



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
March 19, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday March 19, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

1. Projected Cost for the Foundation

E. CONSENT CALENDAR

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

1. DRAFT minutes of previous regular meeting dated March 5, 2014
2. Approve Register of District Invoices

F. DISCUSSION AND ACTION ITEMS

1. National Pollutant Discharge Elimination System (NPDES) Permit Renewal Application Package
2. Preparation of Plans and Specifications for Wastewater Tertiary Treatment Facilities
3. Countywide Water/Wastewater Municipal Service Review & Sphere of Influence Study Review
4. Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCO)
5. Adopt Resolution No. 2014-06 Establishing Recreational and Team Leagues Rules and Fees

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period July 1, 2013 to December 31, 2013

H. VEOLIA REPORT

1. Veolia Report for the Month of February

I. MANAGER'S REPORTS

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated February 3, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated February 13, 2014
3. R – State Route 4 Bypass meeting minutes dated February 13, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated April 2, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



No Back Up
Documentation
For Agenda Item # C



No Back Up
Documentation
For Agenda Item # D-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday March 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by Vice-President Steele
Roll Call – All Present

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

None

President Simon – Moved D-1-4 Area Agencies Reports/Presentation and E-1-4 Committee/Liaison Reports before C-1 Presentations.

C. PRESENTATIONS

1. District Engineer – Gregory Harris - Filters Tertiary

District Engineer Harris – Provided details of item C-1. There was discussion between the General Manager, the Water and Wastewater Manager, Legal Counsel, and the Board.

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Deputy Scheftner – Provided the law enforcement report for the month of February. There was discussion between the General Manager, the Water and Wastewater Manager, the Board and Deputy Scheftner.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer, the Water and Wastewater Manager, and the Board

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided the East Contra Costa Fire Protection District report and the details for the month of February. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff – Provided an update of several projects surrounding Discovery Bay. There was discussion between Lea Castleberry, the General Manager, and the Board.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report

Senior Code Enforcement Officer Joe Lasado – Provided an update within Discovery Bay. There was discussion between the General Manager, the Water and Wastewater Manager, the Board, and the Senior Code Enforcement Officer.

4. Special Districts Report** - No Report

** These meetings are held Quarterly

F. CONSENT CALENDAR

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

1. DRAFT minutes of previous special meeting dated February 19, 2014
2. DRAFT minutes of previous regular meeting dated February 19, 2014
3. Approve Register of District Invoices
4. Resolution 2014-05 Recognizing the U.S. Environmental Protection Agency's (EPA's) WaterSense programs sixth annual Fix a Leak Week of March 17-23, 2014

Motion by: Director Graves to approve the Consent Calendar

Second by: Director Pease

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

G. BUSINESS AND ACTION ITEMS

1. **Award of Motor Control Center Contract for the Secondary Improvement Project to Rough Brothers, Inc. of \$24,422.27**

District Engineer Harris – Provided details of item G-1. There was discussion between the General Manager, the Water and Wastewater Manager, the District Engineer, and the Board.

Motion by: Director Graves to award the Contract for the Motor Control Center for the Secondary Improvement Project to Rough Brothers, Inc. in the amount of \$24,422.27; and authorize the General Manager to execute all contract documents

Second by: Director Wiesen

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

2. **Discussion and possible action regarding 2014 Earth Day and Family Festival**

General Manager Howard – Provided the details of item G-1. There was discussion between the General Manager and the Board.

Motion by: Vice-President Steele to approve 2014 Earth Day and Family Festival without the Dog Park

Second by: Director Graves

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

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided his report and the details from the East Contra Costa County Fire Protection District meeting dated March 3 2014.

Vice-President Steele – Provided details from the Byron School District meeting dated February 20, 2014

Director Wiesen – Provided her report and the details of the Contra Costa County Code Enforcement meeting dated February 27, 2014.

J. MANAGER'S REPORT

None

K. GENERAL MANAGER'S REPORT

General Manager Howard – Provided details regarding the LAFCO Municipal Services Review. Reminder of the Discovery Bay Community Center Open House Ribbon Cutting dated Tuesday, March 18, 2014 beginning at 5:30 p.m.

L. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Attebery – Stated that Legal Counsel Schroeder will be attending the next meeting dated March 19, 2014.

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Open House Update

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Byron Municipal Advisory Council meeting minutes dated January 29, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

The meeting adjourned at 9:01 p.m. to the next regular meeting dated March 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 03.07.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

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

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 124,479.02

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 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: E-2

Request for authorization to pay invoices (RFA)
For the Meeting on March 19, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Bartle Wells Associates	BWA513B-1007	Professional Services Jan 2014	02/25/14	\$4,110.00
Big Dog Computer	BDC33004	Monthly GOTO Mar 2014	03/03/14	\$85.00
Big Dog Computer	BDC33007	Software Install	03/04/14	\$582.83
Big Dog Computer	BDC33008	Computer Repair and Fax Modem	03/04/14	\$444.99
Big Dog Computer	BDC33009	Local Printer Activity	03/05/14	\$56.25
Brut Force Janitorial	3/2014	Janitorial Service	03/03/14	\$200.00
Brut Force Janitorial	3/2014	Janitorial Service (Z57,Z61)	03/03/14	\$50.00
Carol McCool	FEB 2014	Expense Report Feb 2014	03/05/14	\$102.25
Denalect Alarm Company	R4544	Quartley Alarm Charge	03/03/14	\$96.00
Herwit Engineering	DB-NPP-3	Newport Point	03/02/14	\$160.00
Herwit Engineering	DB-PNT-4	Pantages	03/02/14	\$400.00
Marsha Fagnani	5069 ALMANOR DR	Closed Acct, Refund Overpayment	03/11/14	\$118.60
McMaster-Carr	73211302	Office Supplies	02/06/14	\$89.22
Odyssey Landscape Co, Inc.	36039311.1	Replace Annual Color (Z35, Z61)	10/31/13	\$1,161.20
Office Depot	698897965001	Office Supplies	02/20/14	\$62.59
ReliaStar Life Insurance Company	JR52 457(B) 031514	457(b) 03/01/14-03/15/14	03/15/14	\$1,004.78
SDRMA	14537	Medical Benefits April 2014	03/05/14	\$3,048.78
U.S. Bank Corporate Payment System	4246044555703473/214	Health Insurance	02/25/14	\$1,714.81
U.S. Bank Corporate Payment System	4246044555703473/214	Travel & Meetings	02/25/14	\$286.49
U.S. Bank Corporate Payment System	4246044555703473/214	Training & Education	02/25/14	\$198.00
U.S. Bank Corporate Payment System	4246044555703473/214	Memberships	02/25/14	\$195.00
U.S. Bank Corporate Payment System	4246044555703473/214	Advertising	02/25/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/214	Telephone General	02/25/14	\$737.45
U.S. Bank Corporate Payment System	4246044555703473/214	Telecom Networking	02/25/14	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/214	Vehicle & Equipment Fuel	02/25/14	\$44.31
U.S. Bank Corporate Payment System	4246044555703473/214	Info System Maintenance	02/25/14	\$202.00
U.S. Bank Corporate Payment System	4246044555703473/214	Computer Equipment & Supplies	02/25/14	-\$65.07
U.S. Bank Corporate Payment System	4246044555703473/214	Misc Repair Items	02/25/14	\$115.48
U.S. Bank Corporate Payment System	4246044555703473/214	Computer Software	02/25/14	\$685.79
U.S. Bank Corporate Payment System	4246044555703473/214	Office Supplies	02/25/14	\$1,038.76
U.S. Bank Corporate Payment System	4246044555703473/214	Special Expense	02/25/14	\$364.07
			Administration	Sub-Total
				\$17,449.58
Water				
Brentwood Ace Hardware	808/022814	Misc Items	02/28/14	\$49.05
Cintas	185461486	Uniforms	03/04/14	\$163.54
County of Contra Costa Public Works Dept	917635	Encroachment Permits	03/05/14	\$1,774.67
Cromer Equipment	30304142	Generator Repair	03/04/14	\$732.63
Cromer Equipment	30304143	Generator Repair	03/04/14	\$58.85
Golden State Flow Measurement, Inc	I-040222	Water Meters	02/24/14	\$778.57
J.W. Backhoe & Construction, Inc.	2063	Leak on Beaver Lane	03/03/14	\$7,335.45
J.W. Backhoe & Construction, Inc.	2065	Leak on Riverlake Road	03/07/14	\$2,105.70
J.W. Backhoe & Construction, Inc.	2066	Hauled Cutback Plant #2	03/07/14	\$1,303.30
Neumiller & Beardslee	260861	Services Performed Through 01/31/14	02/18/14	\$2,131.40
R & B Company	S1399539.001	Valve Boxes	02/20/14	\$174.14
R & B Company	S1399575.001	Repair Items	02/20/14	\$13.02
ReliaStar Life Insurance Company	JR52 457(B) 031514	457(b) 03/01/14-03/15/14	03/15/14	\$50.00
SDRMA	14537	Medical Benefits April 2014	03/05/14	\$663.00
U.S. Bank Corporate Payment System	4246044555703473/214	Travel & Meeting	02/25/14	\$8.00
U.S. Bank Corporate Payment System	4246044555703473/214	Training & Education	02/25/14	\$250.00
U.S. Bank Corporate Payment System	4246044555703473/214	Telephone General	02/25/14	\$248.99
U.S. Bank Corporate Payment System	4246044555703473/214	Telecom Networking	02/25/14	\$56.00
U.S. Bank Corporate Payment System	4246044555703473/214	Vehicle & Equipment Fuel	02/25/14	\$419.67
U.S. Bank Corporate Payment System	4246044555703473/214	Automotive Supplies & Repairs	02/25/14	\$117.20
U.S. Bank Corporate Payment System	4246044555703473/214	General Repairs	02/25/14	\$54.27
U.S. Bank Corporate Payment System	4246044555703473/214	Computer Equipment & Supplies	02/25/14	\$405.19
U.S. Bank Corporate Payment System	4246044555703473/214	Misc Small Tools	02/25/14	\$155.55
Veolia Water North America	35579	Repair & Maintenance Jan 2014	02/20/14	\$944.30
			Water	Sub-Total
				\$19,992.49
Wastewater				

Brentwood Ace Hardware	808/022814	Patch Repair	02/28/14	\$6.34
Comcast	8155400350232938/314	Internet Service Plant #1 Feb & Mar 2014	03/03/14	\$234.64
Comcast	8155400350232946/314	Internet Service Plant #2 Feb & Mar 2014	03/03/14	\$250.40
Cramer, Frank	FEB 2014	Expense Report Feb 2014	02/28/14	\$109.05
Cromer Equipment	30304142	Generator Repair	03/04/14	\$1,098.93
Cromer Equipment	30304143	Generator Repair	03/04/14	\$88.28
Herwit Engineering	14-2	Professional Services Feb 2014	03/02/14	\$3,738.24
J.W. Backhoe & Construction, Inc.	2058	Paved Dolphin & Beaver	02/21/14	\$6,174.06
J.W. Backhoe & Construction, Inc.	2064	Dug up Valve Plant #1	03/07/14	\$1,326.80
Neumiller & Beardslee	260861	Services Performed Through 01/31/14	02/18/14	\$3,197.10
ReliaStar Life Insurance Company	JR52 457(B) 031514	457(b) 03/01/14-03/15/14	03/15/14	\$75.00
Stantec Consulting Services Inc	771923	Amend Report Waste Discharge	03/07/14	\$3,256.50
U.S. Bank Corporate Payment System	4246044555703473/214	Fiber to Plant #1	02/25/14	\$766.93
U.S. Bank Corporate Payment System	4246044555703473/214	Telephone General	02/25/14	\$458.12
U.S. Bank Corporate Payment System	4246044555703473/214	Telecom Networking	02/25/14	\$84.00
U.S. Bank Corporate Payment System	4246044555703473/214	Vehicle & Equipment Fuel	02/25/14	\$157.99
U.S. Bank Corporate Payment System	4246044555703473/214	Automotive Supplies & Repairs	02/25/14	\$495.15
U.S. Bank Corporate Payment System	4246044555703473/214	General Repairs	02/25/14	\$1,550.44
U.S. Bank Corporate Payment System	4246044555703473/214	Computer Equipment & Supplies	02/25/14	\$607.79
U.S. Bank Corporate Payment System	4246044555703473/214	Misc Small Tools	02/25/14	\$164.88
U.S. Bank Corporate Payment System	4246044555703473/214	Computer Software	02/25/14	\$75.94
Veolia Water North America	35579	Repair & Maintenance Jan 2014	02/20/14	\$9,226.13
Veolia Water North America	35648	Repair & Maintenance Large Item Jan 2014	02/24/14	\$12,550.07

Wastewater Sub-Total \$45,692.78

Community Center

Community Center Sub-Total \$0.00

Grand Total \$83,134.85

Request For Authorization To Pay Invoices (RFA)
For the Meeting on March 19, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC32999	Community Center-New User Set Up	03/03/14	\$385.00
Big Dog Computer	BDC33001	New Computer Set Up	03/03/14	\$89.99
Big Dog Computer	BDC33001	Community Center-New Computer Set Up	03/03/14	\$322.49
Big Dog Computer	BDC33003	Community Center-Computer Repair	03/03/14	\$142.50
Big Dog Computer	BDC33005	Community Center-Cameras	03/03/14	\$907.50
Brentwood Ace Hardware	808/022814	Community Center-Equipment Rental	02/28/14	\$102.30
Brentwood Ace Hardware	808/022814	Community Center-Small Tools	02/28/14	\$19.52
Brut Force Janitorial	3/2014	Janitorial Service	03/03/14	\$190.00
Brut Force Janitorial	3A 2014	Community Center-Janitorial Service	03/03/14	\$400.00
Cintas	185461486	Uniforms	03/04/14	\$81.76
Dan Meewis	MAR 2014	Expense Report March 2014	03/10/14	\$211.88
Debra A. Cabusas	1	Community Center-Program Fees	02/27/14	\$316.80
Discovery Bay Disposal	17-0001966/022814	2 Yd Bin	02/28/14	\$285.57
Discovery Bay Disposal	17-0013218/022814	Community Center- 2 Yd Bin	02/28/14	\$285.57
Karma Dewitt	1	Community Center-Reimb Canceled Class	03/06/14	\$45.00
Neumiller & Beardslee	260862	Services Through 01/31/14	02/18/14	\$121.00
Odyssey Landscape Co, Inc.	36039311.1	Replace Annual Color	10/31/13	\$928.80
PMT Pest Control Service	490	Community Center-Pest Control	07/14/13	\$1,120.00
PMT Pest Control Service	515	Pest Control	03/04/14	\$200.00
PMT Pest Control Service	515	Community Center-Pest Control	03/04/14	\$725.00
Shawna J. Scizak	1	Community Center-Program Fees	02/27/14	\$372.80
Town of Discovey Bay CSD	261	Payroll Reimbursement Dec 2013	03/03/14	\$9,752.16
Town of Discovey Bay CSD	263	Payroll Reimbursement Jan 2013	03/03/14	\$12,684.40
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Renovations	02/25/14	\$906.08
U.S. Bank Corporate Payment System	4246044555703473/214	Travel & Meetings	02/25/14	\$38.11
U.S. Bank Corporate Payment System	4246044555703473/214	Training & Education	02/25/14	-\$40.00
U.S. Bank Corporate Payment System	4246044555703473/214	Telephone General	02/25/14	\$430.87
U.S. Bank Corporate Payment System	4246044555703473/214	Vehicle & Equipment Fuel	02/25/14	\$228.81
U.S. Bank Corporate Payment System	4246044555703473/214	Automotive Supplies & Repairs	02/25/14	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Training & Education	02/25/14	\$38.74
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Advertising	02/25/14	\$98.47
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Telephone General	02/25/14	\$290.80
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-General Repairs	02/25/14	\$418.00
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Software	02/25/14	\$249.00
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Office Supplies	02/25/14	\$210.72
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Equipment Rental	02/25/14	\$252.24
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Permits & Fees	02/25/14	\$39.00
U.S. Bank Corporate Payment System	4246044555703473/214	Community Center-Special Expense	02/25/14	\$49.99
Watersavers Irrigation Inc.	1426560-00	Newport	02/26/14	\$436.42
Total				\$33,537.29

Request For Authorization To Pay Invoices (RFA)
For the Meeting on March 19, 2014
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33006	New User Set Up	03/03/14	\$425.20
Brentwood Ace Hardware	808/022814	Small Tools	02/28/14	\$13.16
Brut Force Janitorial	3/2014	Janitorial Service	03/03/14	\$25.00
Cintas	185461486	Uniforms	03/04/14	\$81.75
Dan Meewis	MAR 2014	Expense Report March 2014	03/10/14	\$211.87
Office Depot	698878008001	Office Supplies	02/20/14	\$10.84
Town Of Discovery Bay CSD	262	Payroll Reimbursement Dec 2013	03/03/14	\$2,241.53
Town Of Discovery Bay CSD	264	Payroll Reimbursement Jan 2013	03/03/14	\$3,811.41
U.S. Bank Corporate Payment System	4246044555703473/214	Travel & Meetings	02/25/14	\$20.85
U.S. Bank Corporate Payment System	4246044555703473/214	Telephone General	02/25/14	\$437.30
U.S. Bank Corporate Payment System	4246044555703473/214	Vehicle & Equipment Fuel	02/25/14	\$310.17
U.S. Bank Corporate Payment System	4246044555703473/214	Automotive Supplies & Repairs	02/25/14	\$60.63
U.S. Bank Corporate Payment System	4246044555703473/214	Equipment Maintenance	02/25/14	\$157.17
			Total	\$7,806.88



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

Prepared By: Gregory Harris, District Engineer, HERWIT Engineering
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

National Pollutant Discharge Elimination System (NPDES) Permit Renewal Application Package

Recommended Action

As Necessary

Executive Summary

As the Board is aware, staff submitted the Town of Discovery Bay's (TODB) application for a renewal of our Five-Year NPDES Permit in May 2013. In late February 2014, the TODB received preliminary comments to that application submittal from the RWQCB. At the March 5, 2014 Board meeting, the Districts Engineer, Gregory Harris of HERWIT Engineering provided the Board with a very extensive review of the proposed NPDES permit and the terms, limits, and requirements contained therein.

On March 10, staff responded to RWQCB (See attached Letter) and identified a rationale that the TODB would like to convey to the RWQCB as it pertains to the current permit renewal process as well as the subsequent five-year permit renewal cycle.

Staff, engineers and consultants will be meeting with the RWQCB on Thursday, March 20 to discuss the TODB's current and future efforts towards ensuring that the Town's wastewater treatment and discharge facilities are and will continue to meet the stringent requirements of the RWQCB.

At this time, staff is looking for Board input and comment prior to the March 20 meeting.

Fiscal Impact:

Amount Requested \$N/A

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

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund# Capacity Fee Revenues/Bond Funds

Previous Relevant Board Actions for This Item

Presentation at March 5, 2014 Board Meeting

Attachments

Exhibit A – March 10, 2014 Letter to the RWQCB

AGENDA ITEM: F-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Bill Pease • Director – Kevin Graves • Director – Marianne Wiesen

March 10, 2014

Mr. James Marshall
California Regional Water Quality Control Board
Central Valley Region
11020 Sun Center Drive, Suite 200
Ranch Cordova, CA 95670

Subject: Town of Discovery Bay CSD Preliminary Draft Order Comments

Dear Mr. Marshall:

The comments contained in this submittal are provided in response to your February 24, 2014 email regarding renewal of the District's NPDES permit. The District appreciates the opportunity to provide comments on a Preliminary Draft Order prior to the circulation of a Tentative Order for public review. We have reviewed the Preliminary Draft Order and the Nitrate Option (provided as Enclosure 1) and would like the Regional Water Board to consider the comments contained in this submittal.

Before discussing the permit, the District would like to bring you up to date on the efforts they have put into upgrading reliability at the wastewater treatment facilities and reducing salinity in the wastewater. These efforts include the following:

1. In 2010, the District commissioned a 10 year Wastewater Master Plan (WWMP) by Stantec Consulting Services Inc. to address ways to improve permit reliability and permit compliance as well as future flow needs based upon anticipated in-fill development in Discovery Bay.
2. In 2012, the District conducted a second round of collection system and source water salinity monitoring that identified Well 5B as experiencing salinity breakthrough and quantified the salinity increase from water softeners in the community.
3. In August 2012, the District issued \$14.1 Million in bonds for the purpose of improving reliability and reducing salinity. To support this debt service, the District raised rates by 28% in FY 2012 and 18% in FY 2013. Projects currently under design and construction include the following.
 - a. \$1.4 Million to construct Well No. 7 in order that Well 5B may be placed into back-up service, thus reducing salinity in the wastewater to improve compliance with the EC provision of our NPDES permit.

- b. \$12.7 Million in reliability improvements to the wastewater treatment plant including a redundant oxidation ditch and clarifier, redundant influent pump station, improved pumping systems, additional solids handling capacity, and additional UV system improvements. All of these improvements are designed to provide process flexibility and overall facility reliability while concurrently improving permit compliance with our existing permit conditions.
4. In January 2014, the District passed an ordinance banning installation of new salt and brine based water softeners for the sole purpose of reducing effluent salinity and improving permit compliance with EC provision in our NPDES permit.
5. The District has been working with the University of Berkeley with a pilot wetlands program on pharmaceutical removal continuously since 2008. The basic research conducted on the pilot wetlands at Discovery Bay has since been used to design and construct a much larger demonstration wetlands in southern California under the direction of Professor David Sedlak at UC Berkeley.

Outside of this current bond funding cycle and the improvements noted above, the WWMP identified filtration as a possible need in the future to improve permit compliance with the operation of the UV system. The District therefore began planning for the filters in the future and adopted a revised development fee schedule with increased fees to help fund the filtration project. The flow increase requested as part of this permit review not only accommodates some in-fill areas in Discovery Bay, it provides the majority of the funding mechanism in the financial plan to construct the filters as a future project.

The WWMP did not anticipate a future nitrate treatment requirement being applied to a facility with a 31 mg/l maximum discharge of nitrate into a water body with an average of 1,000:1 dilution. As a result, no project to control nitrate was identified as part of the master plan and no funding source was put in place to construct such facilities.

We ask that you consider our significant steps to improve the water quality discharged from our facilities as you review our comments concerning the current preliminary NPDES permit renewal. Our residents live on the Delta and we as a District take great pride in providing the best water treatment possible at a reasonable cost to our residents. Concerning the specific wording of the preliminary permit, we offer the following comments.

Filtration Based Limits and Total Coliform Limits

The District has been planning to add effluent filters to improve the reliability of the UV disinfection system's ability to meet the current 23 MPN/100 mL total coliform effluent limitation. A secondary benefit of the proposed filters is that the District's effluent should be able to comply reliably with the proposed BOD/TSS 10/10 mg/L effluent limitations. Thus, these new effluent limitations on BOD and TSS are believed to be appropriate once the filters are operational, but not before. The Order's Interim Effluent Limitations are appropriate in this regard.

Though the BOD/TSS 10/10 mg/L effluent limitations are appropriate for filtered effluent, the 2 NTU turbidity process performance limitation is not appropriate because the District does not have a tertiary treatment system (coagulation, flocculation, filtration, and disinfection system), and does not need one considering the over 1000:1 dilution provided to this effluent discharge, as discussed below related to the proposed total coliform effluent limitation. The turbidity limitation, in this case, should be dropped and the means of compliance with protection of public health should be the 23 MPN/100 mL total coliform limitation, as described by the Department of Public Health for effluent discharges receiving 20:1 or more dilution.

The implied notion in the Preliminary Draft that any 10/10 BOD/TSS effluent can be disinfected reliably to the 2.2 MPN/100 mL total coliform standard is valid only when chlorine (not UV) is the disinfectant. For UV to reliably disinfect to the 2.2 MPN/100mL standard requires more than just filters. Many full Title 22 tertiary treatment processes have had problems complying with the 2.2 MPN/100mL total coliform standard when UV disinfection is used, and have had to undergo various upgrades to the UV system, coagulation/flocculation process, and/or filters in order to achieve compliance and thereby protect public health. However, in the District's situation, the 2.2 MPN/100mL total coliform standard is not needed to protect public health based on guidance from the Department of Public Health considering 1) the dilution this discharge receives, and 2) the enhanced treatment rule for potable water treatment plants using surface waters. Imposition of the unneeded 2.2 MPN/100mL total coliform standard will require either unneeded upgrades to the filtration and UV process, or a return to use of chlorine as the disinfectant. The District moved away from using chlorine disinfection in favor of UV to reduce effluent salinity and THMs.

In summary, the 23 MPN/100mL total coliform standard is protective of public health in the District's situation, and the UV system and filters have been designed to comply with this appropriate standard. They have not been designed to comply with an unnecessary 2.2 MPN/100mL total coliform standard. We are aware of no quantifiable benefit resulting in the additional cost to comply reliably with an unnecessary 2.2 MPN/100mL total coliform standard.

Nitrogen Control

The proposed "Nitrate plus Nitrite" effluent limitation of 10 mg/L is believed to be of marginal environmental benefit and may require the District to install de-nitrification basins and associated recycle pumps and piping to achieve reliable compliance. It is our understanding that the Delta is already saturated with nutrients; therefore what biostimulation is occurring is light limited rather than nutrient limited. The 10 mg/L standard, itself, is well above nitrogen saturation values from a biostimulation perspective; therefore, the potential issues are 1) protecting public health, and 2) reducing effluent constituents to the extent feasible under Resolution No. 68-16. The record is clear that Old River in this segment has large amounts of nitrate assimilative capacity, considering the monthly averaging period the Regional Water Board applies to the 10 mg/L nitrate Primary MCL. Therefore, public health is not an issue. The driver for the nitrate limitation appears to be Resolution NO. 68-16. As discussed in the District's February 21, 2014 Anti-Degradation Analysis, the options are 1) simultaneous nitrification/de-nitrification, or 2) addition of de-nitrification basins. What appears to be consistent with maximum benefit to the people of California is to determine what reliable nitrate reduction is most feasible with the least cost, and then regulate the effluent discharge accordingly. The

expense of de-nitrification basins, and associated recycle pumping and piping, do not appear to be justified when there would be no known benefit to public health or the environment considering the overall average greater than 1000:1 dilution of this effluent discharge. This dilution is what separates Discovery Bay from Stockton, as an example. Based on the above discussion, the District suggests that the Nitrate Option (Enclosure 1) is the appropriate option for inclusion in the District's Tentative Order. The pollution prevention plan for nitrate included as a requirement of the Order will allow the District time to investigate the best way to comply with a future nitrate limit of 10 mg/l. The nitrate limit can then be reduced from the 31 mg/l noted in your Nitrate option for the current permit cycle to 10 mg/l in the following 5 year permit cycle. This will allow the District the opportunity to get the science, engineering, and financing in place to achieve such a goal.

Flow Increase

As noted earlier, the currently adopted financing plan for construction of the filters is heavily reliant on the collection of development fees from the remaining in-fill housing in the District. Unfortunately, the District is un-able to issue a will-serve letter to accommodate the in-fill housing without an increase in the current wastewater flow to 2.35 mgd average dry weather flow. The preliminary draft currently requires prefunding and construction of both filters and nitrate control facilities prior to being allowed a flow increase for the facility. This leaves the District in a Catch-22 in its ability to finance the improved treatment facilities. The District therefore requests the preliminary permit be modified to allow a flow increase to 2.35 mgd average dry weather flow conditioned on the facilities being upgrade to treat the flow to meet the current discharge limits similar to your wording for Section VI.C.6.b.i. Section VI.C.6.b.ii would be modified to the current discharge limits. The Construction of filters can then be made a mandatory condition within the current 5 year permit cycle and the BOD/TSS 10/10 mg/l limits applied once the filters are constructed. The District would therefore have the obligation to build the filters regardless if development occurs within the 5 year permit cycle. But, any development that does occur will then help finance the filter project.

Please feel free to contact me if you have any question regarding the contents of this letter, or if you require any additional information.

Sincerely,



Rick Howard, General Manager
Town of Discovery Bay

- c. Gregory Harris, District Engineer
Eric Zeigler, Stantec Consulting Services



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

Prepared By: Gregory Harris, District Engineer, HERWIT Engineering *GH*
Submitted By: Rick Howard, General Manager

Agenda Title

Preparation of Plans and Specifications for Wastewater Tertiary Treatment Facilities

Recommended Action

Authorize HERWIT Engineering to proceed with the preparation of Plans and Specifications for Wastewater Tertiary Treatment Facilities and Effluent Pump Station Modifications, Master Plan Items 5 and 7 in the amount of \$327,990.00 and authorize the General Manager to issue a purchase order for the respective projects.

Executive Summary

The Board received and accepted the Water and Wastewater Master Plans in February 2013. Included in the respective Master Plans (MP) were a comprehensive list of projects that were identified as Immediate, Critical, Likely, and Unlikely. As a consequence of the MP's, staff incorporated those projects included in the MP's into the annual Capital Improvement Program Budgets.

The District issued \$14.1M in Enterprise Revenue Bonds in August 2012 to finance a majority of the projects included in the MP's that are listed as either Immediate or Critical. Projects listed in the Likely and Unlikely category were not funded as those projects are necessary when new development occurs and expansions of the Wastewater and Water Treatment Plants need to take place, or when the State Regional Water Quality Control Board requires certain improvements occur.

In order to be ahead of the curve on Master Plan items and to have projects shelf ready when development occurs, on October 2, 2013 the Board authorized design services for the addition of the 5th export pump to the export pump station and secondary treatment equalization basins. At that time, staff delayed seeking approval from the Board for design efforts for tertiary treatment (filtration) and effluent pump station improvements until after the state RWQCB has had a chance review the Town's pending permit renewal application.

As the Board is aware, and as addressed previously in this Agenda, the RWQCB has reviewed our application for a new five-year NPDES Permit and has included effluent limitations that will require effluent filtration.

The attached project scope of work will include the following: 1) Modifications to the Effluent Pump Station; 2) Addition of coagulation and flocculation chambers; 3) Addition of effluent filters; and 4) Addition of a chemical support building.

Total Master Plan Project cost is estimated to be \$4,864,000.00. Funding for the design of this project is derived from existing and future Connection Fees (Developer Capacity Fees).

Fiscal Impact:

Amount Requested \$327,990.00

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

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

Previous Relevant Board Actions for This Item

Attachments

Exhibit A – Herwit Scope of Work – Master Plan Items 5 & 7 Secondary Effluent Pump Station Modifications and Effluent Filtration Project

AGENDA ITEM: F-2

Exhibit A

**Town of Discovery Bay Community Services District
Discovery Bay, California
Master Plan Items 5 & 7
Secondary Effluent Pump Station Modifications & Effluent Filtration Project**

SCOPE OF SERVICES

Task 1 – 30 % Engineering Design Services – Master Plan Items 5 & 7 - Secondary Effluent Pump Station Modifications & Effluent Filtration

- A. Review existing design drawings and conduct site visits needed for detailed design.
- B. Preparation of 30% plans and specifications for the Secondary Effluent Pump Station Modifications & Effluent Filtration Project.
 - 1. Modifications to the Effluent Pump Station to accommodate higher head pumps required to feed effluent filters.
 - 2. The addition of new coagulation and flocculation chambers upstream of the effluent filters.
 - 3. The addition of new effluent filters. Per the Master Plan, these filters will be concrete construction Dynasand up flow filters by the Parkson Corporation.
 - 4. The addition of chemical support building and tank farm for the filters.
 - 5. Prepare plans to 30% complete to allow design review with the District and cost estimating of the structures.
 - 6. Prepare Electrical Single Line and MCC Line up.
 - 7. Prepare preliminary P&IDs for all processes.
 - 8. Identify yard piping and electrical duct banks required for the project.

Task 2 – 100 % Engineering Design Services – Master Plan Items 5 & 7 - Secondary Effluent Pump Station Modifications & Effluent Filtration

- A. Preparation of 100 % Plans and Specifications for bidding of a complete design for the Project.
- B. Prepare and submit 90 % submittals for review and comment by District Staff.
- C. Incorporate 90 % comments and prepare final plans and specifications for bidding.
- D. Attend meetings at the project site.
- E. Print 10 full size sets of plans and specs for the final deliverable to the District.
- F. Provide digital PDF files of the plans and specs.
- G. Provide ACAD files.

Task 3 – Bidding Services as Directed by District – (Not included in this proposal, these items will be time and materials)

- A. District will bid the project and manage the bidding to General Contractors.
- B. HERWIT will attend pre-bid meeting and job walk through.

C. HERWIT will answer questions during bidding and prepare project addendums as needed.

Task 4 – Optional Construction Services – (Not included in this proposal, these items will be time and materials)

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

Assumptions:

- A. The project scope is based on the design of new coagulation, flocculation and filtration facilities and modification to the existing structures as detailed in the Master Plan and under Tasks 1 & 2.
- B. All fees for all permits and applications shall be paid by the District.
- C. Should the project design and or construction schedule become extended for reasons outside of HERWIT's control beyond the agreed schedule, and the cost of Design Professional's performance increase materially on account of the delay, the contract cost shall be increased to accommodate the extra time required to complete the project.

Items Not Included:

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

- A. Surveying.
- B. Geotechnical investigation.
- C. Work identified under Task 3&4 Bidding and Construction Services.

Miscellaneous:

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

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

Schedule

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

Date	Action Item
May, 2014	Begin Design
August, 2014	30% Submittal and Review
December, 2014	100% Submittal and Review
January, 2105	Bid project
February, 2015	Award Project
June, 2016	Construction completed.

FEE

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

Task 1 & 2 – 30 % & 100 % Engineering Design Services & Bid Services
 – Master Plan Items 5 & 7 - Secondary Effluent Pump Station Modifications
 & Effluent Filtration Project \$ 327,990

Task 3 & 4 - Bidding and Construction Services T&M as Directed by Owner

Discovery Bay Pump Station "F" Rehabilitation Project
HERWIT Engineering Cost Estimate

Staff Hours at Indicated Rate														
Task X	MP Items 5 & 7 Secondary Effluent Pump Station & Effluent Filtration										HERWIT Labor Cost	Other Subs	Expenses	Total Cost
	Principal Engineer	Supervising Engineer	Senior Engineer	Associate Engineer	Engineer	Supervising Designer	Designer 2	Administrative Assistant	HERWIT Labor Cost	Other Subs				
			160				85							
Design Services														
1	Civil & Mechanical Design, Coordination, etc. Effluent Pump Station Modifications			240			160		52,000				\$	52,000
	Coagulation & Flocculation			80			80		19,600				\$	19,600
	Chemical Building & Tank Farm			120			140		31,100				\$	31,100
	Filtration			80			140		24,700				\$	24,700
	Specifications			160			140		37,500				\$	37,500
				40					6,400				\$	6,400
2	Structural Design			80			16		14,160	48,000			\$	62,160
3	Electrical Design			120			240		39,600	30,000			\$	69,600
4	Markup on Subs									7,800			\$	7,800
5	Prepare and Print 50% and 90% Submittals			16			32		5,280				\$	5,280
6	Meetings & Site Visits			16					2,560		250		\$	2,810
7	Final Printing (10 Full size Plans and Specs)			8			16		2,640				\$	2,640
8	Bidding			40					6,400				\$	6,400
Subtotal 100% Design Services				1000			964		241,940	85,800	250		\$	327,990



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

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

Agenda Title

Countywide Water/Wastewater Municipal Service Review & Sphere of Influence Study Review

Recommended Action

As Necessary

Executive Summary

The Contra Costa Local Agency Formation Commission (LAFCO) is presently in the process of conducting their Countywide Water/Wastewater Municipal Service Review & Sphere of Influence Study. This study that takes place every five-years and takes an in depth look at the agencies within its jurisdiction, and their overall ability to provide services to their constituents. LAFCO is presently in the process of reviewing Water/Wastewater service providers, including the Town of Discovery Bay. Staff has been working with and providing information to LAFCO in preparation of the MSR.

On March 4, 2014 Contra Costa LAFCO released the DRAFT Water/Wastewater Municipal Service Review & Sphere of Influence Study. The entire MSR is posted to the LAFCO website at www.contracostalafco.org. The sections that pertain to the Town of Discovery Bay are attached to this report. The edits are those of District Staff and not LAFCO or their consultants.

The MSR, as it pertains to the Town of Discovery Bay, is free from any recommended changes, and recommends maintaining the "Status Quo".

At this time, it is appropriate for the Board to make any recommended comments/changes/edits.

Following LAFCO's April 9, 2014 meeting the Final Draft will be released, with an anticipated final report being approved at the May or June LAFCO meeting.

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

None

Attachments

Contra Costa Local Agency Formation Commission MSR Report (Only those sections that pertain to the TODB)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT - WATER/WASTEWATER SERVICES

OVERVIEW/BACKGROUND

The Town of Discovery Bay Community Services District (~~TDBCSD~~TODBCSD) is located in the eastern portion of the County, north of Highway 4, approximately one mile east of the Byron Highway. The service area encompasses the developed and developing unincorporated community of Discovery Bay of approximately 5,760 acres. Discovery Bay was originally established in the 1970s as a weekend and summer resort community.

Today, Discovery Bay has evolved into a year-round home for over 13,500 residents. ~~TDBCSD~~TODBCSD was formed in 1998 as an independent district pursuant to the Community Services District Act (Government Code Section 61000 et seq.). ~~TDBCSD~~TODBCSD is authorized to provide water and wastewater services, parks and park maintenance services, landscaping and recreation services. ~~TDBCSD~~TODBCSD also provides flood control in specified areas. This report will focus on the ~~TDBCSD~~TODBCSD's water and wastewater services which is ~~TDBCSD~~TODBCSD's primary function. A map of ~~TDBCSD~~TODBCSD's current boundary and sphere of influence (SOI) is shown in Figure IV-28 on Page 278.

Two new residential development projects, Newport Point and Pantages Bay, were recently approved by the Contra Costa Board of Supervisors and will ultimately require ~~TDBCSD~~TODBCSD services in the future:

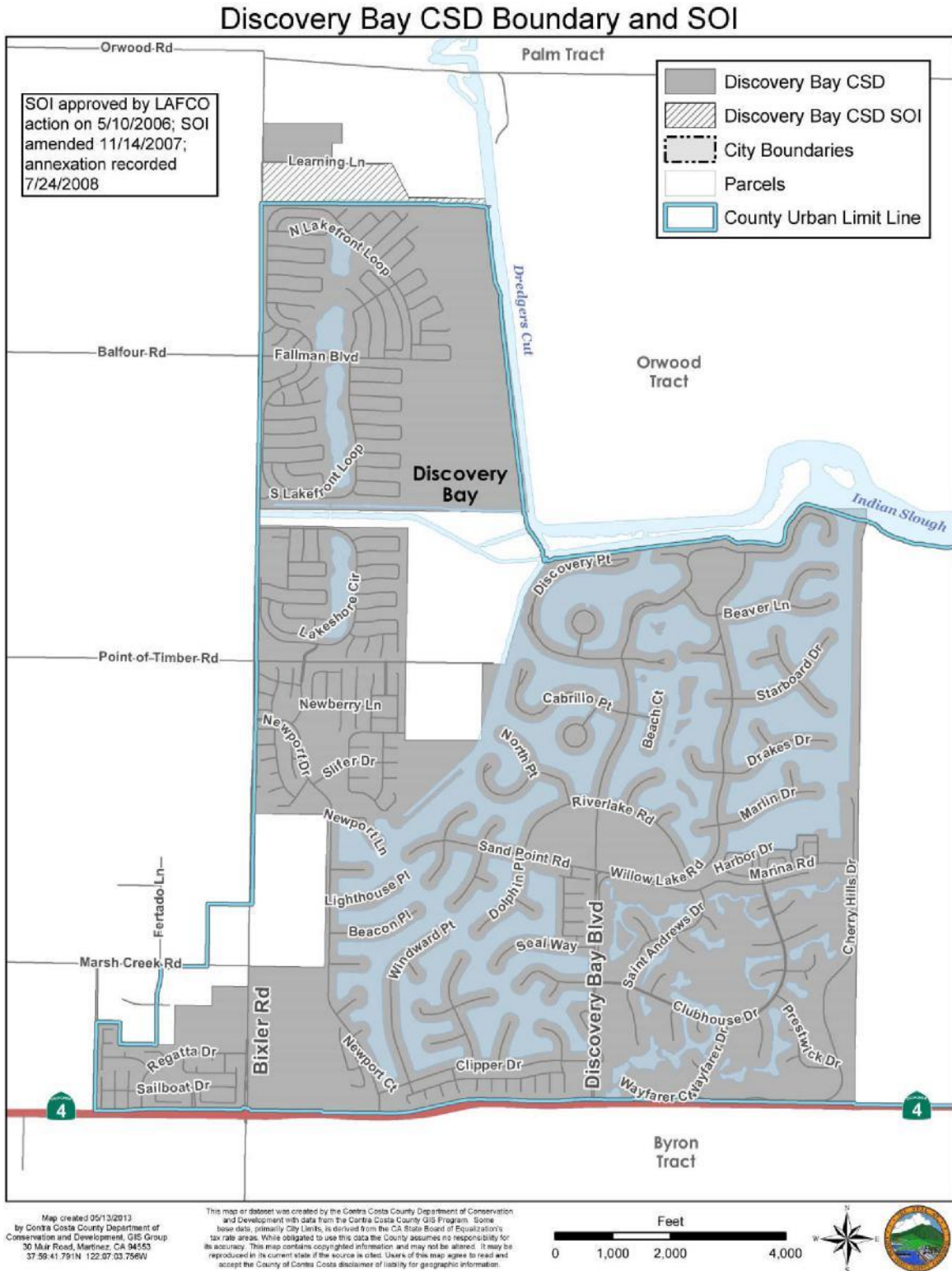
- The Newport Point development will result in 67 single family homes on 20 acres of undeveloped property (and approximately six acres of wetlands) in the Discovery Bay West area. The property is located outside the current ~~TDBCSD~~TODBCSD SOI and service boundary. In July 2010, the landowner submitted applications to CC LAFCO to modify ~~TDBCSD~~TODBCSD's SOI and boundary to include this property. The CC LAFCO applications are currently incomplete.
- The Pantages Bay development proposes 292 residential units (116 of which will have boat docks), creation of 47 acres of bays and covers, wetlands/emergent marsh preservation, trails and other project-related improvements, and a Sheriff's Marine Patrol Station. Most of the project territory is located outside the ~~TDBCSD~~TODBCSD SOI and service boundary. A landowner application to CC LAFCO to remedy these outstanding boundary issues will be required.

These projects, as well as the continued built-out of entitled units in Discovery Bay West and Villages IV and V, will result in future growth for ~~TDBCSD~~TODBCSD. According to the 2012 Wastewater Master Plan, at build out, the Town of Discovery Bay will add an additional 1,123 residential units, 90 acres of office and business park development and 10 acres of commercial land use. In 2012, ~~TDBCSD~~TODBCSD adopted 10-Year Master Plans for both water and wastewater services along with long-term Capital Improvement Programs to meet Discovery Bay's future growth and capacity needs at build out, including both the proposed Newport Pointe and Pantages Bay developments. The ~~TDBCSD~~TODBCSD's Agency Profile is included as Table IV-28 on Page 277.

Table IV-28, Agency Profile — Town of Discovery Bay Community Services District

General Information			
Agency Type	Community Services District		
Principal Act	Community Services District Laws, Government Code Section 61000 et seq. and SB 135, Community Services District Law		
Date Formed	1998		
Services	Water, sewage collection and disposal, levee maintenance, parks and park maintenance, landscaping and recreation		
Service Area			
Location	Unincorporated community of Discovery Bay		
Square Miles/Acres	9 square miles/5,760 acres		
Land Uses	Predominantly residential with some commercial and irrigation uses		
Water Connections	5,523 service connections (residential, commercial, irrigation)		
Population Served	13,500 (2010 Census)		
Last SOI Update	11/14/2007		
Water Infrastructure/Capacity			
Facilities	2 water treatment plants, 4 water storage tanks, booster pumps, 46 miles of mainland pipe		
Storage Capacity	Willow Lake Water Treatment Plant — 1.5 MG Newport Water Treatment Plant — 1.0 MG		
Primary Source of Supply	5 active groundwater supply wells; 6 th well to be online by late spring/early summer 2014		
Sewer Infrastructure/Capacity			
Facilities	2 wastewater treatment plants, 15 lift stations		
Treatment Plant Capacity (MGD)	Average Annual Flow — 1.80 MGD Permitted Flow — 2.1 MGD Peak Day Flow — 3.60 MGD		
Primary Disposal Method	Secondary treatment, UV disinfection and discharge into Old River		
Budget Information- FY 2013-2014 (All Services- Water/Wastewater/Parks/Recreation/Landscape)			
	Revenues	Expenditures	Net Surplus/(Deficit)
General/Operating Fund	\$13,276,006	\$6,165,337	\$7,110,669
Combined Other Funds	Included Above	\$7,110,669	(\$7,110,669)
All Funds	\$13,276,006	\$13,276,006	\$0
	FY 2013-2014	Long Term Planned Expenditures	
Capital Expenditures	\$7,110,669	\$25,244,439- 5 Year Projection	
Net Assets (Reserves)	\$7,564,216	June 30, 2012 Financial Statement- Restricted & Unrestricted	
Governance			
Governing Body	Board of Directors (5 members)		
Agency Contact	Rick Howard, (925) 308-9042		
Notes			
Net Assets do not include Capital Assets			

Figure 1V-28, Boundary/SOI Map — Town of Discovery Bay Community Services District



DISTRICT OPERATIONS

~~TDBCSD~~TODBCSD provides a variety of services including water and wastewater for the community of nine square miles. The water operations function provides: potable treatment capacity of approximately 2 million gallons per day (MGD); storage in 4 reservoirs; and distribution through several booster pumps and 46 miles of pipeline. ~~TDBCSD~~TODBCSD operates 5 active wells for pumping groundwater to provide for treatment. A sixth well is under construction with a planned operational date in the summer of 2014. ~~TDBCSD~~TODBCSD contracted to develop and approved a 10-Year Water Master Plan in 2012 that provides a framework for accommodating future development and a long range CIP including major infrastructure replacement as needed over time.

Wastewater operations functions include two relatively small but environmentally sensitive wastewater treatment plants (WWTP's) with capacity of 2.1 MGD and average flow of 1.8 MGD. A system of 15 pump stations takes collected effluent to the WWTP for treatment and disposal. ~~TDBCSD~~TODBCSD currently contracts operation of the WWTP with Veolia Water North America since 2009 and has experienced reduced operational problems and environmental and permit issues.

As referenced in the 2006 MSR, ~~TDBCSD~~TODBCSD experienced several permit violations and has since resolved those issues and received a new NPDES permit in 2008. A new expanded permit is expected in late 2014. Issues of constituent discharges exceeding limits and Regional Water Quality Control Board (RWQCB) fines have been an ongoing concern. ~~TDBCSD~~TODBCSD appears to have addressed these issues through the change of operators and oversight by management and engineering support. While it is realistic to expect occasional problems with a wastewater system, the challenge is to address issues and solve them for future operations. Close monitoring of this situation will be important for the next MSR cycle. ~~TDBCSD~~TODBCSD has issued debt financing to fund capital improvement projects and has approximately \$7.1 million budgeted in 2013-14 including, among other upgrades, a new well, WWTP upgrades, and pipeline replacement.

Infrastructure Needs

~~TDBCSD~~TODBCSD has applied for a new NPDES permit for the WWTP with a capacity increase from 2.1 MGD to 2.3547 MGD. Operation of the WWTP and upgrades to the inflow control, pump and UV system are expected to aid in operation. The Water and Wastewater Master Plans have identified potential rehabilitation projects for the next ten years as well as possible upgrades if new development is approved.

Cooperative Programs

~~TDBCSD~~TODBCSD has joined the Bay Area Chemical Consortium to purchase bulk chemicals for water and wastewater treatment, saving about \$50,000 per year. A Joint Powers Authority (JPA) agreement with the Byron Bethany Irrigation District (BBID) formed the Discovery Bay Financing Authority to finance bonds for long-term capital projects. ~~TDBCSD~~TODBCSD is studying several possible cooperative programs for operations of its recreation programs.

Cost Avoidance Opportunities

The comprehensive review of the water and wastewater facilities and Master Plans have provided the ability to better phase major rehabilitation projects and reduce debt financing costs. Low energy lighting is being installed at facilities to reduce energy costs. ~~TDBCSD~~TODBCSD's management has set cost containment or reduction as a major strategic goal for ~~TDBCSD~~TODBCSD.

DISTRICT FINANCIAL OVERVIEW

~~TDBCSD~~TODBCSD provides water, wastewater, parks and parks maintenance, and recreation and landscape maintenance services to the Discovery Bay area. ~~TDBCSD~~TODBCSD operates its water and wastewater services as enterprise type activities, with a significant portion of its overall revenue from charges for services listed as property taxes in ~~TDBCSD~~TODBCSD's budget. Overall, ~~TDBCSD~~TODBCSD's financial status is stable. ~~TDBCSD~~TODBCSD maintains a good long-term CIP and maintains sufficient revenue generation for funding projects. ~~TDBCSD~~TODBCSD maintains a good reserve fund balance providing adequate capability to absorb short-term impacts and its debt service to annual expenditure ratio is low. ~~TDBCSD~~TODBCSD reports that in 2013, it began a new four-year Water and Wastewater Rate Study for future operational and capital requirements, and the anticipated rate adjustments that may be required to support future needs.

There are five primary areas of criteria that have been utilized to assess the present and future financial condition of ~~TDBCSD~~TODBCSD's wastewater service operations as discussed below:

3 Year Revenue/Expenditure Budget Trends

~~TDBCSD~~TODBCSD overall has been experiencing balanced budgets over the last few years. ~~TDBCSD~~TODBCSD maintains adequate amounts of reserve fund balance and has established several infrastructure reserve funds for future capital improvements, with annual contributions to those funds.

Ratios of Revenue Sources

~~TDBCSD~~TODBCSD overall receives approximately 55% of its revenues from charges and fees for services, most of which are identified as property taxes in ~~TDBCSD~~TODBCSD's budget, 41% from financing proceeds and 4% from miscellaneous other sources. The financing proceeds are designated for capital improvement projects. Overall, sufficient revenue is collected to support operational and maintenance expenditures, with sufficient reserves to absorb for short term impacts.

Ratio of Reserves or Fund Balance to Annual Expenditures

An indicator of the ability to absorb an unexpected loss of revenue in a given fiscal year is exhibited by the amount of unrestricted cash reserve or fund balance the service fund maintains in relation to the annual fund expenditures. ~~TDBCSD~~TODBCSD currently reflects an overall fund balance ratio for all funds of approximately 57% of annual expenditures, a good ratio. ~~TDBCSD~~TODBCSD reports that it maintains a base reserve of \$3 million, and has instituted annual contributions to several capital reserve funds for future capital, facilities, equipment and vehicle replacement requirements. ~~TDBCSD~~TODBCSD reports that for FY 12/13, the combined reserve fund balance for these capital reserve funds was \$820,000, and that the combined annual contribution rate to the reserve funds is \$500,000.

Annual Debt Service Expenditures to Total Annual Expenditures

The ratio of annual debt service to total fund annual expenditures is an indicator of ~~TDBCSD~~TODBCSD's ability to meet debt obligations in relation to service provision expenditures. Ideally, a ratio of 10% or less would reflect a very stable ratio. ~~TDBCSD~~TODBCSD's annual debt service ratio to total expenditures is approximately 6%, a good ratio. ~~TDBCSD~~TODBCSD reports that it has retired its previous debt of approximately \$1.8 million, and has recently incurred new debt of approximately \$14.1 million via the Discovery Bay Public Financing Authority. This debt is in the form of enterprise revenue bonds and designated for capital improvement projects identified in ~~TDBCSD~~TODBCSD's Master Plans.

Capital Improvement Program

~~TDBCSD~~TDBCSD has developed and implemented a comprehensive CIP for its water and wastewater infrastructure improvements. Its current 5-Year CIP identifies approximately \$25.2 million in capital improvement expenditures. ~~TDBCSD~~TDBCSD budget for FY 13/14 includes approximately \$7.1 million in capital project expenditures. ~~TDBCSD~~TDBCSD reports that it has completed several capital improvements in the last several years, including the construction of a new domestic water well and upgrades to the wastewater treatment facility.

Rate Structure

~~TDBCSD~~TDBCSD's rate structure for water is an annual fixed charge for unmetered service and consumption based for metered service. New rates for FY 11/12 and FY 12/13 were established by a rate study conducted in 2011. For FY 12/13, fixed charge annual rates ranged from \$232.44 to \$542.88 dependent on size of the parcel served. Metered service monthly charges per ccf range from \$ 8.66-\$25.03 for domestic water dependent on meter size, and \$2.57-\$18.94 for irrigation water dependent on meter size.

Wastewater charges for residential connections for FY 12/13 are annual fixed charges at \$669.24 per unit for single family homes, and \$501.96 per unit for multi-family developments. Commercial rates are consumption based with monthly rates ranging from \$3.49-\$11.34 per ccf dependent on type of commercial activity. ~~TDBCSD~~TDBCSD reports that in 2013, they began a new four-year Water and Wastewater Rate Study for future operational and capital requirements, and the anticipated rate adjustments that may be required to support future needs.

DISADVANTAGED UNINCORPORATED COMMUNITIES

There are no disadvantaged unincorporated communities (DUCs) located within, or contiguous to, the ~~TDBCSD~~TDBCSD SOI.

STATUS OF ISSUES IDENTIFIED IN PREVIOUS MSR

The 2006 CC LAFCO MSR identified a number of issues and recommendations with respect to ~~TDBCSD~~TDBCSD. The section below provides an update, based on information provided by ~~TDBCSD~~TDBCSD, identifying how those issues have been addressed since 2006 MSR.

- Provisions made since 2006 to accommodate growth for the Discovery Bay area.

In order to identify ~~TDBCSD~~TDBCSD's ability to provide water and wastewater service to planned projects within ~~TDBCSD~~TDBCSD, several key actions were taken: in 2012, DBCSD completed a 10-Year Wastewater Master Plan which included a comprehensive review of ~~TDBCSD~~TDBCSD's wastewater infrastructure, potential impacts of future development, and long-range CIP based upon build out of future development; and, in 2012, DBCSD also completed a 10-Year Water Master Plan identifying a long-range capital improvement program to address community build out of identified future development. ~~TDBCSD~~TDBCSD has also completed a review of ~~TDBCSD~~TDBCSD's water and wastewater rate structure, established the Discovery Bay Public Financing Authority, a JPA with Byron Bethany Financing Authority, completed a Capacity Fee Study, and has completed a four-year water and wastewater rate study.

- Status of NPDES Permit.

~~TDBCSD~~TDBCSD's NPDES permit was renewed in 2008. Because the permits are on a five-year renewal cycle, the permit was scheduled for renewal in ~~is up for renewal again in~~ November 2013. ~~TDBCSD~~TDBCSD contracted with Stantec Engineering to perform the necessary steps required by RWQCB and the TODB submitted the necessary paperwork to renew the NPDES permit within RWQCB guidelines. The current permit has been extended as confirmed by the RWQCB and it is anticipated the permit will be renewed in 2014. The RWQCB issued an extension to the 2008 permit until the new NPDES permit is in place.

- Corrective actions taken to address home plumbing systems exceeding permit standards for copper.

The Town of Discovery Bay has been working with the RWQCB for exceeding permit standards for copper in wastewater since 2000. Copper levels in the water are comparable to other communities. However, there was an interpretation of environmental impact made in 2000 by the RWQCB that created an artificially low copper standard for the Town of Discovery Bay. ~~TDBCSD~~TDBCSD has since provided information to the RWQCB showing that copper levels in the discharge from ~~TDBCSD~~TDBCSD are not harmful to aquatic life at the concentrations normally discharged by ~~TDBCSD~~TDBCSD. RWQCB has concurred with these findings and has modified the discharge permit to adjust the copper levels to accurately reflect the actual impact.

- Outstanding RWQCB (or other State) fines or orders.

RWQCB issued a series of orders and fines including a Notice of Violation (issued February 13, 2013) for minimum penalties concerning Coliform violations on January 25-26, 2011, February 2, 2011, June 16-17, 2011, June 21-22, 2011, June 24, 2011 and May 9, 2012. ~~TDBCSD~~TDBCSD reports that these fines have been resolved through an agreement between the ~~TDBCSD~~TDBCSD and the RWQCB. On July 3, 2013 the Town of Discovery Bay Board of Directors authorized a Supplemental Environmental Program (SEP) as proposed to the RWQCB. On August 7, 2013, the Central Valley Regional Water Quality Control Board authorized the SEP program as submitted by the ~~TDBCSD~~TDBCSD. The SEP, as presented, provides a Grant to the University of California, Berkeley in the amount of \$34,500 to continue to fund the wetlands demonstration project presently taking place at Wastewater Treatment Plant I. The funds will support a graduate student and purchase of instruments to continuing work on pharmaceutical removal with the wetlands for one year. The SEP was approved by the ~~TDBCSD~~TDBCSD and the RWQCB in September, 2013.

~~TDBCSD~~TDBCSD also exceeded its annual average electrical conductivity for 2011. The annual electrical conductivity limit is a result of new salinity limits added to the 2008 NPDES permit and which was modified in 2011.

- Other RWQCB (or other State) fines or orders since the completion of the 2006 MSR.

Since 2006, ~~TDBCSD~~TDBCSD has been subject to fines, notices of violation and orders from the RWQCB related to violations of the Town's NPDWS permit and other state regulations. These incidents include a number of SSO violations in 2008. ~~TDBCSD~~TDBCSD changed operators after these events and the fines were paid. In 2009 and 2010 there were notices of violation relating to discrepancies in the newly implemented electronic self-monitoring reports by the RWQCB. These discrepancies were resolved by modifying the report format and no fines were assessed. ~~TDBCSD reports that the prior contract firm, Southwest Water Services (SWS), was held 100% liable for the fine and paid the entire fine. This was only after the TDBCSD brought action against SWS and prevailed in a civil litigation.)~~

- Update on Community Center.

The ~~TDBCSD~~TODBCSD has purchased a 7.25 acre site for the Town's Community Center. On January 1, 2014, the ~~TDBCSD~~TODBCSD began offering recreations programming to the community.

- Steps taken to prevent spills like the 2008 raw sewage spill (94,000 gallons) into a lake.

It was determined the primary cause of the Lakeshore Sanitary Sewer Overflow was operator error and overall lack of attention to the sanitary system. In response, ~~TDBCSD~~TODBCSD ended its contract with its operator and contracted with Veolia Water N. A. to manage and oversee the system's operation. TODBCSD reports that the prior contract firm, Southwest Water Services (SWWS), was held 100% liable for the 2008 SSO that occurred at the "Lakes" residential development and that SWWS paid the entire fine. This was only after the TODBCSD brought action against SWWS and the TODBCSD prevailed in a mediated civil litigation.

- Status of 2010 Urban Water Management Plan.

The ~~TDBCSD~~TODBCSD has not submitted its 2010 Urban Water Management Plan. ~~TDBCSD~~TODBCSD is currently obtaining proposals to prepare the UWMP utilizing the data in the 2012 Water Master Plan. CC LAFCO will be unable to consider any future SOI/boundary changes until the ~~TDBCSD~~TODBCSD completes this update.

- Actions taken to ensure operating revenues/reserves are sufficient to operate major capital projects.

~~TDBCSD~~TODBCSD has made a number of site and facility upgrades since 2006, including, among others: construction of domestic water production Well #6; the addition of a Trojan 3000Plus UV upgrade to the wastewater treatment process; and the addition of two solids handling belt presses and solar drying sheds. ~~TDBCSD~~TODBCSD has conducted rate studies, issued long-term debt, and completed a capacity fee study ensuring that all financial obligations are met and assets of ~~TDBCSD~~TODBCSD are properly maintained, repaired, serviced or constructed pursuant to the long-term Master Plan recommendations.

- Status of long-term debt.

In August 2010, ~~TDBCSD~~TODBCSD issued \$14.1 million in Discovery Bay Public Financing Authority 2012 Enterprise Revenue Bonds to provide the necessary long-term funding for a series of capital improvement projects that were recommended as part of the Master Plans.

- Actions taken to address operating costs/revenues of the community center, park and recreation-related activities.

Ongoing operational funding is derived from service fees and Landscape Zone 8 funds which provide for parks, landscaping and recreation.

- District cost avoidance and/or resource sharing endeavors.

~~TDBCSD~~TODBCSD outsources services (i.e., maintenance and operations of water and wastewater facilities) and contracts with a private company for park and landscape

maintenance; uses efficient facility design to reduce costs; participates in the Water/Wastewater Response

Network, a voluntary program of public utility agencies to share equipment and staff during emergencies. The largest cost at ~~TDBCSD~~TODBCSD other than the Veolia Water Contract is PG&E which costs \$700,000 annually. ~~TDBCSD~~TODBCSD makes every effort to maximize efficiencies and minimize costs.

- Status of discussion with other agencies regarding a regional approach to wastewater services in East Contra Costa County.

The ~~TDBCSD~~TODBCSD has not been a party to any further discussions on regionalization of services since August 2006.

- Current rates for water and wastewater services.

~~TDBCSD~~TODBCSD's rate structure for water is an annual fixed charge for unmetered service and consumption based for metered service. New rates for FY 11/12 and FY 12/13 were established by a rate study conducted in 2011. For FY 12/13, fixed charge annual rates ranged from \$232.44 to \$542.88 dependent on size of the parcel served. Metered service monthly charges per ccf range from \$ 8.66-\$25.03 for domestic water dependent on meter size, and \$2.57-\$18.94 for irrigation water dependent on meter size.

Wastewater charges for residential connections for FY 12/13 are annual fixed charges at \$669.24 per unit for single family homes, and \$501.96 per unit for multi-family developments. Commercial rates are consumption based with monthly rates ranging from \$3.49-\$11.34 per ccf dependent on type of commercial activity. ~~TDBCSD~~TODBCSD reports that in 2013, they began a new four-year Water and Wastewater Rate Study for future operational and capital requirements, and the anticipated rate adjustments that may be required to support future needs.

- Status of Consumer Confidence Report (CCR) and other methods to enhance local accountability and transparency.

Pursuant to State law, ~~TDBCSD~~TODBCSD produces a CCR. Additionally, ~~TDBCSD~~TODBCSD launched a new website in 2010.

- Comments on two governance options identified in the 2006 MSR: (1) dissolution of Byron Sanitary District and annexation of its service area to ~~TDBCSD~~TODBCSD; and (2) a service agreement between Byron Sanitary District and ~~TDBCSD~~TODBCSD to treat and dispose of sewage from the Byron Sanitary District.

These issues have been considered. Byron Sanitary District has contracted with BBID to perform essential functions. The ~~TDBCSD~~TODBCSD indicates that it is not necessary to further that discussion at this time.

- Timetable to annex two properties currently receiving service outside of ~~TDBCSD~~TODBCSD.

There is no timetable for annexation of the two properties within ~~TDBCSD~~TODBCSD. In 2012, CC LAFCO approved an out of agency service request to extend sewer service to a 15.38+ acre parcel located at 14021 Highway 4 in unincorporated Byron. The property houses a single family residential unit and is located outside the Urban Limit Line.

- Comments on other potential SDI/boundary changes to TDBCSD.

Two boundary changes are contemplated for Discovery Bay: (1) the Pantages Bays residential project which is primarily located outside TDBCSD and will require annexation, and (2) the Newport Pointe residential project which is located completely outside TDBCSD and will also require annexation.

- Additional TDBCSD services planned in the next five years.

None anticipated at this time.

- Interest in forming a Municipal Advisory Council (MAC).

Not at this time. When TDBCSD, an Independent Special District, was formed in December 1998 by CC LAFCO, the Discovery Bay MAC was dissolved. Only its advisory functions were assumed by the Town of Discovery Bay Board of Directors.

GOVERNMENT STRUCTURE ALTERNATIVES

There are two residential development proposals, Pantages Bays and Newport Pointe, which have been approved by the Contra Costa County Board of Supervisors and will require future water and wastewater services from TDBCSD. The majority of the Pantages Bays property is located outside TDBCSD's boundary and SOI. The entire Newport Pointe project is located outside TDBCSD's boundary and SOI.

In July 2010, the landowner of Newport Point filed an application to amend TDBCSD's SOI and concurrently annex the property to TDBCSD. The applications are currently incomplete. For the Pantages Bay property, the landowner will be required to annex to TDBCSD but, to date, has not filed an application with CC LAFCO. In 2012, TDBCSD adopted 10-Year Master Plans for both water and wastewater services along with long-term CIP to meet Discovery Bay's future growth and capacity needs at build out, including both the proposed Newport Pointe and Pantages Bay developments.

One government structure option has been identified:

Maintain the Status Quo:

TDBCSD is currently providing adequate water and wastewater services for its residents and businesses in Discovery Bay. TDBCSD maintains its infrastructure, is planning for the future through appropriated infrastructure planning and investment and is financially sound.

RECOMMENDED MUNICIPAL SERVICE REVIEW DETERMINATIONS

Based on the information, issues, and analysis presented in this report, proposed MSR determinations pursuant to Section 56430 are presented below for Commission consideration:

Growth and Population for the affected area.	According to recent Census data, the population of the Town of Discovery Bay is currently 13,500. Two new residential development projects, Newport Point and Pantages Bay, were recently
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	<p>approved by the Contra Costa County Board of Supervisors and will impact the TODBCSD<u>TODBCSD</u>. These projects, as well as the continued built-out of entitled units in Discovery Bay West and Villages IV and V, will result in substantial future growth for TODBCSD<u>TODBCSD</u>. According to the 2012 Wastewater Master Plan, at build out, the Town of Discovery Bay will add 1,123 residential units, 90 acres of office and business park development and 10 acres of commercial land uses.</p>
<p>Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.</p>	<p>There are no DUCs located within, or contiguous to, the TODBCSD<u>TODBCSD</u> SOI.</p>
<p>Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.</p>	<p>TODBCSD<u>TODBCSD</u> contracted to develop and approved a 10- Year Water Master Plan in 2012 that provides a framework for accommodating future development and a long range capital improvement program including major infrastructure replacement as needed over time. Wastewater operations functions include two relatively small but environmentally sensitive WWTP's with capacity of 2.1 MGD and average flow of 1.8 MGD. A system of 15 pump stations takes collected effluent to the WWTP for treatment and disposal. TODBCSD<u>TODBCSD</u> currently contracts operation of the WWTP with Veolia Water North America since 2009 and has experienced reduced operational problems and environmental and permit issues.</p> <p>TODBCSD<u>TODBCSD</u> has applied for a new NPDES permit for the WWTP increasing its capacity from 2.1 MGD to 2.3547 MGD. It is anticipated that the revised permit will be issued in late 2014. In the meantime, the RWQCB has extended the current TODBCSD<u>TODBCSD</u> NPDES permit until such time as the new permit is adopted Operation of the WWTP and upgrades to the inflow control, pump and UV system are expected to aid in operation. The Water and Wastewater Master Plans have identified potential rehabilitation projects for the next ten years as well as possible upgrades if new development is approved.</p> <p>There are no DUCs located within, or contiguous to, the TODBCSD<u>TODBCSD</u> SOI.</p>

<p>Financial ability of agencies to provide services.</p>	<p>Overall, TDBCSD<u>TODBCSD</u>'s financial status is stable. TDBCSD<u>TODBCSD</u> maintains a good long-term capital improvement program and maintains sufficient revenue generation for funding projects. TDBCSD<u>TODBCSD</u> maintains a good reserve fund balance providing adequate capability to absorb short-term impacts and its debt service to annual expenditure ratio is low. TDBCSD<u>TODBCSD</u> reports that in 2013, it began a new four-year Water and Wastewater Rate Study for future</p>
<p>Status of, and opportunities for, shared facilities.</p>	<p>TDBCSD<u>TODBCSD</u> has joined the Bay Area Chemical Consortium to purchase bulk chemicals for water and wastewater treatment, saving about \$50,000 per year. A Joint Powers Authority agreement with the Byron Bethany Irrigation District formed the Discovery Bay Financing Authority to finance bonds for long-term capital projects. TDBCSD<u>TODBCSD</u> is studying several possible</p>
<p>Accountability for community service needs, including government structure and operational facilities.</p>	<p>TDBCSD<u>TODBCSD</u> is an Independent Special District governed by a five-member Board of Directors elected at large. TDBCSD<u>TODBCSD</u> meetings are open to the public, and Board agendas and meeting minutes are available on its website. TDBCSD<u>TODBCSD</u>'s website also includes district financial information, master planning documents, rate studies, employee compensation, and community events announcements.</p>
<p>Any other matter related to effective or efficient service delivery, as required by commission policy.</p>	<p>No additional issues have been identified.</p>

Recommended Sphere of Influence: Reaffirm ~~TDBCSD~~TODBCSD's existing sphere of influence determinations, and reaffirm ~~TDBCSD~~TODBCSD's current sphere of influence.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

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

Agenda Title

Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCO)

Recommended Action

Staff recommends that the Board select one (1) Special District Regular Member to fill a vacated term of office on the LAFCO Board that expires in May 2016

Executive Summary

The Contra Costa Local Agency Formation Commission (LAFCO) is a body made up seven members representing a variety of county interests. LAFCO's are responsible for overseeing most forms of local government boundary changes, including incorporation, annexations, and special district formations. The Contra Costa LAFCO has on its Board two Special District members and one Alternate Special District member.

At this time, there is one open seat on the LAFCO Board to be filled as well as an Alternate. Those positions are presently held by Dwight Meadows of the Contra Costa Resource Conservation District (Regular) and George H. Schmidt of the West County Wastewater District (Alternate). Both the regular member and the alternate seek reappointment to their LAFCO positions.

Gordon Dakin of the San Ramon Valley Fire Protection District has also been nominated by his District to fill one of the appointments (he is seeking both).

The Independent Special District Selection Committee is scheduled to be held at the Central Contra Costa Sanitary District Multipurpose Room located at 5019 Imhoff Place in Martinez on Monday, April 21, 2014 at 10:00 a.m. to vote for the nominee to be appointed to LAFCO.

It is recommended that the Board of Directors select a candidate to fill each of the Special District vacancies currently open on the LAFCO Board and that Vice President Steele cast the vote on behalf of the Board.

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

None

Attachments


Contra Costa Local Agency Formation Commission Public Announcement; Resume, West County Wastewater District - Board President - George H. Schmidt

AGENDA ITEM: F-4



January 14, 2014

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

FROM: Lou Ann Texeira, LAFCO Executive Officer 

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

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 5, 2014. The vacancies are for a regular member seat currently held by Dwight Meadows (Contra Costa Resource Conservation District) and the alternate seat currently held by George Schmidt (West County Wastewater District). We are accepting nominations to fill these seats.

Pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee, both of which are enclosed, I am announcing the election and calling for nominations for the vacancies to be submitted to the LAFCO office by **February 28, 2014**. Please see attached 2014 Election Schedule.

The following summarizes the process.

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

Attached please find the current roster of the ISDSC, which was used in conjunction with the 2012 election. Please review and provide us with any updates. For those who did not previously respond, please provide us with the name of your District's presiding officer or designee (must be a board/trustee member). Please respond by **February 28, 2014**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of **February 28, 2014**. Each independent special district is entitled to nominate a maximum of one board member.

In accordance with established Procedures for the Special District Selection Committee, nominations (by Board resolution) may be made from the floor during the Selection Committee meeting, *but only if no prior nominations by resolution were submitted by any of the independent special districts.*

Election Procedures: A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for **Monday, April 21, 2014 at 10:00 a.m.** in conjunction with the quarterly meeting of the Contra Costa Special Districts Association, to be held at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez.

Prior to the meeting, a list of candidates and nominating resolutions will be sent to each special district.

Official ballots will be distributed at the meeting on April 21. Please ensure that the presiding officer/designated alternate for your district will attend this meeting. *Without a quorum of Independent Special Districts no action can be taken at the meeting to fill the vacancies.* Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to or at the election meeting, eligible nominated candidates may circulate a statement of qualifications. At the Selection Committee meeting, each candidate will be given an opportunity to make a brief presentation to the Selection Committee.

Majority Vote: For the Selection Committee to transact business on April 21, a quorum (50% plus one) of independent special districts must be present. We encourage presiding officers to attend; but if they cannot, please authorize another member of the governing board to attend the meeting.

Obligation to Serve on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 5:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of materials to review for each meeting is distributed to Commissioners approximately one week prior to the meeting.

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

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

c: Each Member of the Commission

Attachments

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. 2014 Election Schedule
4. 2012 ISDSC Voting Delegates

MAR 10 2014

GEORGE H SCHMIDT

3701 Painted Pony Rd., Richmond, CA 94803

BigGeorge8@aol.com ph (510) 222-1320

March 6, 2014

TO: Independent Special Districts of Contra Costa County

My name is **GEORGE H. SCHMIDT**. I have been serving as the Independent Special District alternate representative on the Contra Costa LAFCO since I was elected in December 1998. I am asking for your District's vote to re-elect me as the Contra Costa Special Districts Association alternate member on LAFCO.

The West County Wastewater District (WCWD) Board nominated me as their candidate for this LAFCO position. Since being elected a WCWD Board member in November 1992 I have regularly attended California Association of Sanitation Agency (CASA) Conferences, Contra Costa Special District Association (CCSDA) quarterly meetings, the California Special Districts Association (CSDA) Annual meeting and the CALAFCO Annual meeting in order to keep up with Special District concerns.

As a 45 year resident of Richmond and Contra Costa County I have spent countless hours, working on Committees for the betterment of my community. I have had a lifelong interest in City and area planning. I am interested in and believe in reasonable growth and development. I am most familiar with West County issues. However, having served as one of your representatives on the Contra Costa LAFCO for the past 15 years, I have learned much about the issues facing Central and East County as we completed Municipal Service Reviews (MSR) and Sphere Of Influence (SOI) updates.

As your alternate representative on the Contra Costa LAFCO I will continue to spend the time necessary to become familiar with the issues that come before LAFCO in order to arrive at the best decision possible.

I believe my background and work experience makes me a good candidate to continue as your alternate Independent Special District member on the Contra Costa LAFCO. Only one other West Contra Costa County resident currently serves on LAFCO, he is Richmond City Council Member Tom Butt who has been the city alternate Member for the past 2 years.

Please be sure to have your voting representative attend the meeting of the Independent Special Districts Selection Committee at 10:00 a.m. on April 21, 2014 and cast your VOTE FOR ME to continue as your alternate member on the Contra Costa LAFCO.

Sincerely


GEORGE H. SCHMIDT

Board President, West County Wastewater District



George H. Schmidt

- Member of the Board of Directors, West County Wastewater District since December 1992
- Special Districts Alternate, Contra Costa LAFCO since December 1998
- Board Member, Richmond Neighborhood Coordinating Council, since 1991
- President, Richmond Neighborhood Coordinating Council, 1993 to 1996
- Past President, May Valley Neighborhood Council
- Member, El Sobrante Valley Planning and Zoning Advisory Committee since 1974
- President, Rotary club of El Sobrante, 1994-1995
- Veteran, United States Air Force
- Resident of Richmond, CA since June 1968
- Bachelors Degree, Electrical Engineering, Oregon State University
- Retired, Commercial Accounts, PG& E, 31 years of Service

George H. Schmidt, El Sobrante Chamber of Commerce 1999 Citizen of the Year.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

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

Agenda Title

Adopt Resolution No. 2014-06 Establishing Recreational and Team Leagues Rules and Fees

Recommended Action

Adopt Resolution 2014-06 Establishing Recreational and Team League Registration, Rules and Fee packages.

Executive Summary

The Town of Discovery Bay Community Services District organized and offered its first official Activity Guide with the opening of the Discovery Bay Community Center. Programming started January 2, 2014; and all recreational opportunities were provided directly by independent contractors and teachers.

Now that the newly created Recreation Programs Coordinator has been filled, Staff has worked diligently on expanding the Recreational program to include competitive league and/or team opportunities to take part in the recreation activities that will be made available to the community.

Prior to the start up of the sports leagues, it is important that there are policies and procedures in place, as well as an adopted fee schedule.

Included in this approval request are the Registration, Rules and Fee packages for the Adult Softball League, the Adult Bocce Ball League and the Discovery Bay River Otters Swim Team.

Fiscal Impact:

N/A

Previous Relevant Board Actions for This Item

Attachments

Adult Bocce Ball League Registration package, Rev. 03.12.2014
Adult Softball League Registration package, Rev. 03.12.2014
Discovery Bay River Otters Registration package

AGENDA ITEM: F-5



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-06

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING RECREATIONAL LEAGUES RULES AND REGULATIONS
FORMS AND FEES**

WHEREAS, The Town of Discovery Bay Community Services District provides recreational services located within Discovery Bay; and

WHEREAS, The Town of Discovery Bay Community Services District desires to offer registration for various recreational leagues and/or teams; and

WHEREAS, It is necessary to establish the Rules, Regulations and Fees associated with each League and/or Team

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

SECTION 1. That the Board adopt the Adult Bocce Ball League Registration, Rules and Fees package, and that it is attached and included as a part of this Resolution as Exhibit A; and

SECTION 2. That the Board adopt the Adult Softball League Registration, Rules and Fees package, and that it is attached and included as a part of this Resolution as Exhibit B; and

SECTION 3. That the Board adopt the Discovery Bay River Otters Swim Team Registration, Rules and Fee Schedule package, and that it is attached and included as a part of this Resolution as Exhibit C; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF March 2014.

Mark Simon
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 regular meeting, held on March 19, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard, Board Secretary



ADULT BOCCE BALL LEAGUE REGISTRATION, RULES & FEES

League Director: Dan Meewis
 (925) 392-4571 (O)
 (925)-522-9892 (C)
dmeewis@todb.ca.gov

Bocce Court Location: Cornell Park
 505 Discovery Bay Boulevard

TODB Community Center
 1601 Discovery Bay Boulevard
 (925) 634-1131
www.todb.ca.gov

Registration, Team Fees & General Information

General	04/01/14 – 05/16/14	\$99 / Team
Late	05/17/14 – 05/30/14	\$125 / Team

Registration deadline is Fri. 5/30/14 at 4:00 pm

1. Teams **MUST** submit their completed roster and league fees during the registration period to secure a spot in the 2014 summer league.
2. **League Dates:** The summer league runs Monday June 9th – Wednesday August 13th, 2014 unless make-ups are needed.
3. **Games & Times:** Leagues are based on an 8 game schedule; each night has game times of 6:15pm.
4. **Playoffs:** for the top teams in the league (TBD).
5. **Nights & Divisions:** The following divisions are offered in the evenings
Maximum of 5 teams in each division

Beginner	Mondays
Intermediate	Wednesdays

TEAM ROSTERS & PLAYERS

- 1) **Age:** Players must be at least 18 years old with valid ID (No ID no play)
- 2) **Illegal Players:** Illegal players participating in a game will result in a forfeit for that team.
- 3) **Players:** Participants may play on one (1) team per night, but may play on multiple nights. Players who have started the season on one team may not change to another team during that season. Penalty: Player is then recognized as an illegal player and subject to forfeiture of games played.
- 4) **Roster Size:** A minimum of four (4) players and a maximum of eight (8) players are permitted for each team roster. All players must fill out the roster form completely or they will be considered as an illegal player.
- 5) **Photo Identification:** Players must carry an I.D. at the field at all times. I.D.'s will be checked before playoff games. Penalty: Subject to Forfeiture of game. **Managers can request ID checks if they feel that the opposing team is using illegal players.**

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- 6) **Roster changes:** Please check your game schedule for dates allowed for adding players.
- 7) **Official Roster Change Form:** This must be completed, turned in and approved by the League Director prior to the game in which the player is going to play... Forms are available at the fields, DBCC office and online.
- 8) **Permanent loss of players:** If a team is unable to field a team due to permanent loss of players, the team captain may appeal to the league director and request that an adequate number of players be recruited.

EQUIPMENT

- 1) **Bocce Balls:** Will be provided by TODB staff prior to game. **If teams bring their own bocce balls, they must be standard regulation. If a team desires to play with personal bocce equipment, both teams must agree to the use of personal equipment before the game starts.**
- 2) **Tape measures: will be provided by TODB staff prior to game.**
- 3) **Shoes:** Players must wear closed-toed shoes.

MANAGER'S RESPONSIBILITIES

- 1) Managers are responsible to see that all their players know and abide by the league rules and regulations.
- 2) Managers are responsible to communicate all schedules and schedule changes to their players.
- 3) Managers are responsible to inform all players of proper behavior conduct, league and game rules.
- 4) Managers are responsible to demonstrate cooperation with TODB staff & other league officials.
- 5) Managers are responsible for the actions of their players both on and off the court, as well as any actions of spectators affiliated with their team.

PLAYER'S CODE OF CONDUCT

- 1) **No alcohol or other drugs are permitted** anywhere at the park or parking lot. No exceptions. Forfeiture of game and player(s) suspension will result in the event that alcohol is used. Anyone in possession of an alcoholic beverage will be automatically suspended for one match and the whole team will be placed on probation. **No warning needed.**
- 2) **No Smoking- Smoking is not allowed anywhere at the park.**
- 3) **Children:** Supervision must be provided for children at all times.
- 4) **All pets** must be on a leash and attended at all times, Pet owners are responsible for cleaning up after their pet.
- 5) **Appropriate Sportsmanlike behavior** is expected of all players and spectators at all times. Anyone displaying or threatening violence against a person or property will be automatically suspended from further play.
- 6) **Ejected Manager:** An Ejected Manager must sit out a minimum of one game. The minimum one game suspension will begin after the manager has met with League Director. The manager may not coach, manage or play during the suspension.
- 7) **Ejected Player: An ejected player must leave the Facility following the ejection. Failure to do so will cause the player's team to forfeit the game. Any player ejected from a game will be suspended for minimum of 1 game, and he/she must meet with League Director to compete in any subsequent games in ANY league. The ejected player MUST call (925) 392-4571 to make an appointment. Should an ejected player attempt to play before meeting with the League Director, his/her team will forfeit the game in which he/she played.**
- 8) **Unsportsmanlike Conduct Violations.** Players, Coaches, Managers, Umpires or Spectators will not make disparaging or insulting remarks to or about opposing players, coaches, managers, officials, spectators, or TODB Staff- use expletives or negative comments that may be heard by those in the stands and surrounding area of the playing field, or commit other acts that should be considered unsportsmanlike. **Penalty.** The game official will have discretion to warn teams or the staff will take

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away points against the offending team or eject players. If a team has zero (0) point's negative points will be assessed.

The league director may also issue suspensions for negative remarks or unsportsmanlike comments directed towards players, umpires spectators or TODB staff.

PLAYING RULES

- 1) **Matches:** Matches consist of three (3) games, or a total time of one (1) hour & forty-five (45) minutes.
- 2) **Starting the Match:** The captains from both teams will flip a coin to start the match. The winner of the coin flip will determine which end of the court play will begin, and may either have the first toss of the PALLINO or choose the color of balls.
- 3) **Starting Team:** Must toss the PALLINO past the center, or "in play" line. If the PALLINO hits the back board, it is invalid, and the opposing team gets to toss the PALLINO. If the opposing team fails to toss the PALLINO correctly, it reverts back to the original team. When the PALLINO has been properly tossed, the player who originally tossed the PALLINO rolls the first ball.
- 4) **The PALLINO:** Remains in play unless it is knocked out of the court or in front of the centerline; then the frame is ended and play resumes from the opposite end. The team that tossed the first PALLINO does so again. No score is awarded for either team. If the PALLINO is knocked into the backboard after the frame begins, it remains in place were it rests.
- 5) **The Player:** Who originally tosses the PALLINO, whether successfully or not, throws the first bocce ball. If the bocce ball hits the backboard, that team must roll again. This team does not roll again until the opposing team has either gotten one of its bocce balls closer to the PALLINO or has thrown all of its balls.
- 6) **Throws:** Players do not have to alternate throws. Consecutive or alternating throws by teammates shall be at the option of the players.
- 7) **The Team:** whose bocce ball(s) are the closest is called "inside" and the opposing team "outside" whenever a team gets inside, it steps aside and lets the outside team roll. The "outside team" throws until it gets a bocce ball closer to the PALLINO than any of the opponent's bocce balls (NO TIES). This continues until both teams have used all their bocce balls. The team who scored last throws the PALLINO to begin the next frame.
- 8) **When a team wins a game:** The losing team's players must switch ends of the court and then substitutions may be made. The team winning the previous game will toss the PALLINO to start the next game.
- 9) **Side Boards:** Players may use the side boards at any time.
- 10) **Courts:** All players must remain outside of the court while the opposing team is rolling.
- 11) **Ties between two (2) balls:** In the case of a tie between two balls, the prevailing (or first ball) has to be beaten, not tied. If the frame ends in a tie no points are awarded and play resumes from the opposite end of the court with the starting team tossing the PALLINO.
- 12) **Wrong Ball:** If a player rolls the wrong colored ball, simply replace it with correct colored ball comes to rest.
- 13) **Out of turn:** if a player rolls out of turn, return the thrown ball and replace any moved balls back to the approximate spot before the ball was thrown.
- 14) **Moved Ball:** If a ball is moved before all eight (8) balls are played, the opposing team replaces the ball or balls to the approximate position.
- 15) **Dead Balls:**
 - A. Should a player's ball make contact with the backboard, the bocce ball is considered a "dead ball" on impact and is removed from play until the end of the frame. Any other bocce balls that make contact with the backboard as a result of a thrown ball are also considered "dead balls" and are out of play.
 - B. If the first thrown ball of the starting team touches that backboard, the ball is out of play and that team must roll again.

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- C. If the PALLINO makes contact with the backboard as a result of a thrown bocce ball remains wherever it comes to rest even if it's touching the backboard.
 - D. Any thrown bocce ball that returns from the backboard into the field of play and strikes another bocce ball is out of play. Bocce balls, however that were moved as a result of the thrown ball but did not make contact with the backboard are placed in their original positions. If a ball which is struck by the returning ball is moving (when struck), it is still in play and will be left wherever it stops.
 - E. A player's foot may step on, but not completely pass the foul line before releasing the ball. The first infraction of this rule will result in a warning by the game staff. Continued violations of this will result in the thrown ball being declared dead.
- 16) **Measurements:** all measurements will be made from the inside dimension of the bocce ball to the inside dimension of the PALLINO.
- A. At the start of each game each team will designate 1 teammate to make all measurements.
 - B. Anyone from either team may call for a measurement.
 - C. Any team member, who moves a questioned ball, will result in an automatic point to the opposing team.
- 17) **Shooting:** Shooting or lofting the ball in the air beyond the center of the court is not allowed, and will result in a dead ball.
- 18) **Scoring;** only the "inside" team scores.
- A. One (1) point is given for each bocce ball of the inside team that is closer to the PALLINO than any bocce ball from the opposing team.
 - B. If at the end of the frame, the closest ball of each team is the equal distance from the PALLINO, the frame ends and no points are awarded.
 - C. Captains or each team are responsible for keeping the score, and for reporting the results of the match.

GAME TIME

- 1) **Game Start Times:** Leagues are scheduled per night at 6:15 pm (See game schedule for your league)
- 2) **Game Length:** One (1) hour (45) forty five minutes is the maximum time limit for any match. If time runs out in the middle of a game teams will finish its current frame, and whichever team is ahead at that time wins the game.
- 3) **Tie Games:** No game will end in a tie. In the event that a game is tied, there will be a "ROLL OFF" between the two teams. The teams will have a coin flip to determine who will roll the PALLINO; the team that wins the coin flip will decide if they want to roll the PALLINO and go first or if they would like the other team to do so. Each team will have ONE ball to throw. (Ball may be thrown by any player that the team selects). The ball that is closest to the PALLINO wins a point and the game. If both balls that are thrown are "DEAD BALLS" The roll off will begin again with the same player from each team, if there is a second "roll off" the person who did not roll the PALLINO the first time will roll the second time. The score will be recorded as it is after the "roll off" has concluded.
- 4) **Time Runs Out:** in the event that time runs out before the third game has begun play, there will be a "roll off" between the two teams. The teams will have a coin flip to determine who will roll the PALLINO. The team that wins the coin flip will then decide is that want to roll the PALLINO and go first or if they would like the other team to do so. Each team will have one ball to throw (ball may be thrown by any player that the team selects). The ball that is closest to the PALLINO wins a point and the game. Score will be recorded as 3-0 in favor of the team that wins the "roll off"

STANDINGS & TIE BREAKERS

- 1) **League Standings** are determined by a point system. Each game **Win** equals two (2) points, and **Losses** equals zero (0) points. **Forfeits** are counted as (-1) point in the standings for each match forfeited. If a

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team wins all 3 games in a match that team will be awarded one (1) extra point. (if final game starts or ends with a "roll off" teams still will earn the extra point)

a. If two or more teams are tied with identical point totals, a tie breaker procedure will be used.

b. Tie Breaker Procedure:

1. Head-to-head competition (who beat whom).
2. Least points allowed for the season among those tied
3. Most points scored for the season among those teams tied.
4. Coin flips.

PLAYOFFS

- 1) Playoff format will be determined by the league director for all leagues. Format can vary from league to league depending on how many teams are in each league.

RAINOUT POLICY & GAME CANCELLATIONS

- 1) In the event of rain please call (925) 634.1733 after 3:30 pm. It is the responsibility of the managers to find out if their game has been canceled due to inclement weather.
- 2) **Rained out games** will be made at the end of the regular season. If time does not permit a replay of missed games, only games affecting playoff positions will be played.

FORFEITS

- 1) **Forfeit Fee:** Any team that forfeits must pay a \$20 forfeit fee before they participate in any subsequent games. . If the fee is not paid, all team members listed on the roster **will be ineligible to play in any future games or adult sports leagues offered by Town of Discovery Bay until the fee is paid.** The fee must be paid even if the forfeit is the last match.
- 2) **Forfeit Game Score:** Forfeiting team will be one (1) and the non-forfeiting team will be nine (9). There is also a (-1) point in the standings.
- 3) **Minimum Number of Players:** If a team fields less than two (2) players, the game is considered a forfeit. A two (2) or three (3) member team may play only throwing two (2) balls per player.
 - A. Players cannot be substituted nor can a player enter into play once the game has started.
EXCEPTION: a team that is playing with less than four (4) players.
- 4) **Grace Periods:**
 - A. A team not present within 15 minutes of the scheduled starting time forfeits game 1
 - B. A team not present within 25 minutes of the scheduled starting time forfeits game 2
 - C. A team not present within 35 minutes of the scheduled starting time forfeits game 3
 - D. The opposing team may not waive starting time forfeits.
- 5) Any team forfeiting three (3) matches may be dropped from the league at the discretion of the League Director.
- 6) Teams who fall out of good standing financially are subject to forfeited games at the discretion of the League Director.



ADULT SOFTBALL LEAGUE REGISTRATION, RULES & FEES

League Director: Dan Meewis
 (925) 392-4571 (O)
 (925)-522-9892 (C)
dmeewis@todb.ca.gov

Softball Field Location: Cornell Park
 505 Discovery Bay Boulevard

TODB Community Center
 1601 Discovery Bay Boulevard
 (925) 634-1131
www.todb.ca.gov

Registration, Team Fees & General Information

General	04/01/14 – 05/16/14	\$625 / Team
Late	05/17/14 – 05/30/14	\$695 / Team

Registration deadline is Fri. 5/30/14 at 4:00 pm

1. Teams **MUST** submit their completed roster and league fees during the registration period to secure a spot in the 2014 summer league.
2. **League Dates:** The summer league runs Monday June 9th – Wednesday August 13th, 2014 unless make-ups are needed.
3. **Games & Times:** Leagues are based on an 8 game schedule. Each night has a game time of 6:45.
4. **Playoffs:** for the top teams in the league (TBD).
5. **Nights & Divisions:** The following divisions are offered in the evenings:

Maximum of 5 teams in each division

Coed - D League	Monday & Wednesdays
Men's – D League	Tuesdays & Thursday

TEAM ROSTER & PLAYERS

- 1) **Age:** Players must be at least 18 years old with valid ID (No ID no play)
- 2) **Illegal Players:** Illegal players participating in a game will result in a forfeit for that team.
- 3) **Players:** Participants may play on one (1) team per night, but may play on multiple nights. Players who have started the season on one team may not change to another team during that season. Penalty: Player is then recognized as an illegal player and subject to disciplinary action. – **EXCEPTION: teams may borrow a player from another team if they have less than 8 and are about to forfeit. THIS MUST BE APPROVED BY THE OPPOSING TEAMS MANAGER. If the team's players show up then the borrowed players MUST replace themselves with the original team member.**
- 4) **Roster Size:** A minimum of twelve (12) players and a maximum of twenty (20) players are permitted for each team roster.

- 5) **Photo Identification:** Players must carry an I.D. at the field at all times. I.D.'s will be checked before playoff games. Penalty: Subject to Forfeiture of game. **Managers can request ID checks if they feel that the opposing team is using illegal players. GAME CLOCK DOES NOT STOP FOR ID CHECKS**
- 6) **Roster changes:** Please check your game schedule for dates allowed for adding players.
- 7) **Official Roster Change Form:** This must be completed, turned in and approved by the League Director prior to the game in which the player is going to play. The Scorekeeper may accept the forms at the field. Forms are available at the fields, DBCC office and online.

EQUIPMENT & UNIFORMS

- 1) **Game Balls:** Will be distributed to the umpires before each game by the scorekeeper. **It is the hitting team's responsibility to retrieve any ball that travels beyond the field of play.**
- 2) **Shoes:** **No metal cleats.** Players must wear closed-toed shoes.
- 3) **Catchers Mask: (optional)** Catchers may choose to wear a mask during play. Each team provides its own catcher's mask.
- 4) **Bats:** USSSA Approved slow pitch bats are allowed. Go to www.ussa.com for a list of legal and illegal bats. Penalty: Bat will be removed from the game, and the player will be called out. Or ejected from the game.
- 5) **Uniforms:** All players are required to wear a number that is 4" minimum height, legible and visible by the Scorekeeper. No duplicate numbers. Taped or pinned numbers are OK.
- 6) **Jewelry:** For the safety of the players, jewelry must be removed prior to the game. This includes watches, rings, earrings, including wedding rings. Medical alert tags and bracelets are approved. All other jewelry must be removed. TODB is not responsible for lost or stolen jewelry. Players must sit out until they have complied. **Rule is enforced by the UMPIRES discretion.**

MANAGER'S RESPONSIBILITIES

- 1) Managers are responsible to see that all their players know and abide by the league rules and regulations.
- 2) Managers are responsible to communicate all schedules and schedule changes to their players.
- 3) Managers are responsible to inform all players of proper behavior conduct, league and game rules.
- 4) Managers are responsible to demonstrate cooperation with umpires, scorekeepers and other league officials.
- 5) Managers are responsible for the actions of their players both on and off the field, as well as any actions of spectators affiliated with their team.

PLAYER'S CODE OF CONDUCT

- 1) **No alcohol or other drugs are permitted** anywhere at the park or parking lot. No exceptions. Forfeiture of game and player(s) suspension will result in the event that alcohol is used. Anyone in possession of an alcoholic beverage will be automatically suspended for one game and the whole team will be placed on probation. **No warning needed.**
- 2) **No Smoking- Smoking is not allowed anywhere at the park.**
- 3) **Children are not allowed** on the playing field or in the dugouts. Supervision must be provided for children at all times.
- 4) **All pets** must be on a leash and attended at all times. No pets are allowed on the playing field or in the dugouts.
- 5) **Appropriate Sportsmanlike behavior** is expected of all players and spectators at all times. Anyone displaying or threatening violence against a person or property will be automatically suspended from further play.
- 6) **Ejected Manager:** An Ejected Manager must sit out a minimum of one game. The minimum one game suspension will begin after the manager has met with League Director. The manager may not coach, manage or play during the suspension.

- 7) **Ejected Player:** An ejected player must leave the dugout and play field following the ejection. Failure to do so will cause the player's team to forfeit the game. Any player ejected from a game will be suspended for minimum of 1 game, and he/she must meet with League Director to compete in any subsequent games in ANY league. The ejected player **MUST call (925) 392-4571** to make an appointment. Should an ejected player attempt to play before meeting with the League Director, his/her team will forfeit the game in which he/she played.
- 8) **Unsportsmanlike Conduct Violations.** Players, Coaches, Managers, Umpires or Spectators will not make disparaging or insulting remarks to or about opposing players, coaches, managers, officials, spectators, or TODB Staff- use expletives or negative comments that may be heard by those in the stands and surrounding area of the playing field, or commit other acts that should be considered unsportsmanlike. **Penalty.** The game official will have discretion to warn teams or the umpire will assess outs against the offending team or eject players.

The league director may also issue suspensions for negative remarks or unsportsmanlike comments directed towards players, umpires spectators or TODB staff.

- (A) If an unsportsmanlike violation is assessed against team while it is at bat, an extra out will be recorded. If the violation is committed in the process of making the third out of the inning, the inning will be over. There can only be one out per pitch.
- (B) If an unsportsmanlike violation is assessed against the defensive team, it will begin its next at bat with one (1) out.

PLAYING RULES

- 1) **Lineup Cards:** Submit the team lineup to the Scorekeeper **at least ten (10) minutes prior to game time.** The lineup card **must include each player's first and last name, uniform number or identify mark- (example: Red Shirt or Green hat) Line ups must be legible. Please make sure all players on the lineup card are present before it's submitted.** Please list all players on lineup card, even if they are not in the batting line up. All subs and defensive only players should be listed on the bottom of the card.
- 2) **Dugouts:** Home Team uses the third base dugout. Visitor Team uses the first base dugout. Only players and managers are allowed in the dugouts. Please dispose of trash in the containers.
- 3) **Pitch Count:** League uses a 4-ball, 3-strike, foul 3rd strike out rule.
- 4) **Pitch Height:** 6-foot minimum and 12-foot maximum will be observed.
- 5) **Pitching Rubbers:** There will be 2 pitching rubbers one at 50" and at 55". Pitchers can pitch from the rubber or anywhere in between the 2 pitching rubbers. Need to have 1 foot completely inside of space between the 2 rubbers. .
- 6) **Distance between the pitchers mound and home plate** is 50ft & 55ft
- 7) **Distance between the bases** is 70 feet.
- 8) **Strike Zone:** Consists of both the plate and the mat.
- 9) **Travesty Rule:** A forfeited game will be declared by the umpire in favor of the team not at fault if a team uses tactics noticeably designed to delay or hasten the game.
- 10) **Commit Line:** Once a runner touches/crosses the commit line, the runner becomes a force out at home plate. Exception: If a runner fails to tag up on a fly and crosses the commit line, he/she may return to 3rd base to avoid the out.
- 11) **First Base:** All leagues will use a double bag at first base.
- 12) **Home Plate Veer Line:** Runners may not touch home plate when scoring a run. Instead, they must run to cross the line. Crossing is when the runner's foot or other body part touches the veer line or ground past the veer line. **A team will be given one warning.** After the warning, any player stepping on the plate will be declared out.
- 13) **Home plate plays** are force outs unless the throw is off-line then a tag may be applied. Home plate is played like the first base rules.
- 14) **No bunting, Stealing or leading off, all base runners must stay on the base until the ball is hit. Players that leave the base early will be call OUT.**

- 15) **Sliding** is permitted at any base providing the runner does not crash into the fielder. If the runner intentionally collides with the fielder, the umpire may call the runner out and the ball dead. **Any flagrant crash sliding act by the runner is subject to an ejection.**
- 16) **Diving back headfirst** into a base is permitted.
- 17) **Base Running/Interference:** When attempting to break up a double play the runner must slide legally or get out of the way. If the runner does not do either, an interference call may be made by the official. Interference is a judgment call.
- 18) **Fielders who obstruct the base without the ball** or making fake tags are subject to ejection.
- 19) **Infielders must be in the infield dirt until the ball is hit.** Outfielders must be in the grass. Outfielders in Coed must be behind the cone and the line until the ball is hit for all batters. If players do not comply, the ball will be called dead bases can be awarded.
- 20) **Minimum Number of Players:** A team must be able to field at least eight (8) players to start or continue a game. Coed teams may start with eight (8) players provided that there are at least (4) women. The total number of men may only outnumber the women by +1 on the field and +2 in the batting order. **(A team can have +2 men on the field however a man must catch and he is courtesy catcher only he cannot make any plays)** Women may outnumber the men on the playing field with no maximum (Also see "Coed Field Positions")
- 21) **Losing Players/Batter Leaves Game:** If a team loses a player from the batting order and there is no substitute, that position will become an out the next at bat. After one rotation of the batting order the position will be skipped without penalty. **(Not in effect if player is injured, and cannot return to game) If a team falls below the minimum numbers of players (8) for any reason during the game the game will be declared a forfeit.**
- 22) **Courtesy Catcher:** If a team only has eight (8) players, the opposing team must supply a courtesy catcher. The courtesy catcher will only be used to return the ball to the pitcher.
- 23) **Courtesy Runner:** A courtesy runner will be allowed once per inning for any reason. The courtesy runner is the last recorded out. Courtesy Coed Runner will be the last male or female to make an out, whichever applies. One (1) male and one (1) female courtesy runner per inning.
- 24) **A. Line ups:** Teams may bat as many players as they would like. If a team has 10 or more players they **MUST** bat at least 10. Once the lineup card has been submitted you may not remove players from the lineup. Players can also be added to the bottom of the line as needed, but need to be announced to the score keeper before their at bat. **Substitutions:** The starter and the substitute may each reenter the game once. These players can only re-enter to their original batting position. Must be announced to the scorekeeper before at bat.
B. A team may declare at the time that lineups are exchanged prior to the start of play that any batting order position will be occupied by two (2) players in that specified batting position. That is 3A/3B, 9A/9B, 10A/10B, etc. The first time that lineup position gets an at bat, "batter A" would hit And the next time this slot hits, "batter B" would hit, and so on, alternating between these two players throughout the game. Once a team declares the use of this A/B system, it must continue using it for the remainder of the game. Singular batting order positions may be interspersed among A/B batting order positions (i.e. 3A/B, 4, 5A/B, 6) in any combination or added to the end of the batting order as desired (i.e. 9A/B, 10A/B, 11, 12, 13). In coed leagues A/B cannot be divided with a man and a women
- 25) **Substitutions:** The scorekeepers are not allowed any substitutions that are illegal. Such as an improper entry, if he/she is aware of it.
- 26) **Defensive Substitutions:** There are free substitutions on defensive at all times. (players do not have to be in the hitting line-up, but all players need to be on the line-up card and the official roster)
- 27) **Continuous Batting Order:** All teams in the league will be permitted to insert all of their players into a continuous batting lineup. When using the continuous lineup, players may enter and re-enter the game on defense (free substitution). Once the game starts, you cannot change from a Set Lineup to a Continuous Lineup. Coed Continuous Batting Order.
- 28) **Batting Out Of Order:** If the Scorekeeper notes that a team is batting out of order, he/she is to notify the umpire-in-chief and the proper player is to bat without penalty prior to the first pitch. If a pitch is thrown it is an out will be recorded and the appropriate hitter will bat.

- 29) **Coed Batting:** The order must alternate male/female, starting with either a male or female. If there are an unequal number of male/female players, women may bat back-to-back. Men **may not** bat back-to-back. If there is 5 men and 4 women all players can bat, but add#10 in the line-up and the women will cycle through the # 10 spot.
- 30) **Coed Field Positions:** **Players can play anywhere on the field. With the exception of teams playing with 6 men and 4 women on the field. A male needs to play catcher and is Courtesy ONLY! He May not make any plays at the plate or anywhere else on the field, other than returning the ball back to the pitcher after each pitch.**
- 31) **Coed Walk Rule:** Any walk to a male batter will result in a two base award. The next female batter must bat unless there is 2 outs the female batter has the option to take first base. Existing runners will advance only when forced.
- 32) **Coed Outfield Cones and Line:** All outfielders must remain behind outfield cones for all batters until the ball is hit. The cones mark a 170-foot arc from home plate. Short fielder also remains behind the line. Penalty: Batter will be awarded first base. If cones are unavailable, umpires will determine when outfielders are playing too close. There is also a line painted in the outfield to determine this.

GAME TIME & RUN RULES

- 1) No pre-game batting practice on the field.
- 2) **Game Clock:** All game times will be kept by the scorekeeper.
- 3) **Game Start Times:** Leagues are scheduled per night at 5:30 pm, 6:45 pm (See game schedule for your league)
- 4) **Game Length:** is 70 minutes or 7 innings, whichever occurs first. No new inning will start after the 70 minute time limit. Once a new inning starts, it will be played till its conclusion. (unless a team is down by 15 runs when time expires) Tie games may go extra innings ONLY if time is remaining on the clock. Extra innings will be played regular.
- 5) **Grace Period:** All games have a 15 minute grace period before a forfeit is called. The game clock will start at game time. After 15 minutes, if one or both of the teams do not have a minimum of eight (8) players required, the game is a forfeit. If one or both teams are forced to use the grace period, the team(s) **will lose their first at bat after 10 minutes.** Forfeits will be declared by League Director or the score keeper on field.
- 6) **15 Run Rule:** If, at the end of the 70 minute play period, one team is ahead by 15 or more runs, the game shall be terminated immediately. The inning will not be completed.
- 7) **Coed 10-Run Rule:** No team may score more than 10 runs per inning. Once a team scores its 10th run, the other team will take its turn at bat even if there are less than three (3) outs. *The 7th inning is an open inning no 10-run rule in affect. If the time runs out in the middle of an Inning that inning becomes an open inning. Score keepers will inform umpire when open inning is in affect if before the 7th inning.*

STANDINGS & TIE BREAKERS

- 1) **League Standings** are determined by a point system. Each **Win** equals two (2) points, **Ties** equals one (1) point, and **Losses** equals zero (0) points. **Forfeits** are counted as (-1) point in the standings. Standings are based on points. If two or more teams are tied with identical point totals, a tie breaker procedure will be used.
- 2) **Tie Breaker Procedure:**
 1. **Head-to-head competition (who beat whom).**
 2. **Least runs allowed for the season among those tied**
 3. **Most runs scored for the season among those teams tied.**
 4. **Coin flips.**

PLAYOFFS

- 1) Playoff format will be determined by the league director for all leagues. Format can vary from league to league depending on how many teams are in each league.
- 2) The highest seeded team is home team.
- 3) Games will consist of 70 minutes or 7 innings, whichever occurs first. No new innings will start after 70 minutes. **The 15-Run Rule when time expires is not in effect. The 10-Run Rule for coed is not in effect.**
- 4) No tie games. Games will be played until there is a winner.

RAINOUT POLICY & GAME CANCELLATIONS

- 1) In the event of rain please call (925) 522-9892 after 3:30 pm. It is the responsibility of the managers to find out if their game has been canceled due to inclement weather.
- 2) **Rained out games** will be made up as field space is available or at the end of the regular season. If time does not permit a replay of missed games, only games affecting playoff positions will be played.
- 3) **Games may be cancelled by the umpiring crew** if the weather or field conditions are deemed to be unsafe.
- 4) **Games cancelled after 5 innings and/or 50 minutes** have been completed will be considered complete games. If games must be made up they will be replayed as a new game.

FORFEITS

- 1) **Forfeit Fee** : Any team that forfeits must pay a \$20 forfeit fee before that participate any subsequent games. . If I do not pay the fee I understand that I and all team members listed on the roster **will be ineligible to play in any future games or adult sports leagues offered by Town of Discovery Bay until the fee is paid.** The fee must be paid even if the forfeit is the last
- 2) **Forfeit Game Score**: Forfeiting team will be one (1) and the non-forfeiting team will be nine (9). There is also a (-1) point in the standings.
- 3) **Minimum Number of Players**: A team must have eight (8) players to start a game. An injury or player ejection that reduces the team to seven (7) or fewer players causes a forfeit.
- 4) Teams that lose a player without penalty of forfeit as long as they have eight (8) players to finish the game.
- 5) Any team forfeiting three (3) games may be dropped from the league at the discretion of the League Director.
- 6) Teams who fall out of good standing financially are subject to forfeited games at the discretion of the League Director.

PROTESTS

- 1) **Protests must be made at the point of contention.** The team manager must call time out and notify the head umpire and field monitor of his/her intent to protest. The umpire will inform the scorekeeper and field monitor and the opposing team manager that the game is being played under protest. Game play shall continue immediately.
- 2) **Protest Follow-up**: All protests must be submitted in writing and accompanied by a \$20 (Cash) protest fee, no later than 5 p.m. the following business day at the TODB community center. If the protest is upheld, the protest fee will be returned. Judgment calls will not be considered.
- 3) **Protest on Player Eligibility**: The protest must be stated before the final out of the game by notifying the head umpire. The player whose eligibility is in question must provide proof of I.D. (i.e. Drivers License) to the Scorekeeper. This must be done before the game ends. If the player is proven to be ineligible, the game will be declared a forfeit.
- 4) Failure to follow the protest procedures will void all protests.
- 5) All rulings are final.



DISCOVERY BAY RIVER OTTERS REGISTRATION, RULES & FEES



Parks & Landscape Manager: Fairin Perez
(925) 634.1733 (O)
fperez@todb.ca.gov

Swimming Pool Location: Community Center
1601 Discovery Bay Boulevard
(925) 634-1131
www.todb.ca.gov

Registration, Team Fees & General Information

Full Season	Ages 5 - 18	\$350 / Swimmer
Partial Season (After School Ends)	High School Swimmers Only	\$275 / Swimmer

1. **Registration** fees may be paid in Check, Cash, Visa or MasterCard
 - a. Optional Payments plan: \$150 at time of registration, two pre-planned payments of \$100/each. Registration to be paid in full by 4/1/14. Must use Credit Card for this option.
2. **Try Outs:** Each swimmer must pass a swim test on April 5th. Registrant must be able to swim the length of the pool (25 yards) unassisted.
3. **Team Practice Dates:** Practice begins April 14th and runs through July 19th. Practices will be held Monday thru Thursday each week. Qualifying swimmers may continue to Contra Costa County Championship meet in mid-August.
4. **Meets:** All meets will be "Away". Those wishing to compete must provide copy of Birth Certificate.

REFUNDS

All but \$40.00 of the registration fee will be refunded (per swimmer) if you decide to leave the team by the end of Orientation Week (first week of practice April 14 - 17, 2014) or if the coaching staff determines that your swimmer is not able to satisfy the minimum distance requirement at the end of Orientation Week. **NO REFUNDS are permitted after Orientation Week – NO Exceptions.**

CODE OF ETHICS

Consistent with dignified behavior, Discovery Bay River Otters Swim Team member and families will observe the following:

- No one shall behave in an unsportsmanlike manner at any team activity.
- No one shall be intoxicated or become intoxicated during any team activity.
- No one should use obscene or abusive language
- No one shall disrespect River Otters Swim Team or Town of Discovery Bay facilities or equipment (vandalism, destruction of property, etc.) or
- No one shall conduct himself (herself) in any manner that can be considered detrimental to the best interest of the team.

VIOLATIONS:

Anyone violating the code of ethics or intentionally disregarding Town of Discovery Bay (TODB) Rules or Policies or the Regulation of the Discovery Bay River Otters Swim Team (DBRO) shall be subject to a minimum of one week suspension and possible expulsion from the team. Any second violation will result in immediate expulsion from the team. All violations will be reported to TODB management.

SWIMMER RESPONSIBILITIES:

It is imperative that swimmers pay attention to the coaches and do what is asked. If swimmers do not follow instructions or endanger the health and safety of themselves and/or others, the coaches have full authority to remove the individual from the pool and/or deck. Coaches will report the infraction to the Discovery Bay River Otters Swim Team Parent Board and the TODB management. The board will review each case and notify the parent(s) directly regarding their determination.

ALWAYS

- **Be respectful of coaches, teammates, opponents, officials, parents, and community members**
- **Be respectful of all TODB facilities and equipment**
- **Be prepared; bring a spare set of goggles, suit, and cap for use as needed**
- **Pay attention; when a coach is talking, listen and focus on what the coach is saying**
- **Be in water without assistance**
- **Be on time for practice**
- **Be a positive supportive member of the team and encourage your teammates. River Otters demonstrate good sportsmanship and team spirit.**
- **Swim for the fun of it and your team**
- **Challenge yourself to give your best effort on each lap, streamline, turn, and finish**
- **Attend practice regularly**

AT MEETS

- Be on time for warm ups
- Be sensible about when and what you eat and drink both before and during meets
- Get as much rest as possible before meets
- Hydrate – drink lots of water before and during meets
- Support teammates by cheering for each other, but remember time between races is not play time
- Check that the lane the lane recorder has your correct name after each event
- Set personal goals for yourself
- Keep track of your swim times
- Stay for the entire meet unless released by a coach
- Each swimmer is expected to help clean up the team area after meets

PARENT RESPONSIBILITIES

Please keep in mind that the Discovery Bay River Otters Swim Team is a recreational team with an emphasis on developing strokes, technique, and a sense of good sportsmanship. It is important to remember that winning a particular race is not necessarily the ultimate goal. Winning in recreational swimming comes in many forms: swimmers improving times, challenging themselves by swimming different strokes, etc.

- BE INVOLVED!! Help lighten the load for everyone.
- Meet Director(s) will post the work assignments. Please check the information board daily. You should be prepared to work at **every meet your child is swimming**.
- Support your swimmer and team in a positive manner. Cheer for your swimmer and team and not against opponents.
- Stay informed by checking family folder, website, bulletin boards, and emails regularly.
- Notify coaches, in writing, of vacations or other absences as early as possible. Do not forget to sign in swimmers to meets. If a swimmer is not signed in, the parent is not excused from work obligations.
- Parents are strongly encouraged to observe practices, although you are **not allowed on the pool deck**. Talking with coaches during practice is not allowed. If you need to talk to the coaches try before or after practice, by phone, or email (riverottercoaches@gmail.com).
- Discuss any concerns, issues, or comments regarding the team with a parent board member. The board parent will discuss any communications with the coach and or swim members, if necessary.
- Show respect for all swimmers, coaches, volunteers, officials, opponents, parents and team members.
- Allow the coaches to coach and know that they have your swimmer's best interest in mind. Any concern regarding coaching should be discussed with the parent board.
- Remember the time to discuss the progress of your child is not during practice. While your child may be done with practice, the coaches may still be coaching other swimmers.
- Remember you are responsible for supervising your swimmers during meets. Coaches are responsible for the supervision of swimmers during practice times.

COACH RESPONSIBILITIES

- Work closely with Discovery Bay River Otters Swim Team parent board.
- Work and cooperate closely with TODB staff and leadership.
- Assume full control of practices.
- Provide positive support for the swimmers to help them improve physically and mentally.
- Select and post individual stroke assignments for each swimmer.
- Has the authority in discipline matters at meets and practices to extent of expelling a swimmer, if necessary.

Exhibit C

- Responsible for: team discipline, meet sign in, meet lane assignments, practice plans, and reviewing computer printouts.
- The coaching staff has the final word in all matters concerning the team programming. This includes workouts, grouping of swimmers in practice, and relay selections.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 19, 2014

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

District Financial Statement Report for the Period July 1, 2013 to December 31, 2013

Recommended Action

Receive and File

Executive Summary

As the Board is aware, the District converted its financial software suite from QuickBooks to Caselle during FY 2013. The conversion required maintaining a duplicate set of financial statements in order to confirm that the transition and all financial components were captured. The finance department officially converted to Caselle at the beginning of the current Fiscal Year. Staff is now able to provide a more comprehensive look at the District's financial picture on a regular basis.

The attached information provides a snapshot of the District's finances on December 31, 2013. This report will come to the Board as a quarterly report in the future.

There is no action necessary.

Fiscal Impact:

Amount Requested \$ 0

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

Prog/Fund # Category

Previous Relevant Board Actions for This Item

N/A

Attachments

Administration, Water, Wastewater, L&L8, L&L 9, Community Center, Recreation Department & Financing Authority, Caselle Quarterly Financial Statements

AGENDA ITEM: G-1

TOWN OF DISCOVERY BAY
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2013

COMBINED CASH ACCOUNT

01-1010 ECC BANK TOWN CHECKING ACCOUNT	829,266.39
01-1011 ECC BANK TOWN GENERAL ACCOUNT	10,200.85
01-1012 ECC BANK COMMUNITY CTR ACCT	451,537.93
01-1013 CCC FUNDS TOWN FUND 8058	9,802,194.12
<i>RESERVES (HELD AT COUNTY)</i>	<i>4,451,220.00</i>
<i>INFRASTRUCTURE REPLACEMENT FUND (HELD AT COUNTY)</i>	<i>1,395,000.00</i>
SEWER REPLACEMENT PROGRAM	550,000.00
PUMPS/MOTORES REPLACEMENT PROGRAM	140,000.00
WATER INFRASTRUCTURE REPLACEMENT PROGRAM	550,000.00
GENERATORS REPLACEMENT PROGRAM	25,000.00
FACILITIES & VEHICLES REPLACEMENT FUND	130,000.00
01-1014 CCC ZONE 8 FUND 8059	417,148.09
01-1015 CCC ZONE 9 FUND 8061	205,080.37
01-1018 DEPOSIT HOLDING	441,290.96
01-1020 US BANK - BOND	9,422,133.04
01-1022 ECC RECREATION ACCOUNT	7,847.13
01-1075 UTILITY CASH CLEARING	816.36
01-1077 ACCOUNTS RECEIVABLE CASH CLEAR	(823,271.33)
	<hr/>
TOTAL COMBINED CASH	20,764,243.91
01-1000 CASH ALLOCATED TO OTHER FUNDS	(20,771,064.31)
	<hr/>
TOTAL UNALLOCATED CASH	(6,820.40)
	<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10 ALLOCATION TO ADMINISTRATION	(2,550,739.18)
20 ALLOCATION TO WATER	5,647,101.36
21 ALLOCATION TO WASTEWATER	7,086,809.45
40 ALLOCATION TO L&L 8	504,063.10
41 ALLOCATION TO L&L 9	203,590.84
50 ALLOCATION TO FINANCING AUTHORITY	9,444,383.04
60 ALLOCATION TO COMMUNITY CENTER	435,855.70
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	20,771,064.31
ALLOCATION FROM COMBINED CASH FUND - 01-1000	(20,771,064.31)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> <u>.00</u>

TOWN OF DISCOVERY BAY
BALANCE SHEET
DECEMBER 31, 2013

ADMINISTRATION

ASSETS

10-1000	CASH IN COMBINED FUND	(2,550,739.18)	
10-1010	PETTY CASH	594.35	
10-1030	ACCOUNTS RECEIVABLES	814,462.57	
10-1052	DUE FROM OTHER FUNDS	29,705.25	
10-1055	UNDEPOSITED FUNDS	2,040.52	
10-1100	EQUIPMENT	17,861.25	
10-1105	LAND	200,000.00	
10-1120	VEHICLES	25,850.54	
10-1180	INFRASTRUCTURE REPLACEMENT	16,636.00	
	TOTAL ASSETS		(1,443,588.70)

LIABILITIES AND EQUITY

LIABILITIES

10-2000	ACCOUNTS PAYABLES	5,662.45	
10-2100	PAYROLL LIABILITIES	(2,125.12)	
	TOTAL LIABILITIES		3,537.33

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
10-2915	NET ASSETS - UNRESTRICTED CCC	(362,087.96)	
10-2980	RETAINED EARNINGS	(543,197.16)	
	REVENUE OVER EXPENDITURES - YTD	(541,840.91)	
	BALANCE - CURRENT DATE		(1,447,126.03)
	TOTAL FUND EQUITY		(1,447,126.03)
	TOTAL LIABILITIES AND EQUITY		(1,443,588.70)

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

ADMINISTRATION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION REVENUE</u>						
10-31-5162	DEVELOPER REIMBURSEMENTS - TO	.00	7,500.00	.00	(7,500.00)	.0
10-31-5163	EARTHDAY	.00	2,500.00	.00	(2,500.00)	.0
10-31-5179	MISC	.00	1,823.22	.00	(1,823.22)	.0
10-31-6046	PERMIT FEE	.00	1,400.00	.00	(1,400.00)	.0
TOTAL ADMINISTRATION REVENUE		.00	13,223.22	.00	(13,223.22)	.0
TOTAL FUND REVENUE		.00	13,223.22	.00	(13,223.22)	.0

TOWN OF DISCOVERY BAY
BALANCE SHEET
DECEMBER 31, 2013

WATER

ASSETS

20-1000	CASH IN COMBINED FUND	5,647,101.36	
20-1030	ACCOUNTS RECEIVABLES	228,133.04	
20-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(36,904.67)	
20-1100	EQUIPMENT	324,981.25	
20-1110	OFFICE FURNITURE & EQUIP	31,115.24	
20-1115	2011/2012 CAPITAL CARRY OVER	21,187.50	
20-1120	VEHICLES	142,771.20	
20-1130	ACCUMULATED DEPRECIATION	(3,013,677.07)	
20-1135	BUILDING & IMPROV	468,918.38	
20-1160	CIP - WATER	540,665.00	
20-1170	STRUCTURES & IMPROV-WATER	2,404,864.48	
	TOTAL ASSETS		6,759,155.71

LIABILITIES AND EQUITY

LIABILITIES

20-2000	ACCOUNTS PAYABLES	14,237.50	
20-2005	ACCOUNTS PAYABLE - CCC	300,130.10	
20-2100	PAYROLL LIABILITIES	9,990.67	
20-2101	ACCRUED VACATION LIABILITY	9,731.86	
20-2180	INVENTORY	(5,167.58)	
20-2240	DEFERRED REVENUE	8,397.95	
	TOTAL LIABILITIES		337,320.50

FUND EQUITY

20-2500	INVESTED IN CAPITAL ASSETS	5,416,034.30	
	UNAPPROPRIATED FUND BALANCE:		
20-2905	CONTRIBUTED CAPITAL	7,503,125.20	
20-2910	NET ASSETS - UNRESTRICTED	2,471,728.96	
20-2980	RETAINED EARNINGS	1,218,732.35	
	REVENUE OVER EXPENDITURES - YTD	(10,187,785.60)	
	BALANCE - CURRENT DATE	1,005,800.91	
	TOTAL FUND EQUITY		6,421,835.21
			6,759,155.71

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

		WATER				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
		-----	-----	-----	-----	-----
<u>WATER REVENUE</u>						
20-31-5105	PROPERTY TAXES	.00	1,650,136.22	.00	(1,650,136.22)	.0
20-31-5150	CCC FUND BALANCE GL ADJUSTMENT	175,964.24	175,964.24	.00	(175,964.24)	.0
20-31-5179	MISC	.00	3,368.13	.00	(3,368.13)	.0
20-31-5226	WATER METER RENTAL	.00	3,145.91	.00	(3,145.91)	.0
20-31-6000	WATER CHARGES	36,319.62	455,948.43	.00	(455,948.43)	.0
20-31-6045	CAPACITY FEE	.00	15,225.00	.00	(15,225.00)	.0
20-31-6086	UTILITY- ACCOUNT CHARGE	1,621.14	223,811.94	.00	(223,811.94)	.0
TOTAL WATER REVENUE		213,905.00	2,527,599.87	.00	(2,527,599.87)	.0
TOTAL FUND REVENUE		213,905.00	2,527,599.87	.00	(2,527,599.87)	.0

TOWN OF DISCOVERY BAY
BALANCE SHEET
DECEMBER 31, 2013

WASTEWATER

ASSETS

21-1000	CASH IN COMBINED FUND	7,086,809.45	
21-1030	ACCOUNTS RECEIVABLES	236,971.41	
21-1100	EQUIPMENT	509,350.13	
21-1105	LAND	267,000.00	
21-1110	OFFICE FURNITURE & EQUIP	46,672.86	
21-1115	2011/2012 CAPITAL CARRY OVER	58,121.55	
21-1120	VEHICLES	214,156.80	
21-1130	ACCUMULATED DEPRECIATION	(4,520,515.61)	
21-1135	BUILDING & IMPROV	711,354.07	
21-1150	CIP-BUILDINGS & IMPROV	447.50	
21-1155	CIP - WASTEWATER	504,054.05	
21-1170	STRUCTURES & IMPROV-SEWER	4,602,944.73	
21-1180	INFRASTRUCTURE REPLACEMENT	5,946.88	
		9,723,313.82	9,723,313.82
	TOTAL ASSETS		

LIABILITIES AND EQUITY

LIABILITIES

21-2000	ACCOUNTS PAYABLES	14,921.17	
21-2005	ACCOUNTS PAYABLE - CCC	450,195.16	
21-2100	PAYROLL LIABILITIES	14,986.01	
21-2101	ACCRUED VACATION LIABILITY	14,597.79	
21-2180	INVENTORY	(7,751.37)	
		486,948.76	486,948.76
	TOTAL LIABILITIES		

FUND EQUITY

21-2500	INVESTED IN CAPITAL ASSETS	8,124,051.44	
	UNAPPROPRIATED FUND BALANCE:		
21-2905	CONTRIBUTED CAPITAL	11,254,687.80	
21-2910	NET ASSETS - UNRESTRICTED	3,707,593.44	
21-2980	RETAINED EARNINGS	1,238,445.44	
	REVENUE OVER EXPENDITURES - YTD	(15,088,413.06)	
		1,112,313.62	1,112,313.62
	BALANCE - CURRENT DATE		
	TOTAL FUND EQUITY		9,236,365.06
	TOTAL LIABILITIES AND EQUITY		9,723,313.82

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WASTEWATER REVENUE</u>					
21-31-5105 PROPERTY TAXES	.00	3,791,017.80	.00	(3,791,017.80)	.0
21-31-5150 CCC FUND BALANCE GL ADJUSTMENT	263,946.37	263,946.37	.00	(263,946.37)	.0
21-31-5179 MISC	.00	1,543.89	.00	(1,543.89)	.0
21-31-5241 BID FEES	.00	700.00	.00	(700.00)	.0
21-31-6015 SEWER CHARGES	9,143.76	50,699.41	.00	(50,699.41)	.0
21-31-6045 CAPACITY FEE	.00	89,445.00	.00	(89,445.00)	.0
TOTAL WASTEWATER REVENUE	273,090.13	4,197,352.47	.00	(4,197,352.47)	.0
TOTAL FUND REVENUE	273,090.13	4,197,352.47	.00	(4,197,352.47)	.0

TOWN OF DISCOVERY BAY
BALANCE SHEET
DECEMBER 31, 2013

L&L 8

ASSETS

40-1000	CASH IN COMBINED FUND	504,063.10	
40-1030	ACCOUNTS RECEIVABLES	2,832.28	
40-1100	EQUIPMENT	39,339.66	
40-1105	LAND	610,000.00	
40-1120	VEHICLES	28,606.76	
40-1135	BUILDING & IMPROV	130,173.60	
40-1150	CIP-BUILDINGS & IMPROV	1,673.62	
40-1155	CIP - PARKS	391,216.77	
40-1160	CIP - STREETScape	136,791.39	
	TOTAL ASSETS		1,844,697.18

LIABILITIES AND EQUITY

LIABILITIES

40-2000	ACCOUNTS PAYABLES	(987.77)	
40-2005	ACCOUNTS PAYABLE - CCC	23,795.86	
40-2100	PAYROLL LIABILITIES	5,605.42	
40-2250	DUE TO OTHER FUNDS	2,644.48	
40-2280	CAL CARD	161.80	
	TOTAL LIABILITIES		31,219.79

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
40-2905	CONTRIBUTED CAPITAL	947,190.37	
40-2910	NET ASSETS - UNRESTRICTED	426,388.78	
40-2980	RETAINED EARNINGS	297,091.49	
	REVENUE OVER EXPENDITURES - YTD	142,806.75	
	BALANCE - CURRENT DATE		1,813,477.39
	TOTAL FUND EQUITY		1,813,477.39
	TOTAL LIABILITIES AND EQUITY		1,844,697.18

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

L&L 8

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 8 REVENUE</u>						
40-31-5105	PROPERTY TAXES	.00	477,666.37	462,000.00	(15,666.37)	103.4
40-31-5244	CCC FUND BALANCE ADJUSTMENT	(100,900.37)	(100,900.37)	.00	100,900.37	.0
40-31-6075	PARK RENTALS	.00	57.50	.00	(57.50)	.0
40-31-6996	COMMUNITY CENTER APPAREL	.00	15.00	.00	(15.00)	.0
40-31-6997	COMMUNITY CENTER FOOD	.00	186.75	.00	(186.75)	.0
40-31-6998	COMMUNITY CENTER BEVERAGE	.00	102.50	.00	(102.50)	.0
40-31-6999	COMMUNITY CENTER POOL FEE	2,024.00	35,045.15	.00	(35,045.15)	.0
TOTAL L&L 8 REVENUE		(98,876.37)	412,172.90	462,000.00	49,827.10	89.2
TOTAL FUND REVENUE		(98,876.37)	412,172.90	462,000.00	49,827.10	89.2

TOWN OF DISCOVERY BAY
BALANCE SHEET
DECEMBER 31, 2013

L&L 9

<u>ASSETS</u>			
41-1000	CASH IN COMBINED FUND	203,590.84	
41-1052	DUE FROM OTHER FUNDS	979.36	
41-1100	EQUIPMENT	723.42	
41-1120	VEHICLES	2,000.00	
41-1170	STRUCTURES & IMPROV-SEWER	35,847.00	
	TOTAL ASSETS		243,140.62
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
41-2000	ACCOUNTS PAYABLES	115.18	
	TOTAL LIABILITIES		115.18
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
41-2905	CONTRIBUTED CAPITAL	35,847.00	
41-2910	NET ASSETS - UNRESTRICTED	112,177.30	
41-2980	RETAINED EARNINGS	40,649.05	
	REVENUE OVER EXPENDITURES - YTD	54,352.09	
	BALANCE - CURRENT DATE	243,025.44	
	TOTAL FUND EQUITY		243,025.44
	TOTAL LIABILITIES AND EQUITY		243,140.62

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

L&L 9

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 9 REVENUE</u>						
41-31-5105	PROPERTY TAXES	.00	114,479.82	105,000.00	(9,479.82)	109.0
41-31-5244	CCC FUND BALANCE ADJUSTMENT	(7,022.49)	(7,022.49)	.00	7,022.49	.0
TOTAL L&L 9 REVENUE		(7,022.49)	107,457.33	105,000.00	(2,457.33)	102.3
TOTAL FUND REVENUE		(7,022.49)	107,457.33	105,000.00	(2,457.33)	102.3

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 DECEMBER 31, 2013

FINANCING AUTHORITY

ASSETS

50-1000	CASH IN COMBINED FUND	9,444,383.04	
50-1160	CIP - WATER	253,423.33	
50-1170	STRUCTURES & IMPROV-SEWER	4,412,659.13	
		<u> </u>	
	TOTAL ASSETS		<u>14,110,465.50</u>

LIABILITIES AND EQUITY

LIABILITIES

50-2000	ACCOUNTS PAYABLES	9,433.52	
		<u> </u>	
	TOTAL LIABILITIES		9,433.52

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
50-2980	RETAINED EARNINGS	14,100,843.72	
	REVENUE OVER EXPENDITURES - YTD	188.26	
		<u> </u>	
	BALANCE - CURRENT DATE	14,101,031.98	
		<u> </u>	
	TOTAL FUND EQUITY		<u>14,101,031.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>14,110,465.50</u>

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

FINANCING AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINANCING AUTHORITY REVENUE</u>						
50-31-5133	DIVIDEND REINVESTMENT	.00	188.26	.00	(188.26)	.0
	TOTAL FINANCING AUTHORITY REVENUE	.00	188.26	.00	(188.26)	.0
	TOTAL FUND REVENUE	.00	188.26	.00	(188.26)	.0
	NET REVENUE OVER EXPENDITURES	.00	188.26	.00	(188.26)	.0

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 DECEMBER 31, 2013
 COMMUNITY CENTER

ASSETS

60-1000	CASH IN COMBINED FUND	435,855.70	
60-1020	CERTIFICATE OF DEPOSIT (CD)	6,726.19	
60-1030	ACCOUNTS RECEIVABLES	27,418.60	
	TOTAL ASSETS		470,000.49

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
60-2910	NET ASSETS - UNRESTRICTED	548,588.22	
60-2980	RETAINED EARNINGS	(79,851.89)	
	REVENUE OVER EXPENDITURES - YTD	1,264.16	
	BALANCE - CURRENT DATE	470,000.49	
	TOTAL FUND EQUITY		470,000.49
	TOTAL LIABILITIES AND EQUITY		470,000.49

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

COMMUNITY CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>COMMUNITY CENTER REVENUE</u>					
60-31-5179 MISC	.00	114.58	.00	(114.58)	.0
60-31-5225 FUNDRAISING	.00	500.00	.00	(500.00)	.0
60-31-5226 FUND RAISER	20.00	430.00	.00	(430.00)	.0
60-31-6075 PARK FEES	.00	522.76	.00	(522.76)	.0
TOTAL COMMUNITY CENTER REVENUE	20.00	1,567.34	.00	(1,567.34)	.0
TOTAL FUND REVENUE	20.00	1,567.34	.00	(1,567.34)	.0



MONTHLY OPERATIONS REPORT

February 2014

Town of Discovery Bay, CA

1644 Days of Safe Operations

71,294 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: Escape Routes and Procedures Take 5 Safety Tailgates (15) West Region Safety Council Call Monthly Regional Safety Webinar	3.0
Operations	
All Operators were trained on Personal Protective Equipment, Respiratory Protection, and Solar Dryers Operations and Maintenance Kevin Agdanowski received his Grade I Water Treatment Cert	5.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)
--

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	61.05	1,135	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.05				

July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>JAN Lab Data</i>	<i>FEB Lab Data</i>
Flow, MG Effluent, monthly total		41.08	36.66
Flow, MG Daily Influent Flow, avg.	N/A	1.30	1.35
Flow, MG Daily Discharge Flow, avg.	2.1	1.32	1.31
Effluent BOD ₅ , lbs/d, monthly avg.	350	24.0	27.0
Effluent TSS, lbs/d, monthly avg.	525	40.0	35.0
Effluent BOD ₅ , mg/L, monthly avg.	20	2.0	2.5
Effluent TSS, mg/L, monthly avg.	30	3.8	3.2
Total Coli form 7 day Median Max	23	2	2
Total Coli form Daily Maximum	240	2	2
% Removal BOD ₅ , monthly avg.	85% min.	97.8	98.3
% Removal, TSS, monthly avg.	85% min.	97.3	95.1
Electrical Conductivity, umhos/cm annual avg.	2100	2138 (YTD)	2138 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>1</u>	<u>Total Coliform</u>	<u>Daily Max 240MPN</u>	<u>540 MPN</u>

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	115	0	40.22

COLLECTION:

- Flushed **8960 ft.** of sanitary sewer lines, YTD **35,009 ft.** **53.0%** completed
- CCTV **18,200 ft.** **27.6%** completed (Deadline is May 2014)
- Inspected **33** manhole & covers. YTD **143**
- Replaced the 1/2 –inch pressure hose on the Vactor truck
- Lift station “F” pump no.1 failed, the motor and pump were bad; both are out for repair.
- Vacuumed out Plant no.2 headworks.
- Performed valve exercising
- Performed weekly lift station inspections.
- Inspected vaulted lift stations.

MAINTENANCE

Wastewater

- Fiber optic lines were run connecting both wastewater plants and with Comcast service the facilities we are no longer using an antenna for internet service.
- Parkson came out and finished the new Solar Dryers, they presented training to the staff and the dryers are now in use.
- Dennis Flosi with Cascade removed the VFD’s to the old solar dryers and replaced them with soft starts.
- Larry Welmeth and Joe Brandon replaced the Plant no.1 screening compactor with the one that had been rebuilt last year.
- Pulled the motor on Plant no.1 wasting pump no.2 and sent it out for rewind in January, the motor remained out through the month, a spare will be purchased.
- Belt filter press no.1 is locked and tagged out because the main pneumatic ram is worn and needs to be replaced.
- Larry Welmeth replaced some ballast on the UV 3000+ system.
- Chlorinated the UV 3000+ with a low chlorine dosage.
- Switched to UV 3000 to UV 3000+ on Feb 27, 2014.
- Resolved the new flow meters and SCADA flow reading discrepancy or scaling.

- Performed preventative maintenance.
- Pressure washed the clarifiers each week for algae removal.

Water

- We experienced some problems with the Modicon PLC at Willow WTP and Telstar troubleshot it from noon to about 10 pm, it was a bad main PLC that needs to be changed. PLC is on order.
- Replaced both backwash pumps soft starts at the Newport WTP.
- Replaced the fans on the motor control center on booster pump no.1 at Newport WTP.
- Repaired some air leaks on the Willow WTP filter system.
- Performed preventative maintenance.

Preventive and Corrective

Total # of WO's Completed	Total Hours
84	47

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
130	142

Call & Emergency Responses

Call Outs	Emergencies
12	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1440	58.75

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT

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



No Back Up
Documentation
For Agenda Item # I



No Back Up
Documentation
For Agenda Item # J



No Back Up
Documentation
For Agenda Item # K



No Back Up
Documentation
For Agenda Item # L-1



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday February 3, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

CALL TO ORDER: (6:33 P.M.)

PLEDGE OF ALLEGIANCE: (6:34 P.M.)

ROLL CALL: (6:34 P.M.)

Directors Present: Bouillon, Bryant, Cooper, Kenny, Johnansen, Michaelson, Morgan, Smith, Young

PUBLIC COMMENTS: (6:35 P.M.)

There were no (0) Public Speakers –

CONSENT CALENDAR: (6:35 P.M.)

Director Young requested that C.3 be pulled for discussion.

C.1 Approve minutes from January 6 2014, Regular Board of Directors Meeting.

C.2 Approve minutes from January 21, 2014 Special Board of Directors Meeting.

Motion by: Director Smith to approve Consent Calendar Items C.1 & C.2

Second by: Director Young

Vote: Motion carried: 9:0

Ayes: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

C.3 Adopt a Resolution to Participate in Contra Costa County's Program for Compensation and Benefits for Employees Ordered to Active Military Duty.

Motion by: Director Cooper to approve Consent Calendar Item C.3

Second by: Director Michaelson

Vote: Motion carried: 9:0

February 3, 2014 Minutes
Page 1 of 2

Ayes: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS: (6:38 P.M.)

D.1 Receive Update on Community Meetings Conducted in January and from the District's Outreach-Education Consultant

There were six (6) Public Speakers – Diane Burgis, Bob Mankin, David Piepho, Vince Wells, Mark Whitlock & Kevin Graves.

Motion by: Director Cooper to direct staff to (a) issue a District-wide mailing to educate the public on the District's financial situation and service model and seek public input on a potential revenue measure and (b) hold a public hearing at the March 3, 2014 Board meeting on a potential parcel tax measure for the June 3, 2014 ballot.

Second by: Director Johansen

Vote: Motion carried: 9:0

Ayes: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

INFORMATIONAL STAFF REPORTS: (8:12 P.M.)

Chief Henderson gave the Operational Update for January 2014.

DIRECTORS' COMMENTS (8:13 P.M.)

NONE

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS (8:14 P.M.)

NONE

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: March 3, 2014 (8:14 P.M.)

Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled: March 3, 2014

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 13, 2014**

- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:00 a.m. at the Director of Airport's Office.
- PRESENT:** **Rudi Raab**, District I
Mike Bruno, Chair, CCC Airports Business Association
Derek Mims, City of Pleasant Hill
Rich Spatz, At Large 2
Russell Roe, District V
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
Keith McMahon, City of Concord
Ronald Reagan, District III
- ABSENT:** **Janet Kaiser, Diablo Valley College**
- STAFF:** Keith Freitas, Director of Airports
Natalie Olesen, Airport Office Assistant
Julie Conti, Senior Real Property Technical Assistant
- OPENING COMMENTS
BY CHAIR:** DeWitt Hodge was introduced and will be joining the Aviation Advisory Committee (AAC) in March, replacing Rich Spatz
- Rich Spatz was thanked for his seven (7) years of service.
- PUBLIC COMMENT
PERIOD:** None
- APPROVAL OF
MINUTES:** **Moved by Rich Spatz; seconded by Ronald Reagan. Approved unanimously. Yes: Rudi Raab, Mike Bruno, Derek Mims, Rich Spatz, Russell Roe, Tom Weber, Ed Young and Ronald Reagan. No: None. Abstained: Keith McMahon. Absent: Janet Kaiser.**
- APPROVAL OF
CONSENT ITEMS:** **Moved by Derek Mims; seconded by Tom Weber, approved unanimously. Yes: Rudi Raab, Mike Bruno, Derek Mims, Keith**

McMahon, Rich Spatz, Russell Roe, Tom Weber, Ed Young and Ronald Reagan. No: None. Abstained: None. Absent: Janet Kaiser. Keith McMahon commented the slight increase in complaints in Concord could be caused by the some of the great weather and by some of the low clouds over the area. Mike Bruno commented that there is a correlation between the increased local operations and number of noise complaints.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Budget for Fiscal Year (F/Y) 2013/14

Keith Freitas reported there were very few changes between the F/Y 2013/14 Budget and F/Y 2012/13 Budget. The 50% budget will be reviewed at the next meeting.

- It was questioned why Byron Airports operating and maintenance expenses were higher than its revenues.
 - Byron Airport has never been in the black – Buchanan Field Airport subsidizes Byron Airport.
 - Expenses reflect the costs to run the airport.
 - Staffing the Airport full time is the largest single expense.
- Airport Staff was asked as to how long they expect Buchanan Field Airport to keep subsidizing Byron Airport and when will Byron Airport break even.
 - Byron Airport is still fairly new and a long term investment.
 - Byron Jet Center has helped increase revenues
 - Concern is that Byron Airport's budget does not look healthy which could deter new business.
 - County is committed in making Byron Airport productive.
 - Better infrastructure would encourage new business.
 - Byron Airport is a satellite airport and although the budget is separated by Airport, the Airports operate under one Enterprise Fund.

c. East Ramp Hangar Painting Project

- Total charges for the East Ramp Hangar Painting Project were approximately \$97,000.
 - The AAC requested a breakdown of the charges.
 - For the project, Airport staff contracted with Capital Projects and the bulk of the expenses were from their staff to manage an outside consultant.
 - \$10,000 of the total charges was to an outside consultant.
- Latest estimates put the painting project at over \$1 million.
- Tenants were polled and their number one priority is paving between the hangars.
 - Consultant and contractor are in place to do the paving this summer.
 - AAC questioned who will take on debt for paving.
 - Money budgeted for painting project will be used for paving instead.

d. Hangar Waiting List Process (Update)

Keith Freitas commented that tenants were concerned on how long it was taking to fill empty hangars and the turnover rate has changed significantly over the last 7 years. Used to see 1 vacancy a year and now have 10 plus a year.

- The County had 12 hangars turnover last year.
 - With the higher turnover rate the process needed to be updated to speed up the filling of the empty hangars.
 - In the old process, one (1) applicant was contacted for each vacant hangar and notified by certified mail; the process took roughly a month.
 - New process:
 1. Notifications are now done by email and applicants need to respond in writing within seven (7) days.
 2. The top five (5) applicants are now notified for each hangar available.
 - a. In November, six (6) hangars were available but under new process all were filled in approximately two (2) to three (3) weeks.
 - The AAC commented that preference should be given to current tenants to move to a preferred hangar location with a fee or higher rent for those premiere hangars.
 - Tenants were surveyed about upgrading to a preferred hangar knowing that they would have to pay for both hangars for a month in order to switch – most said “no”.
 1. There is concern that a hangar would remain vacant while tenants move around.
 - a. We will be updating rates and charges for hangars in the next couple months.
 - Process was slow using certified mail; however, notification was well documented.
 - There is not the same amount of documentation now.
 1. Copy of email is printed and saved.
 2. Contact by phone call is made and note of the attempt is made.
 3. Protocol was added to allow for dispute by applicant if they for some reason (example: out of the country) did not receive the email or phone call and were therefore unable to respond within the seven (7) days.

e. Airports Economic Development Program

Keith Freitas reported on the Airports Economic Development Program.

- Marketing
 - New Marketing Videos
 - A draft of the new marketing video should be available by the next meeting.
 - Introduction to the Airports and what is happening.
 - Additional videos will follow on flying, Airports’ budget, businesses, skydiving, emergency medical response companies and pilot training.
 - The AAC questioned if the videos were being made to get more pilots to come to the County Airports?
 1. The videos were being made to help generate more interest in both Airports.
 - New phone number for Buchanan Field, 844-Fly-ToUs or 844-359-8687

- Updating the Airport Website
- e-Payment by this summer.
- Retention
 - Keith Freitas reported that last year Airport staff asked the Board of Supervisors (Board) to waive the Consumer Price Index (CPI) increase.
 - Asked the AAC to make a motion to approve asking for a CPI waiver for hangars only this year as County hangar prices are higher for like hangars at the other local airports.
 - When the Airport loses pilots, they are generally gone forever so it is important to keep them now.
 - Currently seeing an increase in the corporate side of aviation while general aviation is not growing and staying flat.
 - AAC question if waiving the CPI increase would negatively affect maintenance expenses.
 - Airport staff responded that the additional revenue had not been budgeted.
 - **Keith McMahan made motion to accept the recommendation. Derek Mims seconded. Approved Unanimously. Yes: Keith McMahan Rudi Raab, Derek Mims, Rich Spatz, Tom Weber, Ed Young and Ronald Reagan. No: None. Recused: Russell Roe and Mike Bruno. Absent: Janet Kaiser.**
- Proposed Projects
 - Keith Freitas reported that the Airports have paid off all outstanding debt and are looking at new development/capital projects that may require new debt servcie.
 - Buchanan Field:
 - Paving of East Ramp taxi lanes
 - New sign improvements
 - Connection road between Sally Ride Drive and Marsh Drive.
 - New Air Traffic Control Tower
 - Terminal building
 - Byron Airport:
 - Runway extension
 - Airfield lighting
 - Signage
 - Pavement improvements
 - Fixed Base Operator (FBO)/business building
 - Sewer, water & fire protection system (to allow for additional growth)
 - Russ Roe asked that pilot controlled lighting for Runways 32 be added.
 - Keith Freitas responded the pilot controlled lighting is part of the Runway 32R rehabilitation project, which is already a project on FAA list.

f. East Ramp – Pavement Work

Keith Freitas commented that as soon as the weather is dry, work is planned on the pavement between the first three (3) rows on the Southside of the East Ramp hangars.

- There is concern over the high water table in that area.
 - The area will need to be line treated which takes several weeks to cure.

g. Infrastructure Analysis for the Byron Airport

Keith Freitas reported that the analysis will determine when the decisions should be made to upgrade infrastructure

- Many good options are available with newer technologies that can be used.
- Project to cost approximately \$75,000 - 90% was funded by Federal Aviation Administration (FAA)

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting tentatively scheduled for March 3, 2014

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

- Tenant BBQ 1st Thursday in May (May 1st) – Save the Dates announcements will be going out in next couple weeks. Looking for volunteers from the AAC.
- Global demand for pilots is currently around 372,000. New pilots and about 500,000 new mechanics will be needed which will be a draw for international students.
- End the AAC Meeting in memory of Louis Ellis, longtime tenant passed in November 2013.

c. Update from Airport Business Association

Mike Bruno reported that business is improving and staff is continually busy.

AAC asked about the status of the Apex hangars.

- Mike Bruno responded there would most likely be resolution in the next couple months, with several interested parties.

d. AAC Announcements

Tom Weber reported on AAC appointments:

- Russ Roe representative of District 2 is now representing District 5.
- District 2 Supervisor is looking to fill the vacant position and has been holding interviews.

AAC asked for Airport Staff to provide high level overviews of taxes/benefits of the Airports to the community, old Economic Impact Report.

Monument at the Public Viewing Plaza is in need of repairs.

- Full of water
- Name tags have slid around

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- East Ramp Hangar Painting Project Expense Breakdown
- Marketing Video
- AAC Member Volunteers for Tenant Recognition BBQ
- AAC Triennial Report

- AAC Annual Report
- Airports Financial Benefit to the Community

ADJOURNMENT: The meeting was adjourned by the Chair at 11:38 a.m.

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

JOINT EXERCISE OF POWERS AGENCY

February 13, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Piepho at 6:52 P.M.

ROLL CALL

PRESENT: Wade Harper (Antioch), Kevin Romick (Oakley), Robert (Bob) Taylor (Brentwood), and Chair Mary N. Piepho (Contra Costa County)

ABSENT: None

STAFF: Dale Dennis, Program Manager
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

ELECTION OF OFFICERS

Chair

Director Romick nominated Director Wade Harper to serve as the Chair of the State Route 4 Bypass Authority. Director Taylor seconded the nomination. There were no other nominations and the nominations were closed. Director **Wade Harper** was elected to serve as the Chair of the State Route 4 Bypass Authority for 2014 by the following vote:

AYES: Harper, Romick, Taylor, Piepho
NOES: None
ABSTAIN: None
ABSENT: None

Vice Chair

Director Romick nominated Director Robert (Bob) Taylor to serve as the Vice Chair of the State Route 4 Bypass Authority. Director Taylor seconded the nomination. There were no other nominations and the nominations were closed. Director **Robert (Bob) Taylor** was elected to serve as the Vice Chair of the State Route 4 Bypass Authority for 2014 by the following vote:

AYES: Harper, Romick, Taylor, Piepho
NOES: None
ABSTAIN: None
ABSENT: None

Newly-elected Chair Harper chaired the meeting at this time.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Taylor, the Authority adopted the Consent Items by the following vote:

AYES: Piepho, Romick, Taylor, Harper
NOES: None
ABSTAIN: None
ABSENT: None

- A. APPROVED minutes of the September 23, 2013 Board meeting (*October, November, and December 2013, and January 2014 meetings cancelled*).
- B. ACCEPTED Audit Report prepared by Wallace Rowe and Associates, Certified Public Accountants, for the Fiscal Year ending June 30, 2013.
- C. APPROVED the Revised FY 2013/14 Mid-year Work Plan and Budget.
- D. APPROVED amendment to the Consulting Services Agreement with Wood Biological Consulting, Inc. (*no payment limit increase*) to assist Authority staff to complete environmental permit conditions for Segment 3 of the former SR4 Bypass and extend the term to June 30, 2014; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- E. GRANT EASEMENT TO THE CITY OF BRENTWOOD: The Board was asked to take the following actions:
 1. DETERMINED that conveyance of a Grant of Easement 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 Grant of Easement, pursuant to Government Code Section 25526.6.
 3. AUTHORIZED the Secretary or designee to execute the Grant of Easement on behalf of the Authority.

4. DIRECTED the Contra Costa County Real Estate Division to deliver the easement to the City of Brentwood for acceptance and recording.
- F. TRANSFER EXCESS PROPERTY TO THE CITY OF BRENTWOOD: The Board was asked to take the following actions:
1. DECLARED its intention to convey to the City of Brentwood, Authority-owned real property identified in the Notice of Intention to Convey Real Property.
 2. DETERMINED the property is not required for Authority use.
 3. SCHEDULED FINAL ACTION on Thursday, March 13, 2014, 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 consider consummating this conveyance by a unanimous vote.
 4. DIRECTED the Contra Costa County Real Estate Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for final action, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).
- G. TRANSFER EXCESS PROPERTY TO CONTRA COSTA COUNTY: The Board was asked to take the following actions:
1. DECLARED its intention to convey to Contra Costa County, Authority-owned real property identified in the Notice of Intention to Convey Real Property.
 2. DETERMINED the property is not required for Authority use.
 3. SCHEDULED FINAL ACTION on Thursday, March 13, 2014, 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 consider consummating this conveyance by a unanimous vote.
 4. DIRECTED the Contra Costa County Real Estate Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for final action, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).

- H. APPROVED a \$97,464 amendment to the Consulting Services Agreement with Lucy Owens for right-of-way services for SR4- (formerly SR4 Bypass) related projects and extend the term to December 31, 2014; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

DETERMINATION ITEMS

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

Dale Dennis, Program Manager, reported that the SR4/SR160 Connector Ramps project should be moving into construction soon, the Sand Creek Road Interchange project was also moving forward in the second phase with the new bridge and additional two lanes, and the Balfour Road Interchange project was still on schedule with the design. He advised that the Bypass Authority was working with the Contra Costa Transportation Authority (CCTA) on the delivery of the Balfour Road Interchange project which was on schedule and which was scheduled to go to construction in June 2015. He added that the Bypass Authority had taken on the responsibility for right-of-way acquisition, which was underway, that appraisals were being completed, and that the acquisition would be done over the next year or so.

Mr. Dennis explained that, by 2017, there was a good chance that Highway 4 would be complete, as would eBART, the SR4/SR160 Connector Ramps, and the Sand Creek Road Interchange and Balfour Road Interchange projects, and the amount of work expected to be completed in the next three years was tremendous. He stated that everything was moving forward and on track.

On motion by Director Piepho, seconded by Director Romick, the Authority received the report which carried by the following vote:

AYES: Piepho, Romick, Taylor, Harper
NOES: None
ABSTAIN: None
ABSENT: None

BOARDMEMBER COMMENTS

Director Piepho referred to State of California Active Transportation Program funds, noted that there were projects available for funding such as bikeways and a number of other items, and asked Mr. Dennis to work with John Cunningham of the Conservation and Development Department to see if the use of these funds could be secured for the Mokelumne Bike/Pedestrian Overcrossing.

With respect to the \$1.4 billion in transportation projects underway, Director Romick noted that every billion dollars in funding represented 18,000 jobs.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 6:55 P.M. to the next meeting scheduled for Thursday, March 13, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



No Back Up
Documentation
For Agenda Item # N



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For Agenda Item # O