts any operating functions of this zone. Town Staff is currently working on an agreement which would authorize the Town of Discovery Bay CSD to approve, construct and contract for Capital Improvement projects in addition to its current responsibilities. This agreement is not anticipated to be completed prior to the possible start of the Slifer Park Improvement Project.

Staff requests the Town of Discovery Bay CSD Board to authorize its President to execute and forward the attached letter of support (including any discussed modifications) for the Slifer Park Improvement Project to the Contra Costa County Special Districts Department (CCCSD), and direct to Staff to initiate planning and approval processes with CCCSD.

## Fiscal Impact:

N/A – County owned Zone. Total funding (\$235,254.38) will be supported by the 2011-2012 CCC Lighting & Landscape Zone 61 Capital Improvement budget.

## Previous Relevant Board Actions for This Item

None.

## Attachments

Draft Operating & Expense Budget FY 2011-2012 (CCC, Landscape & Lighting Zone 61)  
Slifer Park Improvement Project, Final Budget Estimate dated February 10, 2011  
Draft Letter of Support, Slifer Park Improvement Project

AGENDA ITEM: F-3

Zone 61

	Work Orders	FY 2010-11 as of 1/12/11	6 month projections	FY 2011-12 Prop. Budget
Fund Balance as of June 30		\$ 643,016		\$ 863,459
<b>Revenues:</b>				
Taxes and Assessments (9895)		367,650	367,650	367,650
Interfund Rev.-Gov/Gov (9851)				
Earnings on Investment (9181)		883	883	
Total Revenue Available:		1,011,549	1,011,549	1,231,109
<b>Expenditures:</b>				
Office Expense (2100)		-	150	300
Utilities-Water & Electricity (2120)	WO5583	15,373	32,500	35,000
Publications & Legal Notices (2190)				
Other Special Departmental (2250)		-		
Grounds Maintenance- (out of house, contractor) (2282)	WO5583			51,360
Professional Services (Non-County Staff) (2310)	WO5557	9,771	\$ 30,265.00	35,000
Professional Services (Maint. Contractor) (2310)			\$ 40,000.00	
Professional Services (Materials/Repairs) (2310)			\$ 37,100.00	39,500
Professional Services (Vehicle Reimbursements) (2310)			\$ 8,000.00	8,500
Interest on Notes & Warrants (3520)				
Tax & Assessment Fees (3530)				
Interfund Exp- (County Counsel) (3611)		42		
General Services Occupancy Cost (3619)				
Grounds Maintenance-(In house) (3620)	WO5583	75	75	
Professional Services (County Staff) (5011)	WO5557/5409	(2,766)		
Playground Inspection (5011)				
Vandalism/ Incidentals (Task L99)	WO5576	-		
<b>Capital Improvement Projects &amp; Reserves:</b>				
Capital Improvement Projects (Slifer Park)				300,000
Capital Replacement Projects				
Operating Reserves (50% of Revenue)				
Total Expenditures:		22,495	148,090	469,660
Balance Forward to Ensuing Year		989,054	863,459	761,449



Prepared By: Fairin Perez  
 Landscape Manager  
 Date: February 10, 2011

**Slifer Park**  
**2011 Landscape Improvement Project**  
**Budget Estimate**

<b>Design Package</b>					
<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	<u>Unit Cost</u>	<u>Total</u>
1	Landscape Design Fee - Preliminary Plans	1	LS	\$ 4,300.00	\$ 4,300.00
2	Construction Documents <i>(Layout Plan, Details, Grading Plan, Cost Estimate, Specifications, etc.)</i>	1	LS	\$ 12,500.00	\$ 12,500.00
3	Engineering - Structural Calculations	1	LS	\$ 5,000.00	\$ 5,000.00
4	Estimate Reimbursable Expenses	1	Allow	\$ 2,180.00	\$ 2,180.00
<b>Total</b>					<b>\$ 23,980.00</b>

<b>Project Administration</b>					
<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	<u>Unit Cost</u>	<u>Total</u>
1	CEQA Review & Filing	1	Allow	\$ 500.00	\$ 500.00
2	Contra Costa County Building Permits	1	Allow	\$ 3,500.00	\$ 3,500.00
3	Public Notices - Bid Announcement	1	Allow	\$ 300.00	\$ 300.00
<b>Total</b>					<b>\$ 4,300.00</b>

<b>Pickle Ball Courts</b>					
<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	<u>Unit Cost</u>	<u>Total</u>
1	Site Preparation & Drainage	1	Allow	\$ 10,000.00	\$ 10,000.00
2	Concrete - 5"	4890	SF	\$ 8.00	\$ 39,120.00
3	Fencing -12' Black PVC Coated Chain Link & 2 Gates	267	LF	\$ 45.00	\$ 12,015.00
4	Net Posts & Nets	1	Allow	\$ 1,200.00	\$ 1,200.00
5	Deco Pave Surfacing	1	Allow	\$ 11,500.00	\$ 11,500.00
6	Site Furnishings (Benches)	2	Ea	\$ 867.00	\$ 1,734.00
7	Site Furnishings (Trash Can)	1	Ea	\$ 761.00	\$ 761.00
7	Site Furnishing - Shade Structure (Mesa 9' x 14')	2	Ea	\$ 5,950.00	\$ 11,900.00
8	Site Furnishing Installation	1	Allow	\$ 7,500.00	\$ 7,500.00
9	Irrigation Modifications	1	Allow	\$ 4,000.00	\$ 4,000.00
10	Freight - All Site Furnishings	1	Allow	\$ 3,230.00	\$ 3,230.00
<b>Total</b>					<b>\$ 102,960.00</b>

<b>Shade Structures</b>					
<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	<u>Unit Cost</u>	<u>Total</u>
1	Charleston Model 32'	2	Ea	\$ 23,687.50	\$ 47,375.00
2	Installation	2	Ea	\$ 12,500.00	\$ 25,000.00
3	Freight	1	Allow	\$ 5,500.00	\$ 5,500.00
<b>Total</b>					<b>\$ 77,875.00</b>

Project Total Sample	\$ 209,115.00
Reserve (12.5%)	\$ 26,139.38
Final	\$ 235,254.38



# TOWN OF DISCOVERY BAY CSD

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

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February 17, 2011

Susan Cohen, Special Districts Manager  
Contra Costa County Public Works Department  
255 Glacier Drive  
Martinez, CA 94553

**RE: Slifer Park Improvement Project for FY 2011-2012**

Dear Ms. Cohen,

The Town of Discovery Bay Community Services District (CSD) held a planning workshop on January 22, 2011 inviting residents, staff and Board members to partake in discussions on the long and short term goals of the District. During this workshop staff presented a draft budget and possibilities for a Capital Improvement Project at Slifer Park. After taking into account the support and/or concerns shared at the workshop, Staff was directed to bring back a finalized project plan and budget for consideration.

The originally discussed project included the addition of two shade structures, two pickle ball courts and a public restroom. Staff presented a revised project scope and budget at our February 16, 2011 board meeting which excluded the public restroom due to the possibility of lengthy planning phases and steep construction costs. It is estimated that completion of this project would require Capital Improvement funding of approximately \$226,000.00.

The Town of Discovery Bay CSD Board of Directors unanimously agrees that this project will greatly enhance the community and hereby formally issue this letter in support. It is our sincere hope and desire that your department, in conjunction with our staff, will consider initiating the necessary planning and approval processes for the Slifer Park Improvement Project.

Full project details will be forwarded to your attention in short order. In the mean time, you may direct any questions, concerns or information requests to our Landscape Manager, Fairin Perez at (925) 634.1733.

Sincerely,

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

FP/ca

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # F-4



## MONTHLY OPERATIONS REPORT

January 2011

Town of Discovery Bay, CA

### **SAFETY & TRAINING:**

Discovery Bay project has had 761 days "No Lost-Time" Accidents

As of January, 31, 2011, Veolia Water has worked a total of 517 days of Incident Free Operation.

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Veolia Water Staff received training on the 2008 Aquatech Vacuum truck. Training was provided by the vendor and consisted of operating the vehicle's control panels inside the cab and on the outside of the truck. Instruction was provided on cleaning various ports on the vehicle as well as line cleaning in the field. Crane America conducted the annual inspection of the overhead hoist at the UV area.

An annual review and certification of the Personal Protective Equipment Program was conducted with staff on 01/18/11. With a focus on safety to begin the year the following safety raisers were discussed in morning meetings.

Getting Refocused, Ergonomics, Seat Belts, Sprains and Strains, The Buddy System, Use the Right Tool for the Job, Machine Guarding, Reporting Unsafe Acts and Unsafe Conditions, Hand Protection, Office Safety, Safe Lifting, Horseplay, Off the Job Safety, Repetitive Motion Injuries, Choosing PPE, Stairway Safety, Tags and Markings, Fire Extinguisher Use, Housekeeping and Ladder Safety.

### **Training**

- PPE for specific tasks

### **Compliance Summary:**

- 5 Wastewater permit limit excursions occurred in January.
- No Water violations or excursions occurred in January.
- No SSO events occurred in January.

The calculated 7 – day median indicates the effluent exceeded the total coliform 23 MPN limit on January 19, 21, 24, 25, and 26. Activities that contributed to the high





turbidity include vendor diagnostics for the three way by-pass valve which required shutting down the effluent flow. When returning the pumps to service, surged flow caused a high NTU. Changes in weather seem to correlate with effluent turbidity increase along with normal sloughing from clarifiers.

During January the NTU (Nephelometric Turbidity Unit) was over the hourly average trigger value for fourteen periods. The RWQCB has instructed Veolia to only collect total coliform samples between the hours of 3 am and 3 pm and not on weekends due to laboratory receiving hours. This reduced the samples collected to seven (7) additional monitoring events.

The Town of Discovery Bay received official notice that the third electronic self monitoring report was completed successfully. A table was provided which indicated another nine (9) CDF files were needed to meet the quarterly, semi annual and annual electronic reports.

The Town of Discovery Bay received a Notice of Violation dated 13 January 2011 for the November 2010 period. The violation listed that a portion of the UV data was not collected or submitted and that two days of historical data was lost due to corrupted files. Additionally GPM per lamp and number of banks on line during minimum dose periods was not available at the time of the submitted report. Beginning in January, all required data is expected to be available and provided in the monthly eSMR reports.

The annual calibration was conducted on facility flow meters by TelStar and the records are kept on file for review

The Project Manger attended the Town of Discovery Bay Saturday open workshop to discuss the state of the water and wastewater systems, accomplishments and challenges for the future.

The back flow preventer located at plant 1 began to leak and flooded the area. Virgil Koehne had staff replace it with a new kit.



Parameter		
<i>WW Influent /Effluent</i>	<i>November</i>	<i>December</i>
Flow, MG Effluent	49.72	53.23
Influent BOD <sub>5</sub> , mg/L/day, <b>monthly avg.</b>	112	117
Influent TSS, mg/L/day, <b>monthly avg.</b>	150	242
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<1.0	<1.0
Effluent TSS, mg/L, <b>monthly avg.</b>	13.2	16.6
Total Coliform 7 day Median Max	13	13
Total Coliform Daily Maximum	70	80
TSS Effluent Composite Max Result <b>MG/L</b>	20	24
TSS Effluent Composite Max Result <b>LBS</b>	267	360

The last two month's data is provided as current month's data has not been fully received from the laboratory.

**Total Wastewater Treated Million Gallons MG**

Month	Totals (million gallons)
January 2011	51.42
December 2010	54.46
November 2010	56.52

**Total Water Produced: Million Gallons MG**

Month	Willow Lake WTP	Newport WTP	Totals (million gallons)
January 2011	15.65	36.62	52.27
December 2010	22.24	32.81	55.05
November 2010	37.06	35.02	72.08

**Water Quality Reports:**

Samples collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
16	0	0

### **Operations Summary:**

It was necessary for the Dezurick valve vendors to observe the valve position using a camera that was placed down a vent pipe. In order to do so, the discharge flow had to be shut off for a period of time backing up the treated water into the facility. When the system was placed back on line the flow surged and caused high turbidity in the effluent. A triggered turbidity sample was collected with a result of 900MPN/100mL.

The UV Trojan 3000+ was placed on line January 6 and tested for split flow operation allowing both channels to be online at the same time. On January 24<sup>th</sup> under the direction of Herwit Engineering, the UV 3000+ was placed in full flow operation and the minimum dose adjusted down from 120mW/cm<sup>2</sup> to 100mW/cm<sup>2</sup>. The system is being monitored for effective disinfection. The transmittance sensor has been dropping to a zero value and not reliable. For that reason, the system's transmittance feed was placed in manual at a 55% setting. Hach was notified and a technician spent most of the day diagnosing and calibrating the unit. NTU has been near or above the monitoring trigger point and subsequent samples were collected. The results of these samples indicate an exceedance of the calculated 7-day median.

There were six (6) colored water calls in January. The calls were from the flushing lines and distribution psi testing.

The quarterly and annual ground water reports were submitted to the RWQCB.

The effluent and export By-Pass valves were tested. Programming to allow for valve modulation either manually or controlled by a PLC will be placed on SCADA for remote operation. The limits will be tank level and turbidity values. The work is anticipated to be completed in February. The export By-Pass valve needs corrective maintenance by the vendor as it is under warranty.

The wastewater master plan report was presented by StanTech to the Town of Discovery Bay, Herwit Engineering and Veolia. Comment is being provided by Veolia per the Town's request.

Veolia had to purchase a temporary second plan for a wireless internet card in order to operate and communicate. It is not as reliable as the wired system however it will get us by until the internet is restored to the offices.



The NPDES Discharge Monitoring Reports were submitted to appropriate agencies for the month of December 2010. The monthly eSMR was submitted electronically along with quarterly, semi annual and annual reports as required by the RWQCB. This was the third successful electronic report to be submitted. The RWQCB included the quarterly, biannual, annual reports to be submitted electronically as well. Veolia had only two weeks to develop the form and submit along with the monthly report.

Call Outs:	Veolia Operation			
	Total	TODB Water	W & WW Operations	Collections-LS
	11	0	10	1

Veolia recorded 11 total call outs for the month of January. The one collections call was from a resident who stated there was a broken wastewater main at Cabrillo Pt. and Discovery Bay Blvd. Staff reported to the area twice that morning to investigate where no problems were discovered. Other calls were for NTU, process such as pump failure or false alerts.

**Maintenance & Repair Work:**

PM's	Regulatory	Hours
272	26	139.75

**General**

Conducted confined space entry into L/S F to perform necessary Preventive Maintenance tasks. A properly sized and configured air exchange system would change this designation from a permit required confined space allowing staff to enter the station easily with less stand by personnel.

Replaced ARV on filter "A" at Newport WTP. Pump 1 odor control blowers fixed and placed back in service. Re-plumbed polymer system to fix leaking connections and replaced the top bearing lube line for belt press auger. Aerator 3 in digester was mounted to float and secured in the Digester. A power cable was determined to be needed for it to run. The TODB is scheduled to purchase this item.

Performed all PM Thermography for 2011 and backlog in 2010. Replaced the the decant and Well 1 flow meter. The flow meter at Plant 1 influent failed so the flow meter was relocated from the decant area to Plant 1



influent. The decant and belt press output flow meters still need replaced. The TODB to purchase parts for repair and replacement.

Repaired air compressor at Willow Lake WTP and a leak on reclaim pump 1 was repaired at Newport WTP. The impeller was adjusted on Vaughn pumps in lift station "D". Pumps were pulled from wet well "A" at Newport Lift station for annual inspection and preventive maintenance. A bad mechanical seal was found and Shape, an outside contractor took the pump in for repairs.

### **Electrical & Programming**

Traced out electrical problem on filter "A", valve 2 at Newport Water Plant. Installed and programmed the VFD for Influent pump 2, Installed emergency light at Lift Station "F" and repaired a light circuit in the chemical building at the Newport Water Treatment Plant. Repaired electrical for Clarifier 2 plant 1 rake arm. Repaired a bad isolator with Effluent pump 3.

Corrected a problem with Pump 3 VFD faulting out at Village 4 Lift Station. Replace elapsed time meter for Well 5. Fixed a bad underground cable for RAS pump P-2 Clarifier 1. The VFD then failed and so a new CH SVX9000 model was installed.

### **Collections - Willow Lake and Newport WTP**

Filter media was replaced in Filters A & B at Willow Lake Water Treatment Facility. The systems require reconditioning the media using chlorine bleach. Well 1 is off line until the two filters have been conditioned. This is the first time we have seen these filters off line and we are learning how some of the programming and valve positioning is tied to filter operation. Well 4 located at Newport Water Treatment Plant was taken offline December 2<sup>nd</sup> for televising the well casing and servicing the submersible pump.

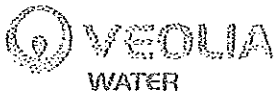
Veolia received two notices from residents reporting a slight tint of green in the distribution water. Samples were collected from Well 5 and submitted to the laboratory. Willow Lake WTP was placed in lead to supply the majority of the water to the town. When the bacteriological "absent" results are received for Well 4, it will be the main supply source for the Newport Water Treatment Plant. The Town, working with water engineers, tested pressure and volume at various fire hydrant locations. This is essentially flushing the lines and Veolia received isolated reports of brown water near these testing locations. The kick-off for ICOM3 water distribution GIS mapping was conducted in January.



The results for the Chrome 6 samples collected last month resulted in a Non Detect value.

Fifteen hundred feet (1500.00) feet of collection line was cleaned in January. The majority of this work was conducted on Cherry Hills where a double barrel sewer line is located. A considerable amount of grease and grit has been deposited causing the velocity to slow. The Town of Discovery Bay is evaluating manholes for their integrity throughout the town. A few have had the internal portion resurfaced.

**Maintenance Costs for December: \$ 5072.49**



2-1-11  
VK | Y  
RH  
Ca

**Town of Discovery Bay 2010 4<sup>th</sup> Quarter Report**  
**For**  
**Water and Wastewater Treatment Operations**

January 28, 2011

Virgil Koehne Water / Wastewater Manager  
Town of Discovery Bay CSD  
1800 Willow Lake Road

Dear Mr. Koehne:

The Town of Discovery Bay Board has requested that Veolia Water provide information to the Board and Staff each quarter relating to Veolia's progress implementing operation and maintenance programs and activities at the Water and Wastewater Treatment Facilities. The following summary information is divided into areas of maintenance and operation, asset management and environmental compliance. Data provided in tabular form will have a short discussion preceding.



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**Overview:**

The Trojan 3000 upgrade project was completed in October. The system was placed in auto operation on October 22<sup>nd</sup>. The Trojan Field Technician completed his last works on 11/17 to 11/19. The final field report was received January 12, 2011. Additional data has been brought into the SCADA system and was reported in the November SMR. A portion of data was missing from the SMR because some historical data was lost during programming the SCADA system. Additionally the gpm per lamp and number of banks on line during the minimum dose period were not available to report.

The Trojan 3000Plus system was placed in auto operation under full flow mode January 6<sup>th</sup> and was placed in split mode January 11<sup>th</sup>. The two modes will allow both channels to operate simultaneously using one flow meter. Two channels would be used during high flow periods and either channel can be used when the other is off line for maintenance. The District is providing direction on UV minimum dosage operational settings.

The effluent discharge bypass line is installed and as of this writing, a few electrical components need to be added and valves tested. Once completed, this new system can be used to divert highly turbid waters from reaching the final discharge.

Veolia has submitted three consecutive successful electronic monthly Self Monitoring Reports. Paper SMR's are now not required. Veolia has worked to complete the monthly eSMR reports and will continue this effort to include all quarterly, biannual and annual electronic submittals.

There was one effluent permit limit excursion during the Fourth Quarter, 2010. This was reported in the November Operations Report. The excursion is detailed in the compliance section of this report.

Annual biosolids samples were collected in the month of November 2010. One hundred fourteen (114) Dry Metric Tons of sludge was produced. No biosolids were disposed in the 2010 calendar year.

The following tables indicate the wastewater treated and the water produced this quarter.

<b>Month</b>	<b>Wastewater Totals (million gallons)</b>
December	54.46
November	56.52
October	59.01



**Total Water Produced: Million Gallons MG**

Month	Willow Lake WTP	Newport WTP	Totals (million gallons)
December	22.24	32.81	55.05
November	37.06	35.02	72.08
October	40.36	77.87	118.23

The following table indicates the Influent BOD, TSS and conductivity concentrations as well as the effluent Percent removal for BOD and TSS.

**2010 Q 4 Report**

	Total Sum	averages	averages	Maximum
Month	Influent Flow	Influent BOD mg/L	Influent TSS mg/L	Influent Electrical Conductivity umhos
	1	11	41	144
Oct 2010	59.0	135	163	2,400
Nov 2010	54.8	112	150	2,300
Dec 2010	54.5	126	190	2,700
Minimum	54.46	112	150	2,300
Maximum	59.01	135	190	2,700
Total	168.29			
Average	56.10	124	168	2,467

Total Sum	Maximum	Minimum	Minimum
Effluent Flow	Effluent BOD mg/L	Effluent % removal BOD Pounds/day	TSS % Removal mg/L
4001	4011	4013	4046
50.7	1	99	87
49.7	1	99	85
53.2	1	99	87
49.720	1	99	85
53.230	1	99	87
153.620	3		
51.207	1	99	86

	minimum	maximum
Month	Conductivity	Tot. Coliform
	4093	4211
Oct 2010	2,100.0	30
Nov 2010	2,100.0	23
Dec 2010	2,200.0	80
Minimum	2,100.0	23
Maximum	2,200.0	80
Total		
Average	2,133.3	44

Highest recorded Avg. daily result	Avg. maximum daily for the month
Maximum	Averages
Daily NTU Average UV	Daily NTU Maximum
2434	2435
7.2	11
11.5	27
8.3	18
7.2	11.1
11.5	26.8
9.0	18.7

MGD	MGD	MGD
WW1 WAS Q	WW2 WAS Q	Belt Press Feed Flow
1015	2015	2802
0.3392	0.4136	0.08
0.0267	0.1780	0.328
0.6182	0.1250	0.56
0.0267	0.1250	0.08
0.6182	0.4136	0.56
0.9841	0.7166	0.98
0.3280	0.2389	11.25



**Safety:**



Veolia has had no reportable or lost time incidents during the fourth quarter. Veolia provides regular safety training and internal safety alerts and risers throughout the month to focus on specific industry issues.

**Maintenance:**

Job Plus is the computer maintenance management system used to generate Preventive Maintenance or Corrective Maintenance Work Orders each month. It also can provide a record of activities and maintenance product inventory. The following table is the 2010 fourth quarter summary of work tasks broken down by maintenance type.

- Corrective Maintenance Planned - CMP
- Corrective Maintenance Unplanned - CMU
- Corrective - Corr
- Fact Finding - FF
- Preventive Maintenance - PM
- Regulatory - REG

The Work Order Summary provides the total work orders closed for the Quarter. The hours taken to complete the task are entered and tracked to calculate associated maintenance costs.

Work Order Summary by type						
10/01/2010 To 12/31/2010						
Task Description	# Of Work Orders	Labor Cost	Inventory Cost	Misc. Cost	Total Cost	
*CMP	5	\$483.00	\$0.00	\$0.00	\$483.00	
*CMU	2	\$0.00	\$0.00	\$0.00	\$0.00	
Corr	17	\$415.00	\$0.00	\$0.00	\$415.00	
FF -	36	\$319.00	\$0.00	\$0.00	\$319.00	
PM -	828	\$12,325.35	\$0.00	\$0.00	\$12,325.35	
PM-M	1	\$12.00	\$0.00	\$0.00	\$12.00	
REG	72	\$2,111.42	\$0.00	\$0.00	\$2,111.42	
REG-	1	\$81.00	\$0.00	\$0.00	\$81.00	
<b>Summary</b>						
Total # of WO's	962	<b>Total Labor Cost</b>		\$15,746.77		
Total Hours	594.73	<b>Total Inventory Cost</b>		\$0.00		
		<b>Total Misc Cost</b>		\$0.00		
		<b>Total Cost</b>		\$15,746.77		



The following report indicates where the time is most spent during the quarter.

<b>TOP 10 Work History Summary Report</b>	
<b>10/01/10 To 12/31/10</b>	
<b>Equipment</b>	<b>Hours</b>
NPDES - REGULATORY REQUIREMENTS	70.83
L/S-All - Lift Stations All for weekly/monthly checks	36
05-PMP-01 - Centrifugal Pump	32.5
SECTION_3_ Air Relief - Section 3 Sewer Air Relief Valves	16
SECTION_2_ Air Relief - Section 2 Sewer Air Relief Valves	16
Drinking Water - City Drinking Water Supply	14
Trojan_UVT-Bank-B - Trojan System Bank B All	12.45
Trojan_UVT-Bank-A - Trojan System Bank A All	12.45
Trojan_UVT-Bank-C - Trojan System Bank C All	11.2
FIRE EXT. - Fire Extinguishers	9
<b>Grand Total</b>	<b>230.43</b>

The following statistics break down the Maintenance Activity for the fourth quarter.

<b>Work Order Statistics</b>	
<b>10/01/2010 To 12/31/2010</b>	
Number of WO's that were due	711
Number of Preventative WO's that were due	684
Number of Corrective WO's that were due	17
Number of Skipped WO's that were due	10
Number of WO's still open	57
Number of WO's that were closed	961
Average lag time (in days) of WO's that were closed	64.07



The performance indicator form may be used to track backlog of work orders. Work Orders can be left open due to waiting on parts to be delivered, priority of work, available staff, and need of technical expertise or specialized equipment.



### KEY PERFORMANCE INDICATORS "KPI"

Todays Date

Veolia Water - Discovery Bay

January 26, 2011

#### CLOSED WORK ORDERS

	Count	Totals	Preventative	Corrective	P/C Ratio
KPI # 1: % (P) Work Order Count Out of Total Closed Last 30 Days 12/22/2010 thru 01/21/2011		304.0	290.0	14.0	95.4%
	Skipped	0			
	Hours	Totals	Preventative	Corrective	Hr.s P/C Ratio
KPI # 2: % (P) Work Order Hours Out of Total Closed Last 30 Days 12/22/2010 thru 01/21/2011		138.38	129.88	8.5	93.9%

#### OPEN WORK ORDERS (BackLog)

	Count	Totals	Preventative	Corrective	Skipped
KPI # 3: Backlog Aging 7 days or less 01/20/2011 thru 01/26/2011		8	8	0	0
	Est Hours	5.5	5.5		
KPI # 4: Backlog Aging 8 to 30 days 12/27/2010 thru 1/19/2011		6	5	1	0
	Est Hours	2.5	2.5	0.0	
KPI # 5: Backlog Aging 31 to 60 days 11/27/2010 thru 12/26/2010		26	26	0	See Notes
	Est Hours	28.5	28.5		
KPI # 6: Backlog Aging greater than 60 days 01/06/2010 thru 11/26/2010		206.0	179	27	See Notes
	Est Hours	202.3	199.3	3.0	
KPI # 7: Backlog Aging Totals 01/06/2010 thru 01/26/2011		246	218	28	See Notes
	Est Hours	238.8	235.8	3.0	

#### EQUIPMENT

KPI # 8: Equipment Count Totals	Assets
Assets Totals 01/26/2011	Count 968

NOTES: On KPI's 1 and 2 there is a 5 day deadband. Skipped is only for 30 days or less. Skipped WO's are closed and are stored in history.

KPI's 3, 4, 5, 6, and 7, total counts do not include (S) KPI's 6 and 7 the start date is determined by the oldest work order that is open.



## **Water:**

The chlorine residual monitoring was completed at all monitoring locations and submitted to the California Department of Public Health, CDPH.

Quarterly Cyanide, Iron and Manganese monitoring was added to the Job PM and to "e3" in order to ensure it would not be missed. These parameters were monitored in the fourth quarter. All values were reported below laboratory detection limits.

Well 4 A was taken off line for routine inspection and maintenance. It is expected to be brought back on line in early 2011.

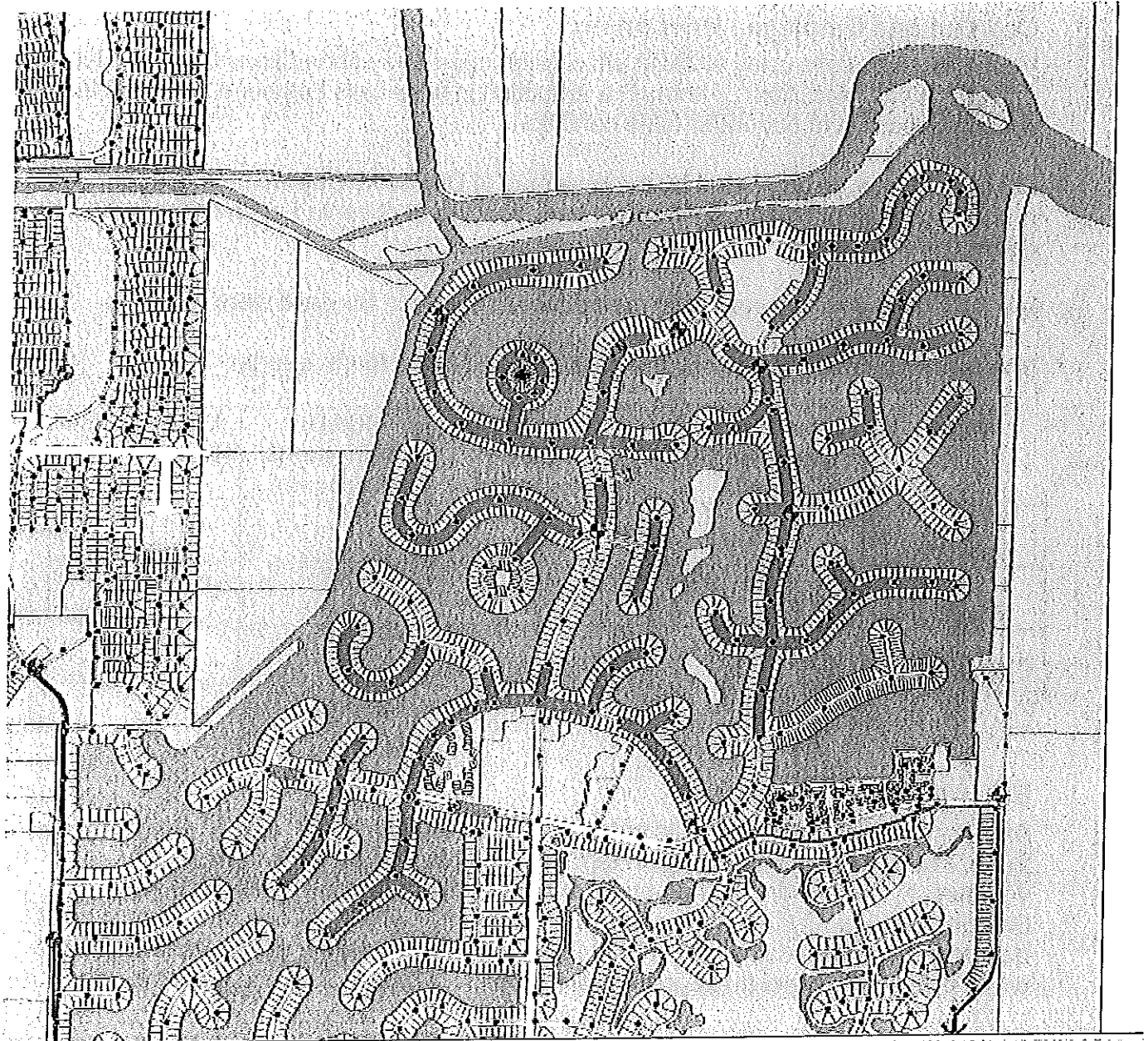
Telstar had begun programming Well 6 into the Program Logic Controller which will be tied in to the existing system. This enables operators to interface with Well 6 for use in normal operations. Analytical and operational testing is still required prior to Well 6 being brought online for use.

At the request of the Town of Discovery Bay, Hexavalent Chromium was tested for in water production wells 1B, 2, 5A and 6 to confirm the presence or absence of this compound in Discovery Bay's drinking water. All wells were below laboratory detection limits.

## **Infrastructure Collection Operations Maintenance Management Module :**

Lori Gabriel is currently planning and scheduling all line cleaning for Veolia. Staff is working with Veolia Water's Richmond project to assist in collection line cleaning and training of Veolia's Discovery Bay staff. The Veolia Vector truck was brought to the Discovery Bay project each month for eight days. During that period, on site staff conducted cleaning to meet the requirements set forth in the contract.

The ICOMMM Asset Management tool is used to track collection line cleaning. The following map (lines in purple) indicates the collection system cleaned during the fourth quarter. A kick off has begun for the water distribution asset management system where the CAD (Computer Aided Design) information will be uploaded to a Geographic Information System (GIS) for water distribution maintenance planning and scheduling. Flushing and valve exercising as well as information collected on the system will be documented from this maintenance management program. Veolia has obtained a notebook computer that will be used in the field to record data for the collection and distribution system activities.



**4th Quarter Line Segment Cleaning**  
ICOMMM 42,646.65 feet of sewer lines were cleaned in the 4th Quarter of 2013  
1/27/2014

Veolia cleaned 42,646.65 feet in the 4<sup>th</sup> Quarter. The staff from the Richmond project continues to support Discovery Bay in the collection cleaning efforts.

Infonet Asset Management continues to transition from ICOMMM. Veolia staff has received training on Infonet and maps are being generated for limited distribution.



### Call Out and Employee Response:

Veolia receives calls using SCADA which alert operators of conditions for the water and wastewater facilities. Although a reduction in false calls has been achieved the system will call staff out under false conditions.

Other calls may be originated by the residents of Discovery Bay wanting to inform operational staff of conditions they are experiencing or observed such water leaks, odors or color.

Veolia recorded 46 total call outs during the 4<sup>th</sup> quarter. Six calls were for color.

The following table categorizes the calls received in the fourth quarter

Month	Total calls received by Veolia	Calls received TODB responded	SCADA equipment or process	Collections-Lift Stations
December	8	0	7	1
November	18	0	18	0
October	20	0	17	3

### Environmental Response

After receiving a number of calls for colored water during the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter of 2010, Veolia responded with a sort term flushing plan. In areas with high call volumes, hydrants were flushed by on site staff. Other Veolia Project staff was brought to the facility to further assist with flushing activities. A long term plan is being developed and will be implemented in 2011. Additional tracking will be achieved in the water distribution asset management program in ICOMMM once it is implemented.

### Special Projects:

Veolia provided oversight to the Trojan 3000 upgrade project. The project was completed in late November. Veolia is also programming the effluent by-pass valve system. This project is being held up due to a leak at the export valve. Schedules have been made for Vendor diagnosis.

The electronic Self Monitoring Report (eSMR) development is near complete. Veolia successfully submitted three consecutive eSMR monthly reports and as a result paper SMR's are no longer required.





**Staff:**

James Orona decided he should retire (for the third time) and December 31<sup>st</sup> was his last day. A second operator changed his employment status. This provides an opportunity to recruit strong candidates that best represent the need at Discovery Bay.

Lori Gabriel is scheduled to sit for her Grade III Water Distribution examination. Gerald Smart received training for Title 22 water sampling techniques and passed the Grade III Wastewater exam.

Matt Fiedler was hired as a Maintenance Technician III and has a strong background in electrical instrumentation and control.

**Environmental Compliance:**

There was one effluent permit violation in this quarter for 7-day median. The cause was attributed to loss of prime in two Return pumps, in close proximity time period.

**Notice of Violation Dated November 8, 2010**

**Self-Monitoring Report Review and Notice of Violation for review period September 2010.**

1. Monitoring and Reporting Program Violations. UV monitoring data required by MRP Provision IX.D.1.1 were not collected or submitted in the September SMR.
2. Two turbidity triggered total coliform samples were not collected as required by MRP Provision IX.D.1.1.

*Veolia's previously submitted explanation was thorough and did not require a response in the October cover letter for the missed triggered monitoring.*

Status of the remaining UV system upgrades to be discussed in the October 2010 monthly submittal cover letter.

*Veolia responded as required, in the October SMR cover letter explaining the Trojan technician site visits and the work that was done allowed for the UV 3000 to be placed in auto operation as of October 22. It was also discussed that the final field technical visit was to be in November and the system would at that time be determined for full functionality.*

**Notice of Violation Dated December 17, 2010**

**Self-Monitoring Report Review and Notice of Violation for review period October 2010.**

1. Effluent Limit Violation-the discharge violated the 7-day median effluent limitation for total coliform contained in the WDR's, as listed in Table A, Effluent Limitations Violation (below). The violation potentially subjects the Discharger to



mandatory minimum penalties (MMPs), which must be imposed pursuant to California Water Code section 13385.

Date	Parameter	Units	Limit	Measured	Period	CIWQS
6 October 2010	Total Coliform	MPN/10 OmL	23	27	7-day median	887312

2. Monitoring and Reporting Program Violation - UV monitoring data required by MRP Provision IX.D.1.1 were not collected or submitted in the October SMR. Please respond by 14 January 2010 indicating actions that have been implemented...to address the total coliform violation cited...and to prevent future similar violations.

*A letter of explanation was drafted and submitted to the General Manager for his review and edits. The 7-day median violation was attributed to two RAS pumps losing prime and a lift pump failure. Veolia's immediate action was to re-prime the RAS pumps and restore the lift pump to on line status. One lift pump has since been replaced and another sent in for rebuild. The clarifier was taken out of service, PM'd and cleaned. Notable improvement in pump efficiency and reduction in loss of prime events has been observed.*

**RWOCB Annual Compliance Inspection**

On December 1, 2010 Michael Fischer conducted the compliance inspection evaluation for the wastewater facilities. Field and administrative review time was given equal weight. Two areas of concern were the vegetation growing in the Aerated Digester and the added decimals to reported figures not matching laboratory analytical data. The weeds have been removed from the digester and the significant figures modified in both the WIMS and in the electronic Self Monitoring Report.

Veolia appreciates the Town of Discovery Bay's staff and Board of Directors and looks forward to working together to solve compliance issues and bring about change that ensures the treatment facilities are a safe and highly desired place to work.

Sincerely,

Gerald Smart, Project Manager  
Veolia Water North America



*Acronyms for Discovery Bay Water / Wastewater Treatment Operations*

HMI	Human Interface Terminal
OIT	Operator Interface Terminal
ICOMMM	Infrastructure Collections and Operations (computer asset management, tracking and GIS mapping)
BOD	Biological Oxygen Demand
TSS	Total Suspended Solids
TC	Total Coliform ( Disinfection testing)
JOB+	Veolia Maintenance Data Base System
OPS SQL	Veolia Operations Data Base System
CMMS	Computer Maintenance Management System
GIS	Geographic Information System- used to identify assets in the collection and distribution systems
RCA	Root Cause Analysis – discussion to determine cause
INR	Veolia’s internal Incident Notification and Reporting
Triple I	Veolia data base flow network for vehicle, environment or safety incident reporting
EFF	Effluent flow from a process usually the final discharge flow from the treatment process to receiving stream
INF	Influent flow into a treatment process usually referred as the flow entering the treatment facility
VFD	Variable Frequency Drive –controls speed of motors
BACT	Best Available Control Technology
BMP	Best Management Practices
SCADA	Supervisory Control and DATA Acquisition - industrial computer control system for monitoring, controlling a process and trending data.
RTU	Remote Terminal Unit = electronic device which interfaces objects in the field to a SCADA system by transmitting telemetry data of those objects based on control messages received from the system.
EHS&S	Veolia Environmental Health Safety and Security.
WIMS	Water Information Management System



	formally OPS recently purchased by Hach..
OIT	Operator in Training
D-I or T-I	Water grade I for Water Distribution and Treatment
SQL	Structured Query Language, used for managing data base
CAD	Computer Aided Design

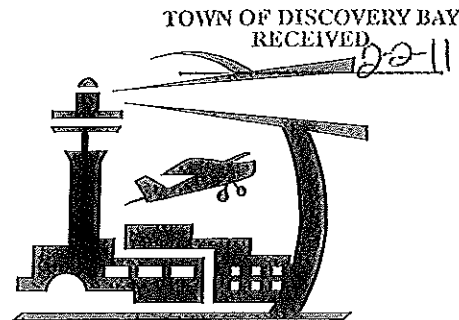
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ITEM # I

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ITEM # J

FINAL

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
November 9, 2010**



**MEETING CALLED:** The meeting was called to order by Chair Tom Weber at 12:02 p.m. at the Director of Airports Office.

**PRESENT:** Mike Bruno, CCC Airports Business Association  
David Dolter, At Large 1  
Janet Kaiser, Diablo Valley College  
Geoffrey Logan, Vice Chairperson, District III  
Keith McMahon, City of Concord  
Derek Mims, City of Pleasant Hill  
David Pfeiffer, District V  
Rich Spatz, Secretary, At Large 2  
Tom Weber, Chair, District IV

**ABSENT:** Russell Roe, District II

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

**OPENING COMMENTS BY CHAIR:** Tom Weber stated that District I has multiple candidates for the open position.

Tom also stated the Noise and Operations reports are not in the packet as information wasn't available for the earlier meeting date.

**PUBLIC COMMENT PERIOD:** Keith Freitas asked that the committee adjourn in memory of Rawley Graybehl, a long time business tenant at Buchanan Field Airport, who passed away on November 3.

Janet Kaiser apologized for missing the last meeting as she did not notice the change of meeting date last time.

**APPROVAL OF MINUTES:** August minutes were approved. Moved by Derek Mims; seconded by Mike Bruno and David Pfeiffer. Abstained by Dave Dolter and



**Rich Spatz. Approved Unanimously by all other than those abstaining.**

**APPROVAL OF  
CONSENT ITEMS:**

Consent items were approved. **Moved by Mike Bruno; seconded by Rich Spatz. Development Project Report was pulled for further discussion. Approved Unanimously.**

**PRESENTATION/SPECIAL REPORTS: None**

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

Airport Staff gave quick overview of the three (3) new development projects.

Airport staff was asked about Holiday AirTours. Staff responded that Holiday AirTours never got back to them since the meeting with the AAC.

Airport staff was asked if there was additional interest in the Silver Pacific site. Airport staff responded that there has been some limited interest but not in the entire Silver Pacific site.

**Derek Mims and Geoff Logan moved to approve the Development Projects report. Approve Unanimously.**

**b. End of Fiscal Year (F/Y) 2009/10 Budget**

No questions from the Aviation Advisory Committee (AAC).

Staff is moving forward with enhanced markings since it is required to be done by December 31. Keith Freitas clarified that the Part 139 requirements are not being applied to General Aviation (GA) airports but it's possible they might at some future time but his approach is not routinely taken. Keith stated he did not want to taint the discussion/direction but also did not want to mislead the group that these obligations will never be applied to GA airports. This item will come back for discussion/consideration next year when added costs/burdens are better known and for consideration with the new Supervisor to provide input. Maintaining the Part 139 obligations may have staff resource implications that will need to be reviewed and discussed. Times are rough for airport business and staff is looking ahead and will be making recommendations to keep ahead of financial curves. Losing one major tenant can be a game changer overnight for the Airport Enterprise Fund.

Geoff Logan asked for more information on what other airports are doing; product, costs, etc. relative to Part 139 implementation in the future.

c. **Commercial Operating Certificate Analysis**

The Commercial Operating Certificate Analysis was discussed as part of the FY 2009/10 budget discussion, no additional questions were asked.

d. **Development Status Project**

Airport staff went over Part 150 status and individual projects on the list. Only 2 projects that the Federal Aviation Administration (FAA) will support are a Part 150 Update and Flight Tracks/Monitoring Program.

e. **At Large Position Interview**

Tom Weber reported 11 parties have applied for the At Large position. The officers will meet (minus Rich Spatz as he is one of the applicants) with one other AAC member to review the applications and make a short list for interviews. A recommendation would be brought back to the AAC in January and then forwarded on to the Internal Operations Committee (IOC). Derek Mims volunteered to help the officers' review and interview potential candidates.

## UPDATES/ANNOUNCEMENTS

a. **Airport Committee Update**

No meeting in October.

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

Airport staff reported:

- Santa Skydive, December 4
- Crowne Plaza new restaurant opened – Vineyards
- Slurry Seal is being completed south of "F" row, on the taxiway and on the Aircraft Rescue and Fire Fighting vehicle pad.
- World Series – both airports were staffed up security because of its close proximity.
- Enhanced markings should be completed in the next three (3) weeks.
- Golden Gate Shepherd Rescue Foundation fundraiser was very successful.
- Hope In Motion – Lazarex Cancer Foundation event was successful.
- Airport staff furlough, holidays, etc., over the next two months.

f. **Airport Business Association Update**

Mike Bruno reported business is definitely down and so is hangar tenancy. Most businesses have downsized and are struggling.

Geoff Logan reported Napa Airport lost Japan Airline training and Jonesy's restaurant (open for 50 years) closed.

Mike Bruno report Kaiser Air is relocating from Oakland to Santa Rosa and that office space availability is making for more competition; caused by loss of car rental agencies. Avionics is starting to pick up a bit; otherwise, things are still gloomy out there.

Duane Allen stated he has paid over \$40,000 in rent and over the last three years and wanted to know when some of that money could be used to make repairs on area between hangar rows. Keith Freitas responded those repairs are one of the top priorities.

**c. AAC Announcements**

Rich Spatz reported on the First 5 play structure and grant.

Tom Weber reported the officers worked on a draft AAC annual report which he distributed for additional comments. A request was made to post the final report on the Airport website.

Geoff Logan reported the Airport Land Use Commission (ALUC) meetings for November and December were cancelled. The next meeting will be held in January 2011.

Tom Weber asked the AAC members to respond to requests for their meeting attendance.

Tom reported the AAC will not be meeting in December and reminded members to follow up on getting reappointed if their term is due to expire March 2011.

**d. Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS**

**ADJOURNMENT:** The meeting was adjourned by the Chair at 1:30 p.m.



County Supervisor Mary Nejedly Piepho, District III  
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Received 2/7/11  
2/8 E-mailed to Board by  
KL  
CA/FJ

February 1, 2011

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

Sheriff David O. Livingston  
Contra Costa County  
651 Pine Street, 7th Floor  
Martinez, CA 94553

Dear Sheriff Livingston,

I start by again congratulating and welcoming you as our Sheriff in Contra Costa County.

Please find enclosed herewith copies of previous correspondence from my office and the Discovery Bay P-6 Zone Citizen Advisory Committee (DBCAC) with former Sheriff Warren E. Rupf requesting information regarding the current fund balance for the Discovery Bay P-6 Zones.

The Discovery Bay P-6 Zone Citizen Advisory Committee members are eager to move forward with comments regarding the enclosed expenditure plan as proposed by former Sheriff Rupf for benefit of the Discovery Bay community. However, the DBCAC needs additional information from your department in order to make qualified and informed decisions.

I hope you can assist us regarding this request for information so that these vital resources can be deployed in a timely and efficient manner in order to meet the needs of the community and your department.

Thank you for your leadership. It is an honor to work with you in service to the constituents of Contra Costa County.

Sincerely,

MARY NEJEDLY PIEPHO  
County Supervisor, District III

Cc: Kevin Graves, President, Town of Discovery Bay CSD ✓  
Diane Stevens, Chair, Discovery Bay P-6 CAC



County Supervisor Mary Nejedly Piepho, District III  
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

received 2/7/11  
2/8 Emailed to Board + SM  
RM  
CA

COMMITTEES

- Internal Operations Committee
- Delta Protection Commission
- Transportation, Water & Infrastructure Committee
- Tri Valley Transportation Committee
- Local Agency Formation Commission
- Central Contra Costa Solid Waste Authority
- Airport Committee
- Association of Bay Area Governments
- Contra Costa Regional Medical Center Joint Services Committee
- Dougherty Valley Oversight Committee
- South West Area Transportation

February 2, 2011

Kevin Graves, President  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear President Graves and Members,

Please find here within recent correspondence from Sheriff Livingston that I believe will be of interest to the Town of Discovery Bay Community Services District.

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

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

Sincerely,

MARY NEJEDLY PIEPHO  
County Supervisor, District III

MNP: kc



CONTRA COSTA COUNTY  
OFFICE OF THE SHERIFF  
DAVID O. LIVINGSTON  
SHERIFF-CORONER

January 20, 2011

TO ALL SMAC MEMBERS:

As Sheriff-Coroner of Contra Costa County, one of my responsibilities is to ensure we manage our resources effectively during these challenging economic times.

I understand that the Sheriff's Municipal Advisory Committee (SMAC) was formed in 2005, to provide an opportunity for the Office of the Sheriff and the Discovery Bay Community to communicate on matters of mutual concern and to exchange ideas.

In that regard, a number of actions were taken which assisted in keeping those lines of communication open between the Office of the Sheriff and Discovery Bay: A representative from this Office attends monthly Community Services District meetings; the new Discovery Bay Community Policing Annex is open; the new resident deputy program is in place, and the P6 Advisory Group provides recommendations on the future use of P6 funds for Discovery Bay.

Having attained the goals set forth at the first meeting in 2005, the S.M.A.C group, at the meeting on January 20, 2011, decided to suspend its current quarterly meeting format. We will monitor this decision and revisit the need to schedule future meetings if warranted.

I would like to thank each of you for your time, effort and commitment as a member of SMAC and the valuable contributions you made toward improving public safety in your community. You provided this Office with invaluable input and guidance during some very difficult times. Your service to the community of Discovery Bay is to be commended. Please accept my personal thank you.

Please feel free to contact me or my area Commander Lieutenant Mike Burton if you have any questions or concerns. Lieutenant Burton can be reached at (925) 427-8510 or email at [mburt@so.cccounty.us](mailto:mburt@so.cccounty.us)

Sincerely,

A handwritten signature in black ink, appearing to read "DOL", written over a white background.

DAVID O. LIVINGSTON  
Sheriff-Coroner

DOL:mw

Cc: Mary Piepho, Supervisor, District III

2-9-11

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

A JOINT EXERCISE OF POWERS AGENCY

MINUTES  
January 13, 2011

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

**ROLL CALL**

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

ABSENT: Federal Glover (Contra Costa County)

STAFF: Dale Dennis, Program Manager

**ELECTION OF OFFICERS**

Chair/Vice Chair

Director Kalinowski nominated Jim Frazier to serve as the Chair and Bob Taylor to serve as Vice Chair. Director Taylor seconded the nomination. There were no other nominations. The nominations were closed. *Jim Frazier* was unanimously selected to serve as the Chair and *Bob Taylor* to serve as the Vice Chair of the SR4 Bypass Authority Board of Directors for 2011.

**PUBLIC COMMENT**

There were no comments from the public.

Chair Frazier moved the closed session to the end of the meeting.

**CONSENT ITEMS**

On motion by Director Taylor, seconded by Director Kalinowski, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED Minutes of December 9, 2010 meeting
- B. THE BOARD TOOK THE FOLLOWING ACTIONS

1. DETERMINED that conveyance of utility easements to the City of Antioch is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easements, pursuant to Government Code Section 25526.6
3. AUTHORIZED the Secretary or Designee to execute the easements.
4. DIRECTED the Real Property Division to deliver the easements to the City of Antioch for acceptance and recording.

C. THE BOARD TOOK THE FOLLOWING ACTIONS

1. DETERMINED that conveyance of utility easements to the City of Brentwood is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easements, pursuant to Government Code Section 25526.6
3. AUTHORIZED the Secretary or Designee to execute the easements.
4. DIRECTED the Real Property Division to deliver the easements to the City of Brentwood for acceptance and recording.

D. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. DECLARED its intention to convey to the City of Antioch, three Authority owned real properties identified in the Notice of Intention to Convey Real Property.
2. DETERMINED these properties are not required for Authority use.
3. TO TAKE FINAL ACTION on Thursday, February 10, 2011, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, as the time and place it will meet to consummate this conveyance by a unanimous vote.
4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for hearing in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).



- E. ACCEPTED Audit Report prepared by Wallace Rowe and Associates, Certified Public Accountants, for the Fiscal Year ending June 30, 2010.
- F. DENIED claim by Anthony J. Soldano, Jr., a minor, by and through his mother, Nancy Soldano.

#### DETERMINATION ITEMS

- A. RECEIVE Status Report on the SR4 Bypass Projects

Program Manager Dale Dennis provided a status report on the progress of the delivery of phase one and phase two of the SR4 Bypass, as well as a status of the transfer and relinquishment of the SR4 Bypass to Caltrans.

#### BOARDMEMBER COMMENTS

There were no Boardmember comments.

#### CORRESPONDENCE

In response to Director Taylor as to the effectiveness of the flashing lights/speed monitors on the Bypass, Mr. Dennis reported that there had been good responses from the CHP.

Chair Frazier adjourned into closed session at 8:06 P.M.

#### CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation  
Substantial exposure to litigation pursuant to Government Code Section 54956.9(b): One potential case

Chair Frazier reconvened from closed session at 8:07 P.M. and advised that there was nothing to report.

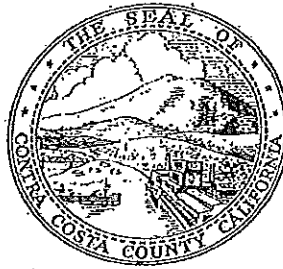
#### ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 8:07 P.M. to the next meeting scheduled for February 10, 2011.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk

**Byron  
Municipal  
Advisory  
Council**



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

Respectfully submitted by: \_\_\_\_\_

**DRAFT**

*The Byron Municipal Advisory Council serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 7:05 p.m.**

**Thursday, January 20, 2011**

- 1.) Meeting called to order by Chair Juarez at 7:05 p.m. Council members Della Nina, Schmit and Lopez present. Absent: Council member Beltran-absent.
- 2.) Public Comment: Mike Nlesen distributed ideas regarding the Camino Diablo and J-4 intersection and expressed his continued interest in this area. Mike Weber provided an overview of his property and his current application for a riding academy with the Department of Conservation and Development.
- 3.) Review of Record of Actions of 12-2-10 meeting: Council member Lopez made a motion to accept the Record of Actions with the correction of Council member Schmit's attendance at the meeting. Second made by Council member Della Nina. Motion carried 4-0.
- 4.) Approval of Agenda: Council member Della Nina made a motion to accept the agenda as prepared. Second made by Council member Lopez. Motion carried 4-0.
- 5.) Presentations:
  - 1.) Status Update regarding the State Route 239 project. John Greitzer, Senior Transportation Planner, Contra Costa County Department of Conservation and Development: Mr. Greitzer distributed copies of a PowerPoint presentation and presented an overview of the history of the funds for State Route 239 and a current status update. Mr. Greitzer asked the group to contact him with any additional thoughts on individuals to be included in the stakeholders group and closed by letting the Byron MAC members know he would continue to keep them updated on the matter.
  - 2.) Ordinances and Regulations regarding use of property in the Byron area for growing medical marijuana- Ryan Hernandez, Senior Planner, Contra Costa County Department of Conservation and Development: Mr. Hernandez distributed a copy of Title 8 from the Contra Costa County Zoning Code and an excerpt from Title 21 from the Food and Drug Code. Mr. Hernandez stated that per these codes growing medical marijuana is prohibited in Contra Costa County. An audience member had questions regarding the matter and was directed to contact Mr. Hernandez directly.
- 6.) Agency Reports
  - a.) East Contra Costa Fire Protection District: No report presented.
  - b.) California Highway Patrol: No report presented.
  - c.) Office of Supervisor Mary N. Pieplio: Field Representative Cornell presented on the following items: reminder of the upcoming Advisory Committee Training on February 28; residents can expect delays on Vasco on Friday, January 21, 2011 due to the Vasco Safety Improvement project; reminder to Byron MAC member to submit their ethics and Brown Act training certificates; Public Works staff will be

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

9.) **Future Agenda Items:**

a.) Follow-up presentation by Public Works Department regarding Camino Diablo and J-4 intersection.

10.) Adjourned at 8:12 p.m. to next meeting scheduled for February 17, 2011.



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

2-3-11

RH  
 on file  
 Emailed to Board, Amalgam  
 to

February 3, 2011

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

**SUBJECT: Transmittal of Correspondence from Don Flint**

Dear Rick:

On February 1, 2011, the Contra Costa Local Agency Formation Commission (LAFCO) received the attached communication from Don Flint. We have included this communication on the February 9, 2011 LAFCO agenda under "Correspondence" for informational purposes.

In his letter, Mr. Flint expresses concerns relating to the District's governance and operations, and asks that LAFCO review these matters as part of a Municipal Service Review (MSR). It appears that some of the issues raised in Mr. Flint's letter may be addressed in a LAFCO MSR, while other issues are under the purview of the District and other agencies.

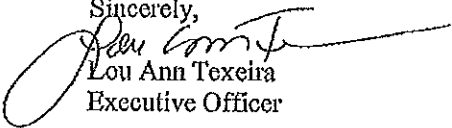
By way of background, state law provides that on or before January 1, 2008, and every five years thereafter, LAFCO shall, as necessary, review and update each local agency's sphere of influence (SOI). In conjunction with the SOI updates, LAFCO shall conduct a MSR.

Contra Costa LAFCO is currently completing its inaugural MSRs covering all municipal services in the County. In 2006, LAFCO completed agency-specific MSRs for the Town of Discovery Bay Community Service District (DBCSD) and the Byron Sanitary District (BSD). Subsequently, in 2008-2009, LAFCO completed a countywide MSR covering all water/wastewater service providers.

In accordance with the current MSR work program, LAFCO is scheduled to prepare a second round countywide MSR covering water/wastewater services in 2012-2014. Unless otherwise directed by the Commission, LAFCO staff proposes to include DBCSD and BSD in this second round countywide MSR, rather than prepare agency-specific MSRs for these two agencies as was done in 2006. The countywide reviews provide a more comprehensive review of certain services, such as water and wastewater services.

Please contact the LAFCO office if you have any questions regarding these or other LAFCO matters.

Sincerely,

  
 Lou Ann Texeira  
 Executive Officer

c: LAFCO Commissioners