



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday
January 7, 2015

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 – Robert Leete

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 7, 2015
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 the 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. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2015 Year
2. Appointment of Board Members to District Representative Committee Positions

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

F. PRESENTATIONS

G. 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. Approval of DRAFT minutes of regular meeting dated December 17, 2014
2. Approval of DRAFT minutes of Public Financing Authority meeting dated December 17, 2014
3. Approve Register of District Invoices
4. Annual "State of the Town" Chamber of Commerce Event for 2015

H. BUSINESS AND ACTION ITEMS

1. SCADA System Upgrade Award of Bid to Cascade Integration and Development Inc. in the amount of \$255,146.80
2. Wastewater Master Plan Nitrite and Nitrate Update - Award of Bid to Stantec Inc. in the amount of \$13,000.00
3. Purchase of 2015 Ford F-150 Work Truck
4. Agency Comment Request – Condition of Approval of Development Plan Application – DP14-3045 – Change Front Yard Setbacks to Subdivision’s 8992, 8993, and 9067

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

J. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

K. MANAGER’S REPORT – Discussion and Possible Action

L. GENERAL MANAGER’S REPORT – Discussion and Possible Action

M. DISTRICT LEGAL COUNSEL REPORT

N. COMMITTEE UPDATES – Discussion and Possible Action

O. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa Special District Quarterly meeting minutes dated October 20, 2014

P. PUBLIC RECORD REQUESTS RECEIVED

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn to the next regular meeting dated January 21, 2015 starting at 7:00 p.m. on 1800 Willow Lake Rd – 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 after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item C-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

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

Agenda Title

Appointment of Board Members to District Representative Committee Positions

Recommended Action

It is recommended that the Board President, with concurrence by the Board, appoint District Representatives to Committee positions for 2015

Executive Summary

Pursuant to the Bylaws of the Town of Discovery Bay, Article IV Section 2, A 4, the Board President "Shall appoint such committees and other working groups as confirmed by the Board."

On September 5, 2012 the Board revised the committee structure and segregated those committees that are regional in nature from those that are specific only to the Town of Discovery Bay (TODB).

Each of the Regional appointments has a primary appointee and an alternate appointee. The TODB subcommittees include 2 members and each member is a member of the particular subcommittee.

Annually, and as necessary, the Board President makes appointments to regional committees as well as the TODB's subcommittees with the confirmation by the entire Board. These appointees serve the District on a wide variety of committees, other agencies and subcommittees and report back to the entire Board on the activities of those meetings.

At this time, there are 9 positions to be appointed as a Primary representative and an additional 9 positions to be assigned as Alternates. There are also 8 Subcommittees that will necessitate the appointment of 2 Board Members to each of those Subcommittees. A complete listing of the Regional Committees as well as the Board Subcommittees, and a description of each, is attached as a part of this report.

It is appropriate to make the Representative appointments in a timely manner.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

September 5, 2012 Committee restructuring

Attachments

District Representative Listing for 2014

AGENDA ITEM: C-2

Town of Discovery Bay Board of Directors

District Representative Listing for 2014*

Last Approved / Updated January 8, 2014

REGIONAL COMMITTEE APPOINTMENTS

Committee Name	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Vacant	Mark Simon
Contra Costa Special Districts Association	Bill Pease	Kevin Graves
East Contra Costa Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Association	Board President	Board Vice President
LAFCO Liaison	Chris Steele	Bill Pease
Police Services (P6 Committee)	Bill Pease	Vacant
School District Representative/Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Bill Pease	Kevin Graves

BOARD SUBCOMMITTEE APPOINTMENTS

Committee Name	Director Appointed	Alternate
Budget Subcommittee	Mark Simon	Bill Pease
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Vacant
Park and Recreation Subcommittee	Vacant	Kevin Graves
Public Financing Authority Subcommittee	Kevin Graves	Mark Simon
Water & Wastewater Subcommittee	Chris Steele	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

SCOPE OF FUNCTIONS

REGIONAL COMMITTEE APPOINTMENTS

Contra Costa County Aviation Advisory Committee: This involves attending meetings of this committee to discuss airport operations and activities.

Contra Costa County Code Enforcement: This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

Contra Costa Special Districts Association: This involves attending meeting of the Contra Costa Special Districts Association.

East Contra Costa County Fire Protection District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

East County Water Management Agency: This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

LAFCO Liaison: This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

Police Services (P6 Committee): This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

School District Representative Liaison: This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

Regional Transportation Agencies: This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

BOARD SUBCOMMITTEE APPOINTMENTS

Budget Subcommittee: The Budget Subcommittee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The subcommittee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues.

Communications Subcommittee: The Communications Subcommittee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

Community Center Subcommittee: The Community Center Subcommittee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

Investment Oversight Subcommittee: The Investment Oversight Subcommittee is responsible, working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy.

Landscaping Subcommittee: The Landscaping Subcommittee works with staff on making recommendations involving all landscape areas within the Town's jurisdiction.

Park and Recreation Subcommittee: The Park and Recreation Subcommittee meets with staff on park and recreation functions of the District.

Public Financing Authority Subcommittee: The Public Financing Authority Subcommittee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

Water and Wastewater Subcommittee: The Water and Wastewater Subcommittee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item E



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item F



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 17, 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 President Simon

Roll Call – All Present – President Simon, Vice-President Steele, Director Graves, Director Pease

Oath of Office of Board Members – Chris Steele, Kevin Graves, and Robert Leete

Administrative Assistant, Board Clerk McCool – Administered the Oath of Office to the Town of Discovery Bay newly elected Directors; Steele, Graves, and Leete

Roll Call – All Present – President Simon, Vice-President Steele, Director Graves, Director Pease, Director Leete

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

None

C. PRESENTATIONS

None

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Steele – Noted the loss in our community of a fire fighter that passed away.

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. Approval of DRAFT minutes of special meeting dated December 3, 2014
2. Approval of DRAFT minutes of regular meeting dated December 3, 2014
3. Approve Register of District Invoices
4. Adopt Resolution No. 2014-27 Assigning Check Signing Signature Authority

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Graves

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

F. BUSINESS AND ACTION ITEMS

1. **Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay Finance Manager Breitstein** – Provided the details of item F-1. There was discussion between the Board, the Finance Manager, and Legal Counsel.

Motion by: Director Pease to enter into a maintenance agreement for the 3 year paid up front at a cost of \$7,600.00; and if accepted the agreement is complete, if Digital Deployment counters then the item will be brought back to the Board.

Second by: Director Leete

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

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. VEOLIA REPORT

1. Veolia Report – Month of November 2014

Project Manager Berney Sadler – Provided the details of the November 2014 Monthly Operations Report. There was discussion between the Project Manager, the Water and Wastewater Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

1. **Parks and Recreation Project Update**

Parks and Recreation Manager Perez – Provided the details of item I-1. There was discussion between the Board and the Parks and Recreation Manager.

2. **Water and Wastewater Project Update**

Water and Wastewater Manager Koehne – Provided the details of item I-2. There was discussion between the Board and the Water and Wastewater Manager.

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

Finance Manager Breitstein – Provided an update regarding General Manager Howard's surgery/recovery.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated November 3, 2014

2. R – East Contra Costa County Fire Protection District meeting minutes dated November 17, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

None

O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

The meeting adjourned at 7:36 p.m. to the next Regular meeting dated January 7, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12-19-14

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



DISCOVERY BAY PUBLIC FINANCING AUTHORITY



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

**MINUTES OF THE ANNUAL MEETING
OF THE MEMBERS OF THE
DISCOVERY BAY PUBLIC FINANCING AUTHORITY
Wednesday December 17, 2014
ANNUAL MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

ANNUAL 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 – Dispense of the Pledge of Allegiance
Roll Call – All Present

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

None

C. NEW BUSINESS AND ACTION ITEMS

1. Status Report and Update of the Discovery Bay Public Financing Authority

Finance Manager Breitstein – Provided the details of item C-1. There was discussion between the Board and the Finance Manager.

D. CHAIR'S REPORT AND MEMBER'S COMMENTS

None

E. ADJOURNMENT

The meeting adjourned at 7:40 p.m. to the next Annual Meeting on 1800 Willow Lake Road.

//cmc – 12-19-14

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 07, 2015

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 \$ 199,905.70

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

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: G-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 07, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Odyssey Landscape Co, Inc.	36040020.1	Landscape Reimb (Z57,Z61)	11/30/14	\$6,680.00
Odyssey Landscape Co, Inc.	36040033.1	Landscape Reimb (Z61)	12/15/14	\$140.00
Odyssey Landscape Co, Inc.	36040036	Monthly Maintenance (Z35,Z57,Z61)	12/15/14	\$7,589.79
Odyssey Landscape Co, Inc.	36040037.1	Landscape Reimb (Z61)	12/15/14	\$1,600.00
			Administration	
			Sub-Total	\$16,009.79
Water				
Aflac	134428	Supplemental Insurance Dec 2014	12/22/14	\$217.10
American Retrofit Systems	1041	Repair Compressor Controls	11/18/14	\$430.00
Big Dog Computer	BDC33074	Annual GOTO Assist Dec 2014-Nov 2015	12/11/14	\$347.20
Big Dog Computer	BDC33075	Reconfigure Cisco WAP	12/13/14	\$76.00
Bill Pease	DEC 2014	Expense Report Dec 2014	12/18/14	\$184.00
Chris Steele	DEC 2014	Expense Report Dec 2014	12/18/14	\$184.00
Cintas	185493146	Uniforms	12/10/14	\$14.93
Cintas	185493147	Ramp Mats	12/10/14	\$292.00
Cintas	185493962	Uniforms	12/17/14	\$14.93
City of Antioch	C212494	Annual ECWMA 2015	11/30/14	\$375.00
Du-All Safety	16550	Hearing Tests	12/15/14	\$266.00
EnerPower	66118	Electric Charges 09/16/14-10/14/14	12/09/14	\$1,156.00
EnerPower	66119	Electric Charges 09/12/14-10/13/14	12/09/14	\$454.00
EnerPower	66120	Electric Charges 10/10/14-11/09/14	12/09/14	\$542.00
Freedom Mailing Service, Inc	25810	Nov Water Bills	12/12/14	\$1,051.88
J.W. Backhoe & Construction, Inc.	2243	Water Leak 1948 Windward Pt	12/09/14	\$1,180.80
J.W. Backhoe & Construction, Inc.	2246	Water Leak Starboard Dr	12/09/14	\$1,465.85
LDI Growth Partners/Advanced Pipeline	14-061-1	Vactor Services 11/04/14-11/14/14	11/17/14	\$33,987.50
LDI Growth Partners/Advanced Pipeline	14-061-2	Vactor Services 11/17/14-11/21/14	11/25/14	\$23,400.00
Marianne Wiesen	DEC 2014	Expense Report Dec 2014	12/18/14	\$92.00
Mark Simon	DEC 2014	Expense Report Dec 2014	12/18/14	\$160.00
Neopost (Postage Account)	7900044908384658/141	Postage	12/07/14	\$133.18
Pacific Gas & Electric	2943721807-5/121014	Electric & Gas Bill 11/10/14-12/09/14	12/10/14	\$26,202.41
ReliaStar Life Insurance Company	#JR52 457(B) 123114	457(b) 12/15/14-12/31/14	12/31/14	\$480.05
Robert Leete	DEC 2014	Expense Report Dec 2014	12/18/14	\$92.00
Shred-It USA-Concord	9404607020	Shredding Service Dec 2014	12/11/14	\$23.65
Some Gave All	DEC 2014	Expense Report Dec 2014	12/18/14	\$289.09
			Water	
			Sub-Total	\$93,111.57
Wastewater				
Aflac	134428	Supplemental Insurance Dec 2014	12/22/14	\$325.66
American Retrofit Systems	1046	Repair Electrical WWTP#2	12/12/14	\$550.00
Big Dog Computer	BDC33074	Annual GOTO Assist Dec 2014-Nov 2015	12/11/14	\$520.80
Big Dog Computer	BDC33075	Reconfigure Cisco WAP	12/13/14	\$114.00
Bill Pease	DEC 2014	Expense Report Dec 2014	12/18/14	\$276.00
Chris Steele	DEC 2014	Expense Report Dec 2014	12/18/14	\$276.00
Cintas	185493146	Uniforms	12/10/14	\$22.39
Cintas	185493147	Ramp Mats	12/10/14	\$438.00
Cintas	185493962	Uniforms	12/17/14	\$22.39
Du-All Safety	16550	Hearing Tests	12/15/14	\$399.00
EnerPower	66117	Electric Charges 10/13/14-11/11/14	12/09/14	\$215.00
J.W. Backhoe & Construction, Inc.	2247	Leak WWTP#2	12/10/14	\$8,962.20
Kirby's Pump & Mechanical, Inc.	3246	Pump Repair Lift Station E	12/08/14	\$9,671.41
Marianne Wiesen	DEC 2014	Expense Report Dec 2014	12/18/14	\$138.00
Mark Simon	DEC 2014	Expense Report Dec 2014	12/18/14	\$240.00
Neopost (Postage Account)	7900044908384658/141	Postage	12/07/14	\$199.78
Pacific Gas & Electric	1181942262-4/120914	Electric & Gas Bill 11/07/14-12/08/14	12/09/14	\$4,371.12
Pacific Gas & Electric	7312115758-7/121114	Electric & Gas Bill 10/16/14-11/11/14	12/11/14	\$17,907.25
Pacific Gas & Electric	7312115758-7/121214	Electric & Gas Bill 11/12/14-12/10/14	12/11/14	\$19,903.59
ReliaStar Life Insurance Company	#JR52 457(B) 123114	457(b) 12/15/14-12/31/14	12/31/14	\$720.07
Robert Leete	DEC 2014	Expense Report Dec 2014	12/18/14	\$138.00
Shred-It USA-Concord	9404607020	Shredding Service Dec 2014	12/11/14	\$35.47
Some Gave All	DEC 2014	Expense Report Dec 2014	12/18/14	\$433.63
Veolia Water North America	41503	Pumps/Motor Replacement	09/24/14	\$3,417.00

Community Center

Wastewater Sub-Total \$69,296.76

Community Center Sub-Total \$0.00

Grand Total \$178,418.12

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 07, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Heart Association	1	Community Center-Festival of Trees	12/18/14	\$60.00
Cintas	185493146	Uniforms	12/10/14	\$18.66
Cintas	185493146	Community Center-Mats	12/10/14	\$22.73
Cintas	185493962	Uniforms	12/17/14	\$18.66
Cintas	185493962	Community Center-Mats	12/17/14	\$22.73
Delta Debris Box Service	19-0001286/113014	Community Center-Dog Area	11/30/14	\$784.35
Friends Of The Brentwood Library	1	Community Center-Festival of Trees	12/18/14	\$40.00
Kaleidoscope	1	Community Center-Festival of Trees	12/18/14	\$1,424.00
Odyssey Landscape Co, Inc.	36040033.1	Irrigation Repairs	12/15/14	\$665.00
Odyssey Landscape Co, Inc.	36040033.1	Community Center-Irrigation Repairs	12/15/14	\$700.00
Pacific Gas & Electric	0869258994-1/120914	Electric & Gas Bill 11/08/14-12/09/14	12/09/14	\$435.99
Pacific Gas & Electric	5702839598-6/121014	Community Center-Gas & Electric 11/07/14-12/08/14	12/10/14	\$920.61
Town of Discovery Bay, CSD	353	Payroll Reimbursement Nov 2014	12/15/14	\$11,649.33
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 11/01/14-11/30/14	11/30/14	\$145.34
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 11/01/14-11/30/14	11/30/14	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 11/01/14-11/30/14	11/30/14	\$71.82
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 11/01/14-11/30/14	11/30/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 11/01/14-11/30/14	11/30/14	\$96.54
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 11/01/14-11/30/14	11/30/14	\$10.17
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 11/01/14-11/30/14	11/30/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 11/01/14-11/30/14	11/30/14	\$79.96
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 11/01/14-11/30/14	11/30/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 11/01/14-11/30/14	11/30/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 11/01/14-11/30/14	11/30/14	\$10.75
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 11/01/14-11/30/14	11/30/14	\$10.75
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 11/01/14-11/30/14	11/30/14	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 11/01/14-11/30/14	11/30/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 11/01/14-11/30/14	11/30/14	\$170.69
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 11/01/14-11/30/14	11/30/14	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 11/01/14-11/30/14	11/30/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 11/01/14-11/30/14	11/30/14	\$5.81
			Total	\$17,417.92

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 07, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185493146	Uniforms	12/10/14	\$18.65
Cintas	185493962	Uniforms	12/17/14	\$18.65
Odyssey Landscape Co, Inc.	36040036	Monthly Maintenance	12/15/14	\$2,900.73
Pacific Gas & Electric	0403377952-3/120914	Electric & Gas Bill 11/07/14-12/08/14	12/09/14	\$41.89
Shred-It USA-Concord	9404607021	Shredding Service	12/11/14	\$88.40
Town of Discovery Bay, CSD	352	Payroll Reimbursement Nov 2014	12/15/14	\$811.18
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 11/01/14-11/30/14	11/30/14	\$63.97
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 11/01/14-11/30/14	11/30/14	\$54.37
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 11/01/14-11/30/14	11/30/14	\$71.82
			Total	\$4,069.66



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Annual "State of the Town" Chamber of Commerce Event for 2015

Recommended Action

Authorize the Board of Directors to attend the annual "State of the Town" event scheduled for Saturday, January 17, 2015 and payment to attend the event for each Board Member.

Executive Summary

Each year, the Discovery Bay Chamber of Commerce hosts its annual "State of the Town" Dinner Banquet. As in past years, the 2015 event will again take place at the Discovery Bay Country Club. This year's event is scheduled for January 17, 2015.

As is customary, it is appropriate for the Board of Directors to attend these types of community/public events. They foster positive involvement in the community, provide an opportunity to obtain feedback, and offer enhanced access to the business of the District.

CSD Law (GC§61047 (e)(2)) qualifies this type of event as a qualifying stipend activity if the following takes place: "Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member(s) delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event".

The cost to attend is \$65.00 per person. If all five members of the Board attend, the total cost will be \$325.00 for the Board to attend the event.

Fiscal Impact:

Amount Requested Approximately \$325.00

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

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

Previous Relevant Board Actions for This Item

Authorization to attend 2011, 2012, 2013, and 2014 State of the Town Event

Attachments

State of the Town Invitation

AGENDA ITEM: G-4

2015 STATE OF THE TOWN

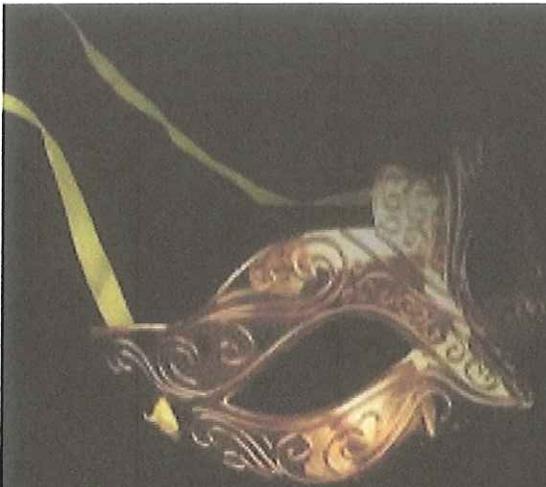
*Masquerade
Ball*

BUSINESS & CITIZEN OF THE YEAR
TEACHER OF THE YEAR

DISCOVERY BAY CHAMBER OF COMMERCE

01.17.15

DISCOVERY BAY
COUNTRY CLUB





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

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

Agenda Title

SCADA system Upgrade Award of Bid to Cascade Integration and Development Inc. in the amount of \$255,146.80

Recommended Action

That the Board: (1) Award the bid to the lowest responsive and responsible bidder, Cascade Integration and Development Inc., in the amount of \$255,146.80 plus applicable taxes; (2) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (3) authorize the General Manager to execute all contract documents.

Executive Summary

The existing plant supervisory, control, and data acquisition, (SCADA) system currently monitors all of the water and wastewater facilities, wells, and sewage lift stations for the Town. The SCADA system was upgraded in 2008 to RS View 32 to run on a single PC at Plant No. 1. This PC is at the end of its life and the SCADA system software does not support modern 64 bit operating systems or computers and is no longer available. As a result, the hardware and software for the SCADA system is down to a single source of failure on equipment at the end of its useful life. A failure of the SCADA PC at this time could likely not be rectified for months and could possibly put the Town extreme risk for sewer overflows or other operational problems.

The SCADA system is critical for monitoring, controlling, and alerting operators of failures or issues in the unit processes throughout the Town. The Regional Water Quality Control Board also recently issued a fine of over \$250,000.00 to the Town in part for a failure at the SCADA system level. This highlighted to the Town the standard of care for the SCADA system the RWQCB is holding WWTP operators to.

This issue was reviewed at the Wastewater Committee meetings and direction was given to obtain quotes from Vendors familiar with the Town's SCADA system. Key criteria for the upgrade identified included the following:

- 1) More modern and less likely to be obsolete in a few years
- 2) Easily expandable with better remote access
- 3) More reliable with more redundancy and no single point of failures
- 4) Able to integrate with the HACH WIMS process control programs use by Veolia

Quotes were obtained from Cascade Integration and Development (CID) and Telstar Inc. Both Vendors have a strong familiarity and have worked on the plant SCADA system in the recent past. Both have also done satisfactory SCADA work for the Town.

SCADA system improvements for the collection system were identified as part of the Wastewater Master Plan and \$350,000.00 is budgeted as a part of the current CIP. Remaining funds will address the panel replacement at Pump Station "G".

Staff recommends proceeding with this project and recommends Cascade Integration and Development to perform the necessary services.

Fiscal Impact:

Amount Requested \$255, 146.80 plus tax and contingency

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

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

Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 Capital Budget

Attachments

Exhibit A – Proposal from Cascade Integration and Development

Exhibit B – Proposal form Telstar

AGENDA ITEM: H-1

December 20th, 2014

Berney Sadler
Veolia Water NA Project Manager
17501 Highway 4, PO Box 1600
Discovery Bay Ca. 945053.3

Mr. Berney Sadler,

This is an estimate to migrate the current RSView32 application to the Ignition, a contemporary HMI platform provided by Inductive Automation of Folsom California. In addition to the migration new server hardware will be provided to host the software and SQL database for the process data. The specified Ignition software is greatly recommended by CID, Inc. The key advantages of this software include:

- Unlimited PLC connections, tags, screens, and Clients, providing endless expandability.
- Easy development and maintenance over remote VPN connections.
- Integrated reporting functionality. (report development required)
- Redundant server configuration.
- A client "fallback" configuration to provide local control on one client if communications is lost with the primary servers.
- A "Mobile" module is included to allow operations to view SCADA screens on smart phones and tablets.
- Can easily talk to any database to provide or exchange data. Examples would include HachWIMS or any other MMS system.
- Essentially no software to maintain on clients. The system only requires Java to be installed.
- Most competitively priced HMI software on the market.

This estimate expires on January 1st, 2015. The estimate is separated in the following sections:

1. Scope
2. Schedule
3. Labor
4. Hardware & Software
5. Expenses
6. Time and Materials Rates
7. Cost Summary

1. Scope

Cascade Integration & Development, Inc. will provide the following services as part of this estimate:

- Project Management
 - Scheduling, meetings, project status updates, finances.
- Convert communications between HMI system and Modicon PLC's (specifically the Plant #1 data concentrator and Plant #2 MCC PLC) from Modbus RTU to Modbus TCP. This will be done by adding Modbus protocol converters.
- HMI Standard Development (color codes, navigation, and other esthetics)
 - Develop example screens to review colors and navigation options.
 - Investigate screen cross compatibility between tablets, laptops, and desktop PCs.
 - Review example screens and compatibility findings with customer and establish new standards.
 - Develop system layout (spreadsheet or Visio) and send to customer for review.
- Ignition Development
 - RSVIEW32 Application Review.
 - Migration of RSVIEW32 Tag Database.3.New
 - Data logging configuration.
 - Re-development of all existing screens with new standards.
 - New screen development for solids/dewatering equipment that includes belt presses and solar dryers.
 - New screen development of secondary system. (Working with Telstar)
 - Mobile screen development for critical data if needed. 4 Screens maximum.
 - Ignition level alarm development. This is to provide unique alarms for abnormal conditions that only can be detected at the Ignition level.
- Ignition Autodialing
 - Autodialing planning and review with customer.
 - Configure alert pipelines for different alarm groups.
 - Configure SMS, Voice, and email connections as needed.
 - Test functionality of each alarm.
- Mission System Autodialing (modifications are limited to the stand alone Mission system located at Plant #2, all other Mission systems will be left as is)
 - Add logic for the Mission PLC (ML1400) to monitor health of Ignition system.
 - Re-configure mission system to call out on failure of Ignition system.
- Reporting
 - Development of a Production Report that includes the following for each analog value from field instrumentation: (Approximately 89 Values)
 - Max Value
 - Max Value Time
 - Min Value
 - Min Value Time
 - Average Value
 - Totalized Value (if applicable)
 - Development of a Plant Equipment Runtime Report that includes the following for each device in the plant that has On/Off status feedback to the SCADA System: (Approximately 60 Values)
 - Start Count
 - Total Runtime
 - Longest On Time Duration
 - Longest On Time Duration Time of Day
 - Longest Off Time Duration
 - Longest Off Time Duration Time of Day
 - Development of a Pump Station Runtime Report that includes the following for each device in the plant that has On/Off status feedback to the SCADA System: (Approximately 73 Values)

- Start Count
 - Total Runtime
 - Longest On Time Duration
 - Longest On Time Duration Time of Day
 - Longest Off Time Duration
 - Longest Off Time Duration Time of Day
- An additional two weeks of development time for unspecified additional reports.
- HachWims Integration Support
- Field data integrity review
 - All field instrumentation analog values that are displayed in Ignition will be cross checked between Ignition and the data register in the associated PLC. Please note that this does not validate instrument calibration or scaling between the instrument and the PLC. No 4-20mA signals will be verified.
 - The values will also be cross checked with any local display, including the instrumentation itself or local operator interface panels.
 - A report will be created that reflects all findings.
 - The previous reports provided by Telstar will be used as the master list of instrumentation.
- Onsite implementation and testing.
- Operations training.

Cascade Integration & Development, Inc. will provide the following deliverables as part of this estimate:

- Operations and Maintenance Manuals. These will include manufacture data, disaster recovery information, and all applicable program backups.
- Three Dell Servers to host the Redundant Ignition Configuration and MySQL.
- Server rack infrastructure equipment that includes rack, UPS, power strip, KVM switch, network switch, rail mounted monitor, and keyboard
- A “client fallback” PC to provide Plant 1 controls and historical data caching when communication between the two plants is lost.
- Ignition Software Licensing for autodialing, unlimited device connections, unlimited HMI tags, unlimited screens, and unlimited clients. This is considered the “Mission Critical” package by Inductive Automation.
-
- Field data integrity report.

Cascade Integration & Development, Inc. will not provide the following as part of this estimate:

- Network or Telemetry upgrades, additions, modifications, or diagnostics.
- Resolutions for any PLC programming errors or issues that are discovered in the course of the project.
- Resolutions for any RSView32 errors or issues that are discovered in the course of the project.
- The resolution of errors or issues that are found during the field data integrity review.

Cascade Integration & Development, Inc. requires the following to be provided by the customer:

- A clean, temperature controlled, and secure environment for the server rack.
- A 240vac three phase power feed for server rack UPS.
- Up to date electronic copies of all PLC programs.

2. Schedule

- Work will initiate within 1 month upon receipt of purchase order. Work will be complete no later than 6 months after receipt of purchase order.

3. Labor

Item	Description	Hours	Rate	Total
3.1	Project Management			
3.1.3	Kickoff and standard review meeting (2-3 employees for 4 hours).	12	\$125.00	\$1,500.00
3.1.5	Review Meetings (2 engineers, 4 meetings, 2 hours per meeting)	32	\$125.00	\$4,000.00
3.1.4	Schedule/Milestone planning and management.	12	\$125.00	\$1,500.00
3.1.6	Financial management and updates.	8	\$125.00	\$1,000.00
Section Totals		64		\$8,000.00

Item	Description	Hours	Rate	Total
3.2	HMI Standard Development			
3.2.1	Development of demonstration screens to review color & navigation options.	16	\$125.00	\$2,000.00
3.2.2	Investigation of screen cross compatibility between tablets, laptops, and desktop PC's.	8	\$125.00	\$1,000.00
3.2.3	Review example screens and compatibility findings with customer and establish new standards. (2 Engineers, 4 hour meeting)	8	\$125.00	\$1,000.00
3.2.4	Develop system layout (in spreadsheet or Visio form) and send to customer for review.	8	\$125.00	\$1,000.00
Section Totals		40		\$5,000.00

Item	Description	Hours	Rate	Total
3.3	Convert Modbus RTU to TCP			
3.3.1	Investigate current configuration for plant 2 MCC PLC and plant 1 data concentrator.	16	\$125.00	\$2,000.00
3.3.2	Install TCP converters.	8	\$125.00	\$1,000.00
3.3.3	Re-map associated Modbus addresses in RSView tag database in preparation for Ignition tag creation.	8	\$125.00	\$1,000.00
3.3.4	Test data.	8	\$125.00	\$1,000.00
Section Totals		40		\$5,000.00

3.4	Ignition Development			
3.4.1	Review Existing RSView32 project and derive needed UDT's or object templates.	16	\$125.00	\$2,000.00
3.4.2	Migrate Tag Database from RSView32 to Ignition Platform.	32	\$125.00	\$4,000.00
3.4.3	Basic alarm configuration of tags (600+ Alarms).	24	\$125.00	\$3,000.00
3.4.4	Data log configuration of all desired tags (analog and digital).	24	\$125.00	\$3,000.00
3.4.5	Re-develop existing screens and popups of RSView32 system with new standards. (Approximately 77 Screens)	590	\$125.00	\$73,750.00
3.4.6	New screen development of solids area of Plant 2.	80	\$125.00	\$10,000.00
3.4.7	Secondary Development. The finished secondary panelview program (developed by Telstar) will be migrated into the Ignition system. Since this is a Panelview Plus program it is likely that there will be no tag database. Tags will be derived by searching through each object in each screen. Screens will be developed with Ignition standards, historical tags will be configured, and alarms will be configured.	60	\$125.00	\$7,500.00
3.4.8	Mobile screen development of critical data screens (for smart phones). 4 Screens maximum.	32	\$125.00	\$4,000.00
Section Totals		858		\$107,250.00

Item	Description	Hours	Rate	Total
3.5	Ignition Autodialing			
3.5.1	Autodialing method design with customer.	8	\$125.00	\$1,000.00
3.5.2	Configuration of alert pipelines for different alarm groups.	32	\$125.00	\$4,000.00
3.5.3	Configuration of SMS, Voice, and email for configured alarms.	16	\$125.00	\$2,000.00
3.5.4	Test all alarms (600+ Alarms)	60	\$125.00	\$7,500.00
Section Totals		116		\$14,500.00

Item	Description	Hours	Rate	Total
3.6	Mission System Autodialing			
3.6.1	Review and define desired functionality of Mission system with customer.	8	\$125.00	\$1,000.00
3.6.2	Configure "watch dog" clock monitoring to determine health of Ignition system. Make other modifications to prevent Mission from being the first tier alarm notification.	8	\$125.00	\$1,000.00
3.6.3	Update Mission configuration to provide desired functionality.	8	\$125.00	\$1,000.00
3.6.4	Testing of functionality.	8	\$125.00	\$1,000.00
Section Totals		32		\$4,000.00

3.7	Reporting			
3.7.1	Production Report	24	\$125.00	\$3,000.00
3.7.2	Plant Runtime Report	16	\$125.00	\$2,000.00
3.7.3	Lift Station Report	16	\$125.00	\$2,000.00
3.7.4	Other Reports	80	\$125.00	\$10,000.00
Section Totals		136		\$17,000.00

Item	Description	Hours	Rate	Total
3.8	Hach Wims Integration			
3.8.1	Onsite support for HachWIMS integration	40	\$125.00	\$5,000.00
Section Totals		40		\$5,000.00

Item	Description	Hours	Rate	Total
3.9	Field Integrity Review			
	Review data integrity for each instrument in the system.			
3.9.1	Approximately 89 instruments at 23 locations.	80	\$125.00	\$10,000.00
3.9.2	Draft report for customer.	8	\$125.00	\$1,000.00
Section Totals		88		\$11,000.00

Item	Description	Hours	Rate	Total
3.10	Onsite Implementation and Training			
	Installation Preparation. Configuration of Servers, Databases, and Software. Server packing, and shipping to site.			
3.10.1		16	\$125.00	\$2,000.00
3.10.2	Onsite installation of Servers.	8	\$125.00	\$1,000.00
	Onsite deployment of software and testing. (Including autodialing system)			
3.10.3		24	\$125.00	\$3,000.00
3.10.4	O & M Manual Creation	16	\$125.00	\$2,000.00
3.10.5	Initial operator training onsite.	16	\$125.00	\$2,000.00
3.10.6	Follow up operator training via GoToMeeting	8	\$125.00	\$1,000.00
Section Totals		88		\$11,000.00

Labor Total \$187,750.00

4. Hardware & Software

Item	Description	Quantity	Price	Total
Hardware				
4.1	Dell Rack Server (RAID1 Boot, RAID5 Data)	3	\$5,065.00	\$15,195.00
4.2	Dell Client Fallback Computer	1	\$1,300.00	\$1,300.00
4.3	Server Rack, UPS, KVM Switch, Monitor, Keyboard, Ethernet Switch, and power strip.	1	\$4,903.80	\$4,903.80
4.4	UPS Unit for Client fall back.	1	\$228.00	\$228.00
4.5	External Harddrive for off site backups.	2	\$110.00	\$220.00
4.6	Modicon Ethernet Converters	2	\$290.00	\$580.00
Software				
4.7	Ignition Mission Critical Software (includes mobile module)	1	\$32,130.00	\$32,130.00
4.8	Ignition Vision and SQL Bridge for Local client fallback.	1	\$2,100.00	\$2,100.00
4.9	Backup for Workgroups.	1	\$240.00	\$240.00
Total Cost				\$56,896.80

5. Expenses

Item	Position		Total	
Ignition Installation				
5.1	Engineer	Airfare	\$500.00	
5.2	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Secondary Startup (assisting Telstar)				
5.3	Engineer	Airfare	\$500.00	
5.4	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Field Data Integrity Review 1st Week				
5.5	Engineer	Airfare	\$500.00	
5.6	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Field Data Integrity Review 2nd Week				
5.7	Engineer	Airfare	\$500.00	
5.8	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Onsite Training				
5.9	Engineer	Airfare	\$500.00	
5.10	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Spare Trip for Unknowns				
5.9	Engineer	Airfare	\$500.00	
5.10	Engineer (5 days on site)	Perdiem (@250/day)	\$1,250.00	
Total Cost				\$10,500.00

6. Time & Materials

Any work requested outside the scope of this estimate will be billed Time & Materials. The Time and Materials rate is \$125/Hour. All work will be approved by Veolia in writing before execution.

7. Cost Summary

This does not include any Time & Materials costs that will be associated with items listed in section 6. Expenses will be billed at cost.

Combined Project Costs	
Labor	\$187,750.00
Hardware/Software **	\$56,896.80
Expenses	\$10,500.00
Project Total	
\$255,146.80	

**** All applicable state and municipal sales tax will be paid by the customer. CID, Inc. will not collect for taxes.**

CID, Inc. thanks you for opportunity to provide you with our quality control solutions.

Sincerely,

Matthew Callahan



C10 Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

December 18, 2014

Sent via email: Gregory Harris <Gharris@herwit.com>

Attn: Greg Harris
Proj: Discovery Bay SCADA System
Subj: SCADA Upgrade 2014
Ref: 26981

Dear Greg,

Telstar is pleased to provide the reference quotation for your consideration. The design criteria is to have redundancy servers with state-of-the-art HMI interface. The proposed system consists of 2 servers, 4 workstations and 2 SCADAphones. They are housed in half racks in WWTP 1 and WWTP 2. The servers are linked together via existing fiber optic network. Should a server fails, the redundancy server will back up the operation of the plant. Then call out the operators for alarm.

The second criteria is to convert the existing network backbone from Ethernet/serial into Ethernet. The PLCs in WTP & WWTP are converted into Ethernet. Since the radios are still communicating in serial they will keep the same.

We choose Wonderware over the other HMI package as it is a superior product with more than 28% worldwide installations. Since Wonderware is new HMI all graphic screens & database will be newly configured. There is no inheritance of deficiency in the existing system. The graphic screens are combination of art & engineering. We have proposed 4 meetings with operators & engineers during the life cycle of the development. This includes take-off, 50%, 90% and 100% to review of graphic screens. Any feedback or comment will be implemented.

There will be 5 remote accesses to the SCADA system via laptop, iPad, iPhone, Smart phone or tablet.

We reserve time to check out WTP, WWTPs and all remote stations. Any discrepancy in system will be reported and corrected.

Scope of Supply

A. SCADA Hardware

1. 2 Dell Server 2013 Rack Mount.
2. 4 Dell Workstations.
3. 2 EA Hoffman ½ Rack System.
4. 2 EA 16 port Ethernet Switch (Non-managed).
5. 1 EA Compact PLC to Ethernet converter.
6. 1 EA Momentum PLC to Ethernet converter.

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028
Agenda Item H-1



7. 1 EA Firewall.
8. 1 EA VPN
9. 1 lot Cat 5/6 cable
10. 2 UPS, 1500W.
11. 1 EA SCADAPhone for Alarm call out. There is an existing SCADAPhone and it will be re-used. Phone line are provided by customer.

The cost for this SCADA Hardware is \$ 40,554.00
Tax and S/H are included

B. Software

1. 1 lot of Wonderware HMI System platform 5K I/O redundant servers & RDS clients.
2. 2 Clients 5K I/O.
3. 1000 Historian RDS.
4. I/O Server
5. Store/Forward Historian Redundancy I/O Server Intouch.
6. 1 Development System 2014 R2 w/ Historian Client RDS, FCB.
7. 3 Intouch runtime system Platform 2014 R2 w/ Historian Client RDS, FCB.
8. 1 year WW Customer Service
9. 2 sets of O & M manuals

The cost for this SCADA Software is..... \$ 41,372.00
Tax and S/H are included

C. SCADA Software / HMI Development

1. Configure Server with Redundancy.
2. Configure Historian.
3. Configure Intouch System platform to 4 workstations.
4. Configure Ethernet Communication to Modicon Compact PLC.
5. Configure Ethernet Communication to Momentum PLC.
6. Develop HMI graphic Screens.
 - a. WWTPs, WTP and remote station up to 100 graphic screens and 75 trending screens.
 - b. 5 extra screens reserved for Discovery Bay personnel to provide.
 - c. Develop I/O Tag Database.
7. Test system network.
8. Develop SCADAPhone alarm call out & redundancy.
9. Modify PLC Program or I/O map for MB and MB+ to Ethernet.
10. Startup & Commissioning of SCADA.
11. 2 sets of O&M Manuals and As-builts.
12. Transfer data to Hachwin report
13. Connect Mission system in hardwires
14. 2 sessions of training 16 and 8 hours in separate days.

The cost for SCADA Software/HMI Development is..... \$303,875.00



D. Testing SCADA & Remote Station

1. Test SCADA I/O's in WTP & WWTP1/2.
2. Test SCADA I/O's in Remote Stations. If there is discrepancy we will fix it by changing the instruments ranges. If the problem is more complicated we will document it and report to the owner.
3. A test report is provided

The cost for Testing SCADA & Remote Station is..... \$66,100.00

**Total cost for the whole project is.....\$451,901.00
Tax and S/H are included.**

Clarifications, Exceptions and Exclusions:

1. Any task that is not in the SOW are excluded.
2. Phone lines are provided by Owner.
3. The Fiber optic are existing. Any work on the network is extra.
4. PLCs are existing. Any process modifications is extra.
5. Remote stations linked with radio are existing. Any work on radio network is extra.
6. The existing RSVIEW 32 license will be turned in for credit. If the owner is to keep the license, the Wonderware license will be increased about 50%

Terms and Conditions: For your convenience, we now accept all major credit cards. We can commence with this at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead, and cost of living at a minimum of every year, or at contract renewal, whichever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless otherwise, agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment; the standard manufacturer's warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Vehicle expense will be in addition to the price quote, unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person, any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

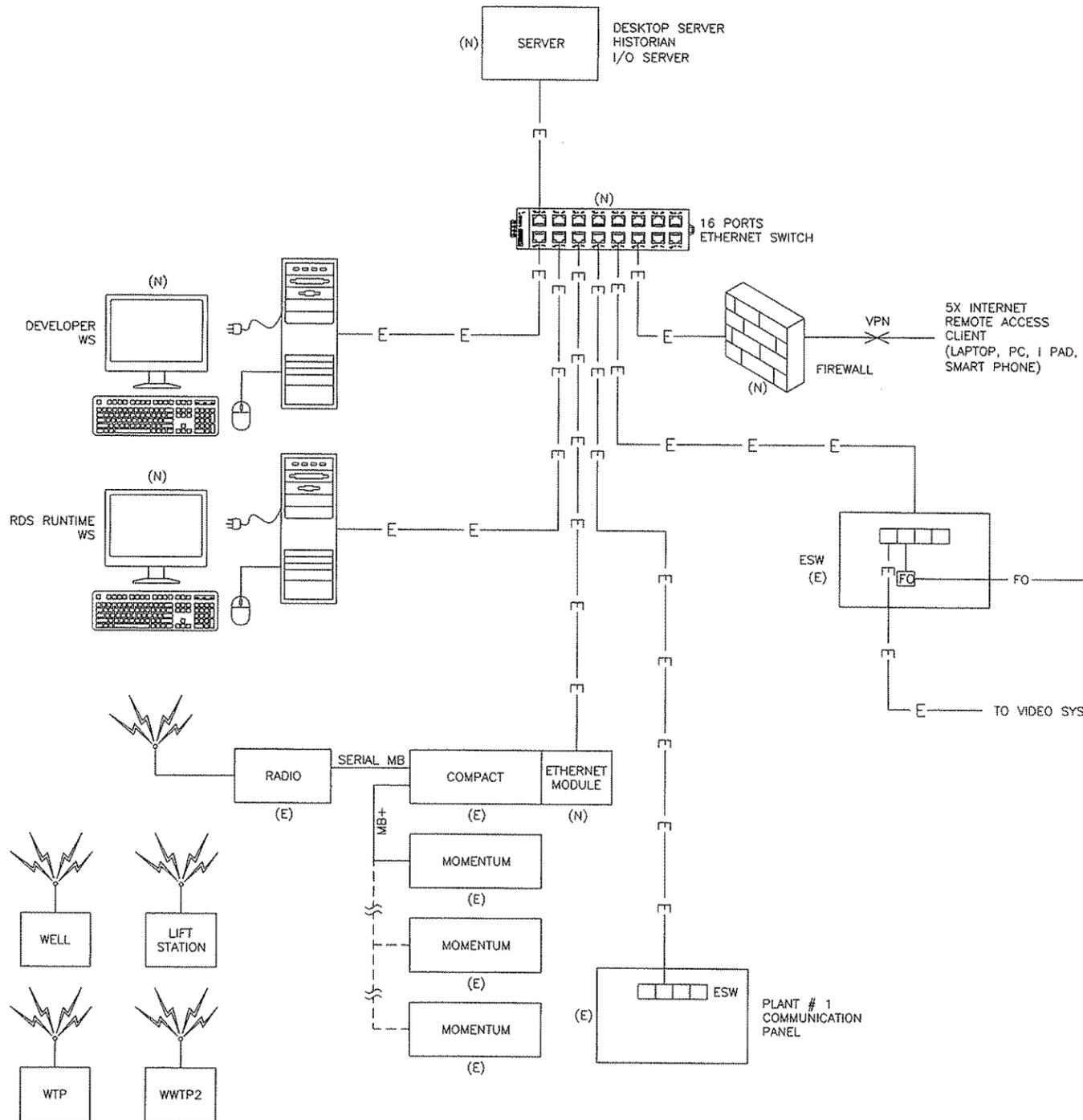
We can proceed with this at your notice and look forward to working on this project. If you have any questions please do not hesitate to contact me at 916-646-1999.

Sincerely,

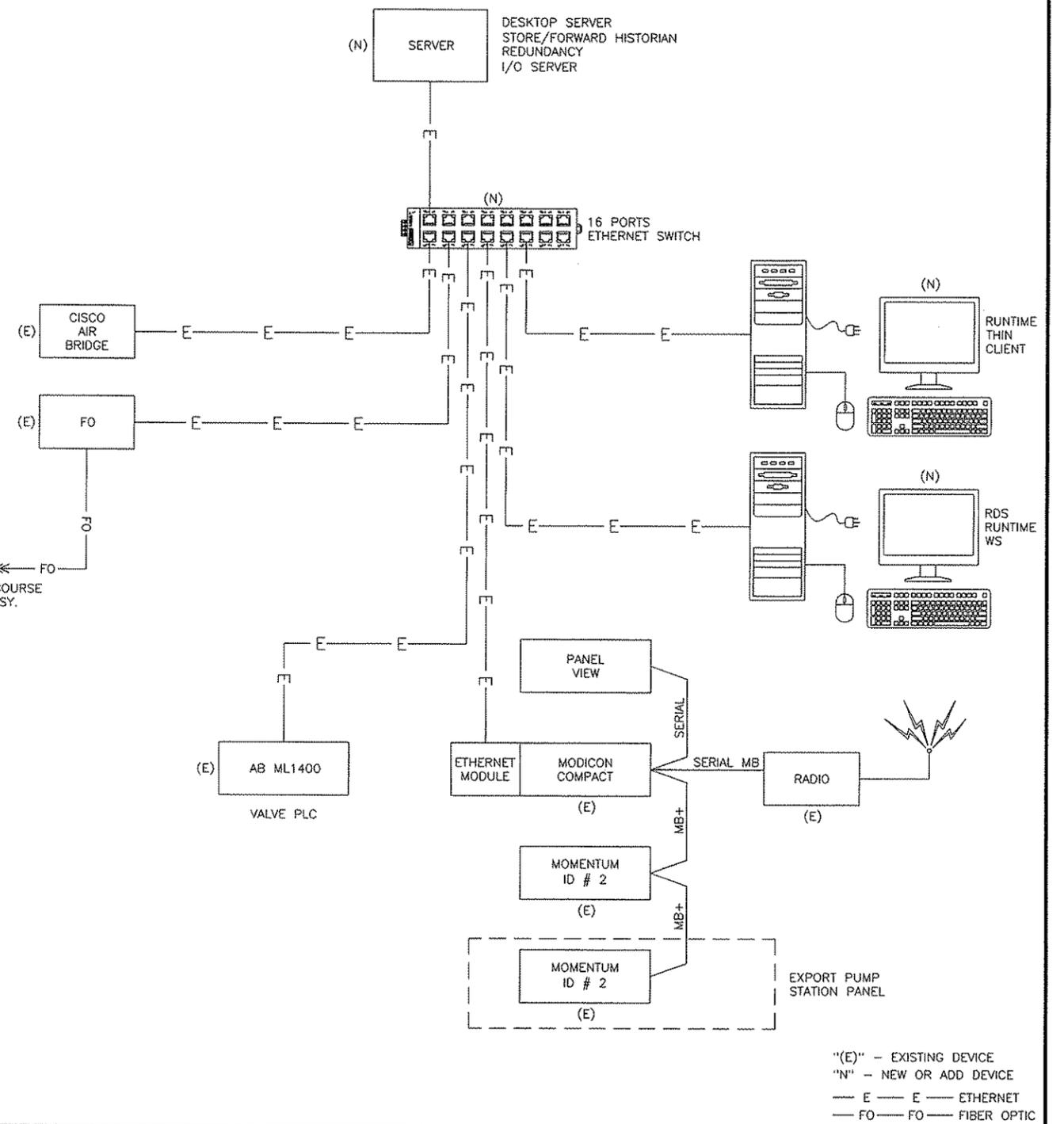
Tak Koo
Sr Project Manager and Estimator

DISCOVERY BAY SCADA NETWORK DIAGRAM

PLANT # 1 (WWTP)



PLANT # 2 (WWTP)



"(E)" - EXISTING DEVICE
 "(N)" - NEW OR ADD DEVICE
 — E — E — ETHERNET
 — FO — FO — FIBER OPTIC

12/19/14 12:38 PM

REV	DATE	DESCRIPTION	BY
0	12-19-14	ORIGINAL ISSUE	-

NOTES:

TELSTAR
 INSTRUMENTS

1717 SOLANO WAY UNIT 34 CONCORD CALIFORNIA 94520
 TEL: (925) 671-2888 FAX: (925) 671-9507

CUSTOMER				DISCOVERY BAY			
DWG. TITLE				SCADA NETWORK DIAGRAM			
DRAWN BY	ASG	DATE	12-19-14	SCALE	NONE		
CHECKED BY	JJS	DATE	12-19-14	DAO FILE NAME:	26981-NW-01.dwg		
APPROVED	SGK	DATE	12-19-14	DRAWING NO.	01	REV	0



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

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

Agenda Title

Wastewater Master Plan Nitrite and Nitrate Update - Award of Bid to Stantec Inc. in the amount of \$13,000.00

Recommended Action

That the Board: (1) Award a contract to Stantec Inc, in the amount of \$13,000;00; (2) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (3) authorize the General Manager to execute all contract documents.

Executive Summary

The existing Wastewater Master Plan which was completed and accepted by the Board in February 2013, did not consider the impact of treating nitrite and nitrate because it was not a part of the Town's National Pollution Discharge Elimination System NPDES permit at the time the plan was completed. The Regional Water Quality Control Board (RWQCB) recently adopted a new NPDES permit effective July 2014 that includes a new limit on nitrite and nitrate and a time schedule for compliance.

Part of the time schedule includes the submission of a method of compliance work plan as well as other interim deadlines. Per the attached compliance plan, the overall facility plan must be revised by April 30, 2015 to accommodate the implementation of nitrite plus nitrate.

The original Wastewater Master Plan was prepared by Stantec Inc. A proposal was received from Stantec to prepare this plan update for nitrite and nitrate and is attached for reference.

Staff recommends proceeding with the Master Plan Update proposal from Stantec Inc. Funds were included in the current operating year budget for this work effort.

Fiscal Impact:

Amount Requested \$13,000. plus tax and contingency

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

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

Previous Relevant Board Actions for This Item

Adoption of FY 2014-15 Operating Budget (Consulting Services Line Item).

Attachments

Exhibit A – Nitrite Plus Nitrate Methods of Compliance Work Plan
Exhibit B – Proposal From Stantec for Wastewater Master Plan Update

AGENDA ITEM: H-2



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

December 12, 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 Method of Compliance Work Plan and Schedule for Ammonia and Nitrate plus Nitrite

Dear Mr. Marshall:

Order R5-2014-0073 requires the Town of Discovery Bay Community Services District (District) to develop and submit to the Regional Water Board by December 30, 2014 a work plan that ensures compliance with final effluent limitations for ammonia and nitrate plus nitrite by December 31, 2023. By way of review the subject final effluent limitations are presented in Table 1.

Table 1
Town of Discovery Bay CSD WWTP Final Effluent Limitations

Parameter	Units	Effluent Limitations	
		Average Monthly	Maximum Day
Ammonia (as N)	mg/L	0.7	2.1
Ammonia (as N)	lbs/day	14	41
Nitrate plus Nitrite (as N)	mg/L	10	---

Herewith, the District provides its work plan, with schedule, for making improvements to its existing wastewater treatment facilities to comply with the foregoing effluent limitations by December 31, 2023. The District's work plan and schedule are presented in Table 2.

Table 2
Town of Discovery Bay CSD WWTP Improvement Work Plan and Schedule

Task No.	Task Description	Estimated Completion Date
1	Revise the overall facility plan to reflect the new lower ammonia limitation adopted to protect freshwater mussels.	April 30, 2015
2	Based on the cost estimate and phasing plan stemming from Task 1, complete a revenue plan showing alternative methods of financing and the phasing of fee increases needed to finance the necessary improvements.	June 30, 2015
3	Complete the financing plan including Proposition 218 process.	June 30, 2016
4	Complete predesign report including initial surveys, assessment of current construction market forces, and development of a detailed project description for CEQA analysis.	June 30, 2017
5	Complete CEQA.	December 31, 2018
6	Begin detailed design.	March 31, 2019
7	Complete detailed design.	March 31, 2020
8	Revise financing plan and fees based on final design and current construction market forces.	December 31, 2020
9	Obtain project approval of District Board of Directors.	March 31, 2021
10	Obtain project funding.	June 30, 2021
11	Award construction bid.	August 30, 2022
12	Achieve full compliance with effluent limitations.	December 31, 2023

Please feel free to contact me if you have any question regarding this submittal, or if you require any additional information.

Sincerely,



Rick Howard, Town of Discovery Bay CSD General Manager

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



Stantec Consulting Services Inc.
3875 Atherton Road, Rocklin CA 95765-3716

December 23, 2014

Attention: Virgil Koehne, Wastewater Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Reference: Wastewater Treatment Plant Master Plan Update

Dear Mr. Koehne,

We are pleased to submit this proposal to update the Town of Discovery Bay Community Services District Wastewater Treatment Plant Master Plan to implement new and more stringent discharge requirements for ammonia-nitrogen and nitrate+nitrite-nitrogen. At the time the Master Plan was written, the monthly average ammonia-nitrogen and nitrate-nitrogen limits were 10 mg/L and 73 mg/L respectively, which are relatively easy to meet and do not require new facilities specifically for denitrification (removal of nitrate and nitrite). The new limits that will take effect December 31, 2023, are 0.7 mg/L and 10 mg/L, respectively. The oxidation ditch process that currently exists and is being expanded can meet the new ammonia limit, but not the new nitrate+nitrite limit. New facilities for denitrification will be needed.

Possible options to implement denitrification include: 1) operation of the oxidation ditches in a simultaneous nitrification and denitrification (SND) mode, 2) adding anoxic basins ahead of the oxidation ditches, and 3) providing effluent filters with chemical addition (methanol) for denitrification. At this time, we believe Alternative 2 (adding anoxic basins) is the most cost-effective approach. We believe Alternative 1 (SND) would require at least one new oxidation ditch and would not be as reliable in meeting the ammonia limit as Alternative 2. Alternative 3 (denitrification filters) would require specially designed granular media effluent filters, new chemical storage and feed systems for methanol (which is flammable), and ongoing costs for feeding methanol. Furthermore, without a second step of filtration, Alternative 3 would not be as reliable in meeting effluent turbidity limits as Alternative 2 with conventional filters.

In the Master Plan Update, we propose to briefly discuss the three alternatives mentioned above, but to develop and analyze in detail only Alternative 2, adding anoxic basins. It is noted that the plant has already been laid out with site space provisions for possible future addition of the anoxic basins.

Our specific proposal for the Master Plan Update includes the following tasks:

1. Briefly discuss three possible options for nitrate+nitrite removal and select one option (anoxic basins) for implementation.

Design with community in mind



December 23, 2014
Virgil Koehne, Wastewater Manager
Page 2 of 2

Reference: Wastewater Treatment Plant Master Plan Update

2. Perform process calculations, simulations, and site-specific evaluations to determine the required sizes and configuration of anoxic basins and required mixed liquor recirculation flows for both Plant 1 and Plant 2. These analyses would be based on wastewater characteristics included in the existing Master Plan and limited additional monitoring (by others) to quantify readily biodegradable COD as needed for denitrification design. Separate from this letter, we will forward instructions for the additional monitoring to Herwit Engineering.
3. Perform hydraulic calculations to assess piping requirements and confirm how the anoxic basins can be incorporated into the plant hydraulic profile.
4. Develop the engineer's opinion of probable costs for the improvements.
5. Show the proposed improvements on revised site plans for both Plants 1 and 2.
6. Prepare Amendment 2 to the Master Plan to document the evaluations and results of this analysis. Submit five hard copies and electronic file in pdf format.

We propose to complete the Master Plan Update on a time and expense basis, in accordance with our Fee Schedule, which is attached. We estimate that the total cost for this work would be approximately \$13,000 and would agree not to exceed this amount, without prior authorization.

The proposed Master Plan Update would be completed within approximately six weeks from notice to proceed, which gives plenty of time to meet the deadline of April 30, 2015 for submission to the Regional Board.

We look forward to this opportunity to continue our relationship with the District. Please call if you have any questions or wish to discuss this proposal.

Regards,

STANTEC CONSULTING SERVICES INC.

Steven L. Beck, P.E.
Principal, Water
Phone: (916) 773-8100
Fax: (916) 773-8448
Steven.Beck@stantec.com

Design with community in mind



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

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

Agenda Title

Purchase of 2015 Ford F-150 Work Truck

Recommended Action

Approve the purchase of one 2015 Ford 150 pickup truck and accessories; approve a modification to the Zone 8 Lighting and Landscape Operating and Capital Budget of \$29,000.00; and authorize the General Manager to execute all purchase documents between the Town of Discovery Bay CSD and Bill Brandt Ford in the amount of \$24,709.57, including tax and fees.

Summary

On November 5th, 2014, the Board approved a maintenance transition from contracted based services to in-house service. During those discussions and considerations, it was disclosed that the maintenance transition would require the purchase of a work truck for the newly created positions in the Parks and Recreation Division. It was further reported that the purchase price of this vehicle was not anticipated to exceed \$30,000.00.

This vehicle will be predominately utilized for work within the Lighting and Landscape Zones owned by Contra Costa County; and as such, will be charged back to the County at existing Caltrans rates at the time of the charge back costs.

Funds associated for this purchase were not budgeted in the current fiscal year. Approval of this item would require a budget modification to the Zone 8 Operating and Capital Budget of an amount not to exceed \$29,000.00. The purchase price of the vehicle has been quoted at \$24,709.57; however, the vehicle will need to be outfitted with a toolbox, light bar and miscellaneous safety and operations accessories.

This purchase is being made as part of the State of California's Government Pricing Consortium, or GPC. The GPC has previously advertised and competitively bid this type of vehicle, and other public agencies are allowed to "piggy-back" on those bids. It is anticipated that delivery will occur during the first quarter of 2015.

Fiscal Impact:

Amount Requested: NTE \$29,000.00

Sufficient Budgeted Funds Available: No. Requires Budget amendment from Zone 8 reserves.

Previous Relevant Board Actions for This Item

November 5, 2014 – Approval of maintenance transition to in-house staff.

Attachments

Vehicle Quote – Bill Brandt Ford, Dated December 22, 2014

AGENDA ITEM: H-3

TownOfDiscoveryBay CSD
Received

DEC 22 2014

BILL BRANDT



Jim Brandt
Dealer



8100 Brentwood Blvd.
Brentwood, CA 94513



Bus: (925) 634-3551
Fax: (925) 634-1298
Cell: (925) 519-9403

jbrandt@billbrandtford.com
www.billbrandtford.com

*THANK YOU.
Jim Brandt*

CNGP530

12/22/14 16:56:59

Dealer: F72503

Page: 1 of 2

2015 F-150

Order No: T663 Priority: B4 Ord FIN: KN947 Order Type: 5B Price Level: 530
Ord PEP: 100A Cust/Flt Name: DISCOVERY BAY PO Number:

	RETAIL		RETAIL
X1C	F150 4X2 S/C	\$29480	FRT LICENSE BKT NC
	145" WHEELBASE	6 1/2' Bed	422 CALIF EMISSIONS NC
YZ	OXFORD WHITE		53B CLASS IV HITCH 195
C	CLOTH 40/20/40		23 GAL TANK
G	GRAY INTERIOR		794 PRICE CONCESSN
100A	EQUIP GRP		REMARKS TRAILER
	.XL SERIES		85A POWER EQUIP GRP 1170
	.SELECTSHIFT		96W SPRAY- IN LINER \$475
	.17"SILVER STEEL		SP DLR ACCT ADJ
99F	5.0L V8 FFV ENG	1595	SP FLT ACCT CR
446	ELEC 6-SPD AUTO		FUEL CHARGE
	.245/70R-17 A/S		B4A NET INV FLT OPT NC
X27	3.31 REG AXLE	NC	PRICED DORA NC
	6900# GVWR		DEST AND DELIV 1195
	CA BOARD FEES	NC	

TOTAL BASE AND OPTIONS 34110
TOTAL 34110

THIS IS NOT AN INVOICE

*22,994.- Super Cab 8' Bed
80.- Doc Fee
8.75 Tire Fee
29.- E-File DMV
1,961.29 TAX 8 1/2 %*

*22,659.- Super Cab 6 1/2' Bed
80.- Doc Fee
8.75 Tire Fee
29.- E-File DMV
1,932.82 TAX 8 1/2 %*

25,073.04

24,709.57

↑
8' Bed

2015
F-150 1/2 TON Super Cab

↑
6 1/2' Bed



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 7, 2015

Prepared By: Carol McCool, Administrative Assistant, Board Clerk
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Agency Comment Request – Condition of Approval of Development Plan Application – DP14-3045 – Change Front Yard Setbacks to Subdivision's 8992, 8993, and 9067

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a request by Kiper Homes modifying Condition of Approval #53 of Development Plan Application DP04-3019. This change is being requested by the developer to increase minimum back yard depth from (in some cases) less than 15 feet to 20 feet. The changes will affect 340 units in total.

Kiper Homes (Applicant) is requesting approval of Development Plan Application DP14-3045 to change the front yard setbacks for lots of subdivision's 8992, 8993, and 9067.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$ N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Agency Comment Request – DP14-3045

AGENDA ITEM: H-4



CONTRA COSTA COUNTY
 Department of Conservation & Development
 Community Development Division

DEVELOPMENT PLAN APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

PROPERTY OWNER(S) Name <u>HOFMANN LAND DEVELOPMENT CO.</u> Address <u>1380 Galaxy Way, Suite B</u> City, State/Zip <u>Concord, CA 94520</u> Phone <u>(925)682-4830</u> email <u>jamarak@hofmannhomes.com</u>	APPLICANT Name <u>Kiper Development, Inc.</u> Address <u>1646 North California Blvd. Suite 680</u> City, State/Zip <u>Walnut Creek, CA 94596</u> Phone <u>(925)683-8880</u> email <u>jkiper@kiperinc.com</u>
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <u>[Signature]</u>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <u>[Signature]</u>
CONTACT PERSON (optional) Name <u>John Kiper</u> Address <u>1646 North California Blvd. Suite 680</u> City, State/Zip <u>Walnut Creek, CA 94596</u> Phone <u>(925)683-8880</u> email <u>jkiper@kiperinc.com</u>	PROJECT DATA Total Parcel Size: Proposed Number of Units: Proposed Square Footage: Estimated Project Value:
Project description (attach supplemental statement if necessary): <u>SEE ATTACHED</u>	

FOR OFFICE USE ONLY

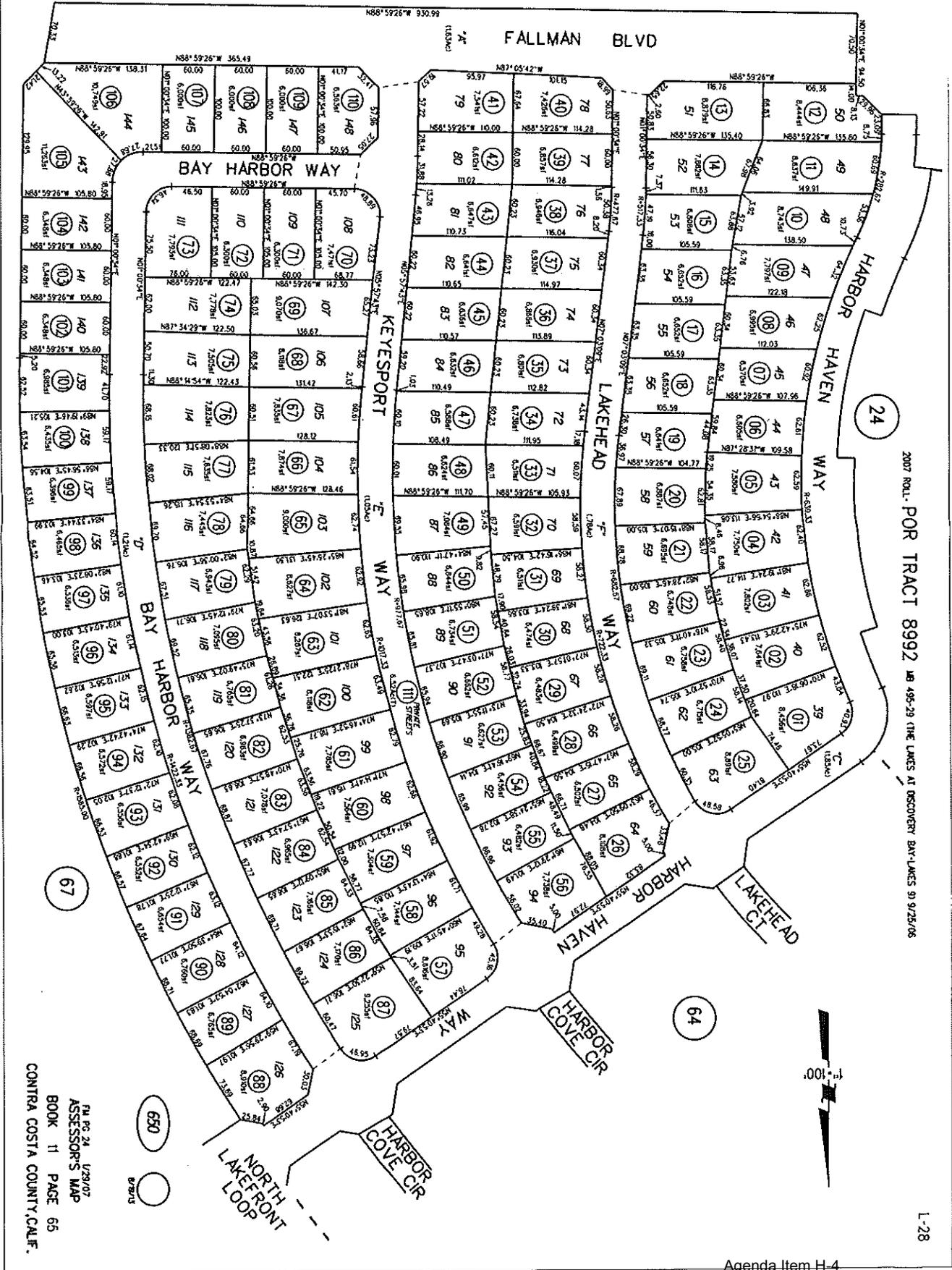
Project description: Applicant requests approval of a Development Plan non-substantiated modification to CDA#53 of DPO4-3019, to change the front yard setbacks for lots of subdivisions 8992, 8993, & 9067.

Property description:		Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <u>Discovery Bay</u>	*Base Fee/Deposit			\$ 1000	S-	811-650-001, 011-690-001
Fire District: <u>East Contra Costa Fire</u>	Late Filing Penalty (+50% of above if applicable)			-	S-066	011-670-001, 001
Sphere of Influence: <u>-</u>	#Units _____ x \$195.00				S-014	Site Address:
Flood Zone: <u>B</u>	_____ Sq. Ft. x \$0.20					Zoning District: <u>P-1</u>
Panel Number:	Notification Fee			15.00 / 30.00	S-052	Census Tract:
x-ref Files:	Fish & Game Posting (if not CEQA exempt)			75.00	S-048	Atlas Page:
<u>DPO4-3019</u>	Environmental Health Dept.			57.00	5884	General Plan: <u>SH</u>
	Other:					Substandard Lot: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Concurrent Files:	TOTAL			\$ 1030-		Supervisory District: <u>3</u>
	Receipt #					Received by: <u>S. Gong</u>
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.					Date Filed: <u>12/4/14</u>
						File # <u>DP 14-3045</u>

INSTRUCTIONS ON REVERSE

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

52



2007 ROLL. POR TRACT 8992 AND 495-29 (THE LINES AT DISCOVERY BAY LINES 9/9/25/06)

2007 ROLL- POR TRACT 8993 MB 500-8 (THE LAKES AT DISCOVERY BAY, LAKES 11) 12/27/06

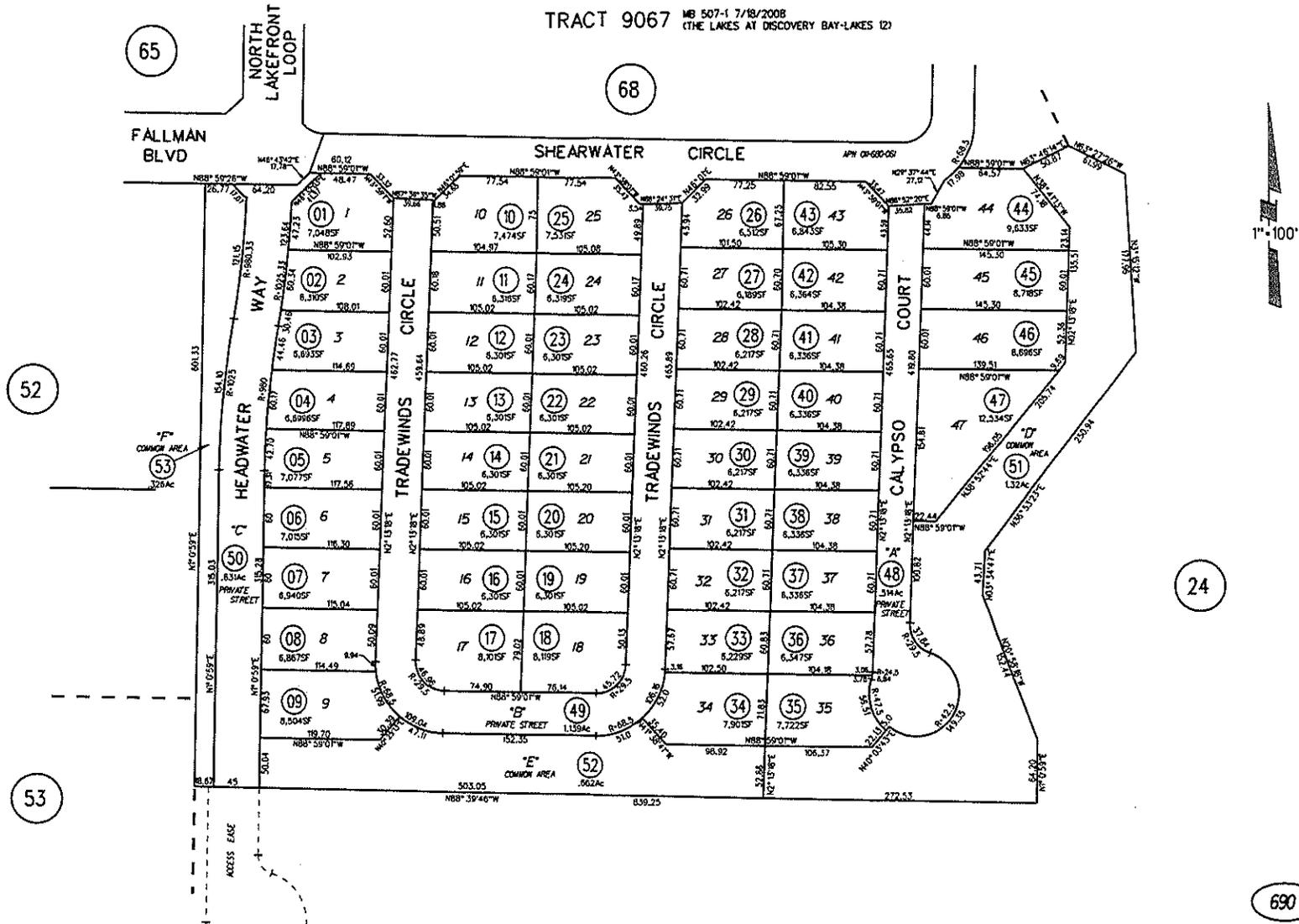


NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

670 04/22/14

FM PG 24 3/21/07
ASSESSOR'S MAP
BOOK 11 PAGE 67
CONTRA COSTA COUNTY, CALIF.

TRACT 9067 MB 507-1 7/18/2008
(THE LAKES AT DISCOVERY BAY-LAKES 12)



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

FM PG 24 9/3/08
ASSESSOR'S MAP
BOOK 11 PAGE 69
CONTRA COSTA COUNTY, CALIF.



General Plan: Single Family High Density

Scale 1:5,066
 Contra Costa Internet GIS Map
 Printed: Dec 4, 2014 3:24:06 PM





Site

A-2

Zoning: P-1



Scale 1:5,066
Contra Costa Internet GIS Map
Printed: Dec 4, 2014 3:24:59 PM



Aerial Photo



500 ft

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Site



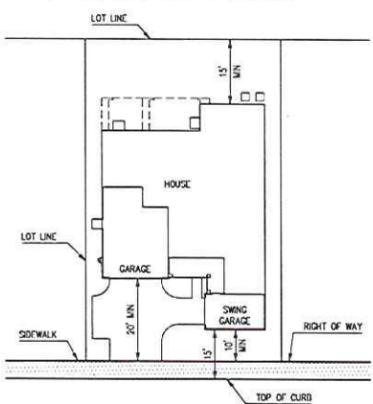
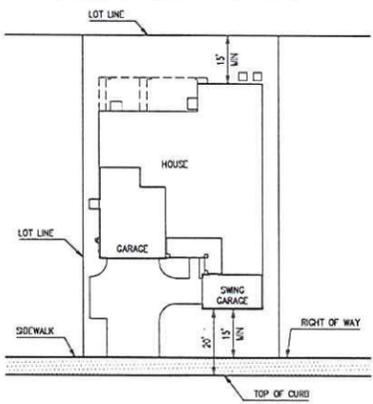
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 -20' MINIMUM FRONT SETBACK TO BUILDING (NO SIDEWALK PRESENT)
 -15' MINIMUM REAR SETBACK TO BUILDING
 -5' MINIMUM SIDYARD SETBACK TO BUILDING

PROPOSED SETBACKS:
 -10' MINIMUM FRONT SETBACK TO GARAGE (SIDEWALK PRESENT)
 -15' MINIMUM FRONT SETBACK TO BUILDING (NO SIDEWALK PRESENT)
 -15' MINIMUM REAR SETBACK TO BUILDING
 -5' MINIMUM SIDYARD SETBACK TO BUILDING

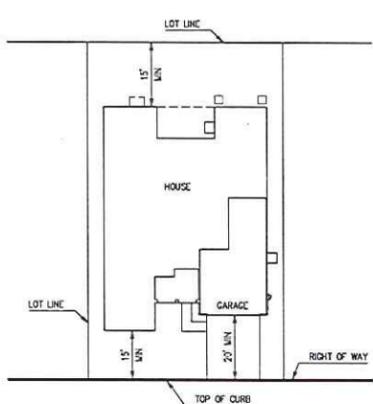
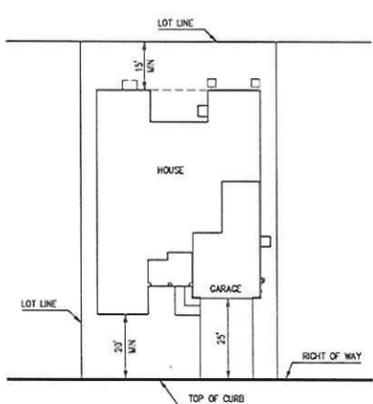
CURRENT SETBACKS

PROPOSED SETBACKS

WITH SIDEWALK



WITHOUT SIDEWALK



DR14-3045

2011 DEC - 4 P 3:50

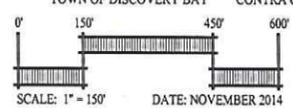
DEPARTMENT OF
 CONSERVATION
 AND DEVELOPMENT

CONTRA COSTA
 COUNTY

**LAKES 9, 11 & 12
 SETBACK EXHIBIT**

THE LAKES AT DISCOVERY BAY

TOWN OF DISCOVERY BAY CONTRA COSTA COUNTY CALIFORNIA



SCALE: 1" = 150' DATE: NOVEMBER 2014

cbg Carlson, Barbee & Gibson, Inc.
 CIVIL ENGINEERS - SURVEYORS - PLANNERS

2033 CAMINO RAMON, SUITE 330
 SAN RAMON, CALIFORNIA 94583

(925) 948-0322
 www.carlsonbg.com



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item I



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item J



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item K



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item L



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item M

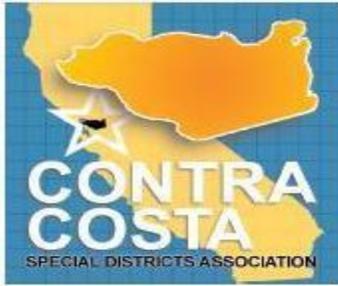


TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item N



Quarterly Meeting Minutes

10.20.2014	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatman called meeting to order at 10:10 a.m. Agenda taken out of order	
Minutes	Suzette Crayton, Executive Assistant for the Central Contra Costa Sanitary District	
Attendees	Thirty (30) Attendees (Sign In Sheet Attached – some attendees that were present did not sign in)	

Welcome and Introductions

Each representative introduced themselves. A lot of news from the different agencies on upcoming elections as far as cost and number of candidates.

Approval of July 21, 2014 Meeting Minutes

The minutes were approved

Guest Speaker: Kathryn Lyddan Brentwood Agricultural Land Trust (BALT)

Guest Speaker Kathryn Lyddan was introduced by Igor Skaredoff of the Contra Costa Resource Conservation District. She provided a presentation on the preservation of productive agricultural land and work with farmers and the community to create a vibrant local agricultural economy. She also talked about outreach in making the community aware of this resource. Spoke about the collaboration work they have been doing the County Supervisor's office. Website is www.brentwoodaglandtrust.org and email is brentwoodagtrust@sbcglobal.net. Questions were asked and answered.

Discussion on Vote of Chapter Dues Increases and Information Items

A discussion took place on a proposed increase. Increase for members would go from \$50 to \$100 annually and would be collected annually instead of every 3 years. Associate Members dues would go from \$50 to \$200 annually. Sponsoring Associate Members would be \$500 annually.

A motion was made to pass the new dues amounts, and a 2nd was given. The motion passed. Suggested made to work more closely with Reclamation Districts and to perform outreach to Dependent Districts.

LAFCO Representative Report

Special District Commissioner Mike McGill provided the report. He reported that he was re-elected to CAL-LAFCO Board. He also reported that there are currently no responders to the RFP for fire/emergency services and it will now be postponed until next year. He urged members to forward anything they may have for the November 7th Legislative Meeting, and that there will be a full Board Meeting on November 14th. Igor stated that he was very impressed with the speakers at the CAL-LAFCO Conference and thought the depth of speakers on ground water, legal ramifications, and treating lands to protect against fire were well represented in those areas.

Committee Updates

Finance Committee	Copies of financials were provided. Sharyn Rossi reported that all funds have been transferred to Well Fargo from the Contra Costa Federal Credit Union. She also stated that she is creating a membership packet so to let her know the names of professional organizations that each District utilizes. The new billing for the new dues will start in July of 2015 and those that have already paid, those old dues amounts will be honored. Letters will be sent out to the affect to those agencies that paid ahead of time to see if they want to pay new dues amount before their current dues agreement expires. For the future, will be looking at policy for reserves.
Program Committee	Igor indicated they would try to get Thomas Peale to be our speaker at the January Meeting.

Legislative Committee Report

A handout was provided on those legislative items that are most important to Special Districts that were signed or vetoed. CSDA took position of support for Water Bond.

East Bay Regional Park District – Park Advisory Committee Report

E.J. Shalaby of West County Wastewater District sent written report ahead of the meeting. His term will end in December and he will be termed out. E.J., by written note, nominated Lou Ann Texeira for his open seat, a motion was made and seconded. Suzette will draft a letter for Bette Boatmun to sign that vote was taken and Lou Ann was nominated, and letter will be forwarded to Eric Pfuehler.

California Special Districts Association Activities Update

Sherry Sterrett of Pleasant Hill Recreation & Park District reported that there were 500 attendees at the CSDA Conference. Check the CSDA website for the name of the newly elected Board Members. Many awards were presented at the conference. Chapter of the Year went to San Diego and the Small District Award went to Los Medanos. Membership renewal period will be coming up. Stan Caldwell reported that Vince Ferrante was successful in running in his new Network which means he will officially move to Network 5 on January 1, 2015. That will then leave a vacancy in Network 3, Contra Costa, that can be filled by CSDA Board appointment after January 1st, 2015.

Stan also reported on the new leadership at CSDA:
 President Mr. Steve A. Perez, Rosamond Community Services District
 Vice President Mr. William Nelson, Orange County Cemetery District
 Treasurer Mr. Greg Orsini, McKinleyville Community Services District
 Secretary Mr. Vincent C Ferrante, Moss Landing Harbor District

Other Local Government Official Updates

Frank Melon of East Bay Municipal Utility District (EBMUD) reminded the association of the public mailings that went out on meetings that EBMUD will hold on the drought issue. Bette Boatman was presented with a 40 Years of Service Resolution.

Action Items	Person Responsible	Deadline
Draft letter nominating Lou Ann Texeira to Park Advisory Committee	Suzette	12/20/14

Meeting was adjourned at 12:10 p.m.



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A COMMUNITY SERVICES DISTRICT



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

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