



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
January 8, 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 – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 8, 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 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 2014 Year
2. Appointment of Board Members to District Representative Committee Positions

D. PRESENTATIONS

E. 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

F. 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*

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. DRAFT minutes of previous regular meeting dated December 18, 2013
2. DRAFT minutes of previous special meeting dated December 19, 2013
3. Annual "State of the Town" Chamber of Commerce Event for 2014
4. Approve and Adopt Resolution 2014-02 Amending the Reimbursement of Expense and Reimbursement Policy
5. Approve Register of District Invoices

H. PUBLIC HEARING to Consider the Following

1. Ordinance No. 24 to ban the installation of sodium, potassium, and chloride based water softeners with brine discharge to the Town of Discovery Bay sewer collection system

I. NEW BUSINESS AND ACTION ITEMS

1. Establishment of Community Center Foundation
2. Consideration, Approval and Adoption Resolution No. 2014-01 to revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities
3. Mission, Vision, Values and Goal Statement
4. Proposed Modification to the approved Holiday Schedule for 2014

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

K. MANAGER'S REPORT

L. GENERAL MANAGER'S REPORT

M. DISTRICT LEGAL COUNSEL REPORT

N. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

O. CORRESPONDENCE – Discussion and Possible Action

P. PUBLIC RECORD REQUESTS RECEIVED

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn to the next regular meeting dated January 22, 2014 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."



No Back Up
Documentation
For Agenda Item # C-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

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

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 2014

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."

Each of the Regional appointments has a primary appointee and an alternate appointee. The TODB subcommittees include 2 members and each member is an equal member of the particular subcommittee with no primary and no alternate.

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, January 2, 2013 Revised, August 7, 2013 Revised

Attachments

District Representative Listing for 2013

AGENDA ITEM: C-2

Town of Discovery Bay Board of Directors

District Representative Listing for 2013*

Last Approved / Updated August 7, 2013

REGIONAL COMMITTEE APPOINTMENTS

Committee Name	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Bill Pease	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	Mark Simon
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	Chris Steele
Park and Recreation Subcommittee	Marianne Wiesen	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.



No Back Up
Documentation
For Agenda Item # D



No Back Up
Documentation
For Agenda Item # E



No Back Up
Documentation
For Agenda Item # F



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 18, 2013
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 Vice-President Graves
Pledge of Allegiance – Led by Vice-President Graves
Roll Call – All Present with the exception of President Simon

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 Graves – Stated that the Town has had many accomplishments this year.

Director Steele – Provided the details and report for the Byron Union School District meeting dated December 12, 2013.

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 December 4, 2013
2. Approve Register of District Invoices

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

F. NEW BUSINESS AND ACTION ITEMS

1. Lift Station “F” Rehabilitation Pump Purchase

General Manager Howard – Provided details of item F-1.

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

Motion by: Director Pease to authorize the purchase of two Pumps for the Lift Station “F” Rehabilitation Project from MuniQuip, LLC, in the amount of \$63,537.84; and authorize the General Manager to execute all purchase documents

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

2. Purchase Video Surveillance System for the Discovery Bay Wastewater Treatment Plants 1 & 2 and Willow Lake Water Treatment Plant

General Manager Howard – Provided details of item F-2.

District Engineer Harris – Provided additional details of item F-2. There was discussion between the District Engineer, the General Manager, and the Board.

Motion by: Director Pease to purchase Video Surveillance System for the Discovery Bay Wastewater Treatment Plants 1 & 2 and Willow Lake Water Treatment Plant

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

3. National Pollutant Discharge Elimination System (NPDES) 2013 Permit Flow Increase

General Manager Howard – Provided details of item F-3.

District Engineer Harris – Provided additional details of item F-3. There was discussion between the District Engineer, the General Manager, and the Board.

Pantages Mark Armstrong – Provided details regarding the pre annexation agreement for Pantages Properties. There was discussion between Mark Armstrong, the District Engineer, the General Manager, and the Board.

Motion by: Director Pease to authorize the General Manager to modify the existing NPDES permit renewal contract with Stantec to change the permit renewal application to include a permitted flow increase from 2.1 million gallons per day to 2.35 million gallons per day; and approve the additional cost in the amount of \$55,000.00 to Stantec for consulting services related to modifying the NPDES 2013 permit renewal application; and approve additional cost up to \$10,000.00 to HERWIT Engineering to coordinate and manage the process on behalf of the Town

Second by: Director Wiesen

Vote: Motion Carried – AYES: 4 – Vice-President Graves, Director, Pease, Director Steele, Director Wiesen, NOES: 0, ABSENT: 1 – President Simon

4. Annual Review of Board Policy Manual

General Manager Howard – Provided details of item F-4. Some of the policies will be brought back to the Board in January. There was discussion between the General Manager and the Board.

G. VEOLIA REPORT

1. Veolia Report for the Month of October 2013
2. Veolia Report for the Month of November 2013

Project Manager Fermin Garcia – Provided the details of the October and November 2013 Monthly Operations Report. There was discussion between the Project Manager and the Board.

H. MANAGER'S REPORTS

None

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

General Manager Howard – Provided an update on the Holiday Schedule and the pictures of the Community Center upgrades.

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Stated that he will not be attending the January meetings and that Legal Counsel Rod Attebery will be in his place.

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

Vice-President Graves – Stated that the Community Center Committee meet December 18, 2013 and received updates regarding the Community Center classes and other activities. There was discussion between the General Manager and the Board.

L. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County Fire Protection District meeting minutes dated November 4, 2013
2. R – DRAFT Byron Municipal Advisory Council meeting minutes dated October 17, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

1. Residence on Wayfarer Court – Dated December 3, 2013

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 8:28 p.m. to the next Regular meeting dated January 8, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12.30.13

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Thursday, December 19, 2013
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 7:00 P.M.

A. ROLL CALL

Call business meeting to order – 7:00 p.m. by President Simon
Roll Call – All Present

B. PUBLIC COMMENT

None

C. NEW BUSINESS AND ACTION ITEMS

1. Update and discussion concerning recent organizational changes within the Veolia Water Corporate Structure

General Manager Howard – Provided details of item C-1.

Veolia Senior Vice-President (West) Lanita McCauley – Provided details of item C-1.

Veolia Vice-President of Operations Sachin Chawia – Provided additional details of item C-1. There was discussion between Veolia, the General Manager, and the Board.

There will be a scheduled Special meeting in March to discuss the recent organizational changes within the Veolia Water Corporate Structure

D. ADJOURNMENT

The meeting adjourned at 7:51 p.m. to the Regular Meeting on January 8, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12.30.13

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Annual "State of the Town" Chamber of Commerce Event for 2014

Recommended Action

Authorize the Board of Directors to attend the annual "State of the Town" event scheduled for Saturday, January 18, 2014 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 2014 event will again take place at the Discovery Bay Country Club. This year's event is scheduled for January 18, 2014.

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 \$60.00 per person. If all five members of the Board attend, the total cost will be \$300.00 for the Board to attend the event.

Fiscal Impact:

Amount Requested Approximately \$300.00

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

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

Attachments

State of the Town Invitation

AGENDA ITEM: G-3

You are Invited

DISCOVERY BAY CHAMBER OF COMMERCE

STATE
OF THE
TOWN
2014 Gala

Saturday, January 18, 2014
Discovery Bay Country Club

5:30 p.m. Reception
6:30 p.m. Dinner & Presentations

Join Us As We Honor:
Citizen of the Year
Business of the Year
Teacher of the Year

\$60 per person
\$550 reserved table of ten
Semi-formal / Gatsby Attire Preferred

Town & County Representatives will discuss
the current and future state of our community

Silent & Live Auction to benefit Discovery Bay schools

Please RSVP online at discoverybaychamber.com
or return the enclosed card.

R.S.V.P.

Kindly respond by January 9, 2013

M

will be attending

Please reserve ___ seats at \$60 per person

___ Please reserve a table of 10 for \$550

___ Filet Mignon au Champignon ___ Chicken Marsala ___ Salmon with Buero Bloss

Email for dinner confirmation

___ Please contact me regarding Sponsorship of the State of the Town Gala

*Please make checks payable to Discovery Bay Chamber of Commerce
P.O. Box 1332, Discovery Bay CA 94505*

You may also make your reservations online at discoverybaychamber.com



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

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

Agenda Title

Approve and Adopt Resolution 2014-02 Amending the Reimbursement of Expense and Reimbursement Policy

Recommended Action

Adopt Resolution 2014-02 Amending the Reimbursement of Expense and Reimbursement Policy

Executive Summary

The Board adopted the Reimbursement of Expense and Reimbursement Policy (Policy) by Resolution on December 16, 2009.

Section II.K., Compensation for Attendance at Public Meetings, includes an outdated reference to Board Compensation that needs to be amended to be in conformance with the Board By Laws. On April 3, 2013 the Board amended the Compensation provision of Board Members by Resolution, thus amending the Board By Laws at that time (Attached).

Staff recommends that the following language be amended and that Resolution 2014-02 be adopted to formalize this change:

Each member of the Board of Directors shall receive compensation as stipulated in the Board By Laws, and as may be amended, of One Hundred Dollars (\$100.00) for attendance (in addition to any reimbursement for expenses) at the following meetings, provided that total compensation complies with the Board By Laws, as noted in Article 2, Section 2, COMPENSATION shall not exceed Six Hundred Dollars (\$600.00) per month.

There are no other changes as a part of this Policy amendment. A copy of the DRAFT Policy is attached.

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

December 16, 2009 Adoption of Reimbursement of Expense and Reimbursement Policy

Attachments

Resolution No. 2014-02, Draft Reimbursement of Expense Policy, Board Bylaws

AGENDA ITEM: G-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-02

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
AMENDING THE REIMBURSEMENT OF EXPENSE AND TRAVEL POLICY**

WHEREAS, On December 6, 2009 the Board of Directors approved Resolution 2009-12 adopting a Reimbursement of Expense and Travel Policy for the Town of Discovery Bay (TODB); and

WHEREAS, it is necessary to amend the Reimbursement of Expense and Travel Policy in order that the Policy is not in conflict with the By Laws of the Town of Discovery Bay; and

WHEREAS, the proposed Reimbursement of Expense and Travel Policy, is attached and made a part of this Resolution.

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

SECTION 1. That the Reimbursement of Expense and Travel Policy is hereby adopted and is attached and made a part of this Resolution.

SECTION 2. That Resolution 2009-12 be rescinded and replaced by Resolution 2014-02.

SECTION 3. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 8th DAY OF JANUARY, 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 regularly scheduled meeting, held on January 8, 2014, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

Program Area: Administrative	Policy Name: Reimbursement of Expense/Travel	Policy Number: 008
Date Established: December 6, 2009	Date Amended: January 8, 2014	Resolution: 2014-02

**POLICY FOR REIMBURSEMENT OF EXPENSES
AND TRAVEL OF OFFICIALS AND EMPLOYEES
AND
FOR BOARD MEMBER COMPENSATION**

I. GENERAL

The Board of Directors of The Town of Discovery Bay Community Services District (TODB) believes that it is important that elected and appointed officials and members of boards, commissions and committees and employees remain informed and trained in issues affecting the affairs of the TODB and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the TODB and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with county, state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the TODB;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the Board hereby sets forth the travel and expense reimbursement policies for the TODB.

Elected and appointed officials, members of boards, commissions and committees, and employees are referred to collectively as "officials" and individually as an "official" in this Policy, except where specifically noted.

All anticipated conferences, conventions and professional meetings shall be budgeted for in the budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

II. EXPENSE REIMBURSEMENT

A. AUTHORIZED EXPENSES

TODB funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized TODB business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Communicating with representatives of county, regional, state and national government on TODB adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the TODB's interests;
4. Recognizing service to the TODB (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending TODB events;
6. Implementing a TODB-approved strategy for attracting or retaining businesses to the TODB, which will typically involve at least one staff member; and
7. Meetings such as those listed above for which a meeting stipend is expressly authorized under this Policy.
8. Meetings of District representatives or committees in accordance with an adopted District Representative Listing.

All other expenditures require prior approval by the Board.

Expenses for international and out-of-state travel, other than the Tahoe-Reno basin, require prior Board approval.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Examples of personal expenses that TODB will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses, when accompanying official on agency-related business¹, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol or personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on TODB business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

C. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial transportation, if an official takes a privately owned vehicle, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.

2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating their personal vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

a. Employees who receive a monthly automobile allowance shall be eligible for the above reimbursement should one or both of the two below listed criteria apply:

- I. The employee is authorized by the District Manager to stay overnight at the destination.
- II. The employee drives a minimum distance of twenty-five miles (25) from place of employment or residence, whichever is less, to a single destination. The employee is reimbursed for the mileage of the entire trip.

b. Method of calculating distance traveled requires mileage noted for each point-to-point trip segment. To calculate these distances please use Yahoo! Maps, MapQuest, or Google Maps.

¹If trip arrangements are made, as a convenience, for spouse or family members, reimbursement to the TODB for any advanced expenses should be received by the TODB prior to the trip.

- c. Employees requesting reimbursement shall fill out the required "Expense Report" form for payment and have it signed by the appropriate department head or District Manager before submittal to the Administrative Services Department.

3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. **Taxis or Shuttles.** Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when travel on official TODB business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).

E. MEALS

A local expense reimbursement policy identifying a "per diem" of reasonable rates for meals is not adopted. Receipts for expenses for meals shall be required. Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (See Cal. Gov't Code §53232.2(c) and Publication 1542 at www.irs.gov. The TODB will not pay for alcohol or personal bar expenses.

F. MISCELLANEOUS EXPENSES

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred on TODB business. Telephone bills should identify which calls were made on TODB business.

G. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the TODB's behalf. Such request for an advance should be submitted to the General Manager ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of TODB;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the TODB within five (5) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event the General Manager is uncertain as to whether a request complies with this Policy, such individual must seek resolution from the Board.

H. CREDIT CARD USE POLICY

TODB does not issue credit cards to individual office holders but does have an agency credit card for selected TODB expenses. TODB office holders may use TODB's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the TODB credit card and compliance with this policy must be submitted within five (5) working days of use. Except as allowed under Section B(3), TODB credit cards may not be used for personal expenses, even if the official subsequently reimburses the TODB.

I. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by TODB. This form shall include the following advisory:

"All expenses reported on this form must comply with the TODB's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the TODB's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the General Manager. The General Manager shall determine if the public funds advanced must be reimbursed to the TODB. Any decision of the General Manager may be appealed to the Board.

All expenses are subject to verification that they comply with this Policy.

J. REPORTS TO BOARD

At the next regular TODB Board meeting, each elected or appointed official, or member of a board, commission or committee (but not employees) shall submit a written report on the meeting or training attended at TODB expense. If multiple officials attended, a joint report may be made. Submission of the written report is a prerequisite to reimbursement of expenses.

K. COMPENSATION FOR ATTENDANCE AT MEETINGS

Each member of the Board of Directors shall receive compensation as stipulated in the Board By Laws, and as may be amended, of One Hundred Dollars (\$100.00) for attendance (in addition to any reimbursement for expenses) at the following meetings, provided that total compensation complies with the Board By Laws, as noted in Article 2, Section 2, COMPENSATION shall not exceed Six Hundred Dollars (\$600.00) per month.

1. A regular, special, emergency, adjourned regular, or adjourned special meeting of the Board of Directors TODB, or of a regular, special, emergency, adjourned regular, or adjourned special meeting of a committee of the Board of Directors which constitutes a legislative body in accordance with the Ralph M. Brown Act, commencing with California Government Code Section 54900, which is duly called in accordance with the Ralph M. Brown Act, commencing with California Government Code Section 54950.
2. Representation of TODB at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
3. Representation of TODB at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Director's meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
4. Representatives of TODB at a meeting of a public benefit nonprofit corporation on whose board TODB has membership, provided that the Board of Directors has previously approved the member's representation at a Board of Directors meeting, either specifically, or by adoption of a list of representatives authorizing attendance of representatives at meetings and representation of TODB.
5. Participation in a training program on a topic that is directly related to TODB, provided that the Board of Directors has specifically previously approved the member's participation at a Board of Directors meeting.

For items 2, 3, 4 and 5, a prerequisite to payment for attendance is that the member attending delivers a written report on the member's representation or participation at the next Board of Directors meeting following the representation or participation.

III. COMPLIANCE WITH LAWS; VIOLATION

TODB officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the TODB, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.



Town of Discovery Bay

Program Area: Board	Policy Name: Bylaws	Policy Number: 002
Date Established: March 25, 1998	Date Amended: April 3, 2013	Resolution: 2013-07

ARTICLE I

NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

ARTICLE II

PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

Section 2. Compensation

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Traveling and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

Section 3. Vacancies

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

Section 2. Terms and Responsibilities of Elected Officers

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the January meeting and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

A. General Responsibilities of the Board President

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall appoint such committees and other working groups as confirmed by the Board.
5. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
6. Shall perform such other duties as necessary to carry out the work of the Board.
7. Shall perform such duties as prescribed by law.

B. General Responsibilities of the Vice-President

1. Shall serve in the absence of the President.

C. General Responsibilities of the President Pro-Tempore

1. Shall serve in the absence of the President and the Vice-President.

ARTICLE V

APPOINTED OFFICERS

Section 1. Appointed Officers

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depositary and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

Section 2. General Responsibilities of the General Manager

- A.** Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B.** Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C.** Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D.** Ensure evaluation of personnel under his/her direction.
- E.** Interpret and publicize the programs and services of the District for and to the public.
- F.** Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G.** Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H.** Perform the function of the District's Public Information Officer.
- I.** Participate in community activities.
- J.** Continue a program of professional development to assure and enhance staff's professional growth.
- K.** Keep the Board informed of all communications affecting the District.

Section 3. General Responsibilities of the Secretary of the Board

- A.** Certify official documents and letters as required.
- B.** Maintain the official files and records of the Board.
- C.** Prepare the agenda for the Board meetings.
- D.** Prepare and distribute minutes of the meeting of the Board.
- E.** Maintain historical record and newspaper articles.
- F.** Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

Section 2. Quorum

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

Section 3. Voting

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

Section 4. Notice of Regular and Special Meetings

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

Section 2. Contracts

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

Section 3. Reports

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

ARTICLE IX

AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 08, 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 \$ 187,608.55

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: G-5

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 08, 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				
Big Dog Computer	BDC32991	Remote Support	12/24/13	\$56.25
Bill Pease	DEC 2013	Expense Report Dec 2013	12/31/13	\$345.00
Chris Steele	DEC 2013	Expense Report Dec 2013	12/31/13	\$579.52
Freedom Mailing Service, Inc	23711	Water Bill Processing	12/11/13	\$1,168.36
Herwit Engineering	DB-PNT-2	Pantages Development	01/01/14	\$320.00
Herwit Engineering	DB-NPP-1	Newport Point Development	01/01/14	\$720.00
Marianne Wiesen	DEC 2013	Expense Report Dec 2013	12/31/13	\$345.00
Mark Simon	DEC 2013	Expense Report Dec 2013	12/31/13	\$200.00
Neopost (Postage Account)	7900044908384658/121	Postage	12/08/13	\$101.22
Neumiller & Beardslee	259597	Services Performed through 11/30/13	12/13/13	\$197.55
Neumiller & Beardslee	259598	Hofmann v. TODB	12/13/13	\$2,147.42
Neumiller & Beardslee	259599	Pantages Development	12/13/13	\$365.50
Pantages At Discovery Bay, LLC	1	Deposit Refund	10/30/13	\$265.90
Odyssey Landscape Co	36039369.1	Insurance Claim	12/17/13	\$1,450.00
Odyssey Landscape Co	36039369.2	Insurance Claim	12/17/13	\$2,200.00
Office Depot	680229535001	Office Supplies	10/28/13	\$170.29
ReliaStar Life Insurance Company	#JR52 457(B)/123113	457(b) 12/16/13-12/31/13	12/31/13	\$929.75
Ricoh USA, Inc	5028806633	Photocopier Dec 2013	12/20/13	\$24.74
SDRMA	13948	Ancillary Benefits Jan 2014	12/20/13	\$836.19
Some Gave All	DEC 2013	Expense Report Dec 2013	12/31/13	\$591.36
Tony Dority	201 TAHOE CT	Closed Account, Refund Overpayment	12/30/13	\$133.16
Upper Case Printing, Ink.	7724	Bill Pay Flyers	12/19/13	\$164.99
		Administration	Sub-Total	\$13,312.20
Water				
Bay Area Air Quality Management District	3GC73	Annual Permit Renewal	12/16/13	\$726.00
Caselle, Inc.	1	BlueReview Software	10/24/13	\$7,655.00
County of Contra Costa Public Works Dept	917450	Encroachment Permits	12/10/13	\$853.22
Discovery Pest Control	504392	Pest Control	12/06/13	\$14.00
Golden State Flow Measurement, Inc	I-039652	1" Registers with Nicor Connector"	12/16/13	\$4,331.88
Golden State Flow Measurement, Inc	I-039683	1" Registers with Nicor Connector"	12/18/13	\$4,331.88
J.W. Backhoe & Construction, Inc.	2017	Leak on Cove Lane	12/11/13	\$4,329.45
J.W. Backhoe & Construction, Inc.	2019	Leak on Laguna Court	12/11/13	\$3,692.99
J.W. Backhoe & Construction, Inc.	2020	Leak on Beaver Lane	12/11/13	\$2,682.45
J.W. Backhoe & Construction, Inc.	2021	Saw, Cut Cove Lane	12/11/13	\$546.00
J.W. Backhoe & Construction, Inc.	2022	Water Leak Beaver Lane	12/11/13	\$4,476.30
J.W. Backhoe & Construction, Inc.	2023	Filled Cracks at Willow Lake	12/11/13	\$651.25
Luhdorff & Scalmanini	29296	Well 1B	11/30/13	\$6,109.18
Luhdorff & Scalmanini	29296	General Engineering Services Nov 2013	11/30/13	\$8,824.25
Neumiller & Beardslee	259597	Services Performed through 11/30/13	12/13/13	\$129.00
Pacific Gas & Electric	2943721807-5/121013	Electric & Gas Bill 110/8/13-12/09/13	12/10/13	\$17,258.36
Paul E. Vaz Trucking, Inc.	28020	Freight & Material 12/16/13	12/23/13	\$701.09
Paul E. Vaz Trucking, Inc.	28021	Freight 12/17/13	12/23/13	\$819.80
R & B Company	S1388140.001	Water Meter Boxes	12/17/13	\$1,935.64
ReliaStar Life Insurance Company	#JR52 457(B)/123113	457(b) 12/16/13-12/31/13	12/31/13	\$50.00
SDRMA	13948	Ancillary Benefits Jan 2014	12/20/13	\$128.32
Univar	SJ590419	Chemicals Delivered 11/26/13	11/26/13	\$184.59
Univar	SJ590420	Chemicals Delivered 11/26/13	11/26/13	\$295.34
Univar	SJ591442	Chemicals Delivered 12/06/13	12/06/13	\$102.55
Univar	SJ591444	Chemicals Delivered 12/06/13	12/06/13	\$246.12
Univar	SJ593123	Chemicals Delivered 12/16/13	12/16/13	\$127.16
Univar	SJ593124	Chemicals Delivered 12/16/13	12/16/13	\$188.69
Van De Pol Enterprises, Inc.	0350965-IN	Diesel Fuel	12/20/13	\$173.17
Veolia Water North America	33213	Monthly R&M Oct 2013	11/19/13	\$3,116.92
Veolia Water North America	34155	Monthly R&M Nov 2013	12/24/13	\$198.35
		Water	Sub-Total	\$74,878.95
Wastewater				
American Retrofit Systems	400	Power to Lift Station F	12/18/13	\$800.00
American Retrofit Systems	401	Rewire Plug onto Generator 1	12/18/13	\$300.00
American Retrofit Systems	402	Trouble Shoot Clarifier 4 Rake Arm	12/18/13	\$400.00

American Retrofit Systems	403	Supply Temp Power to Clarifier	12/18/13	\$400.00
American Retrofit Systems	405	Install Conduit & Fittings Clarifier 1	12/20/13	\$950.00
Discovery Pest Control	504392	Pest Control	12/06/13	\$21.00
Neumiller & Beardslee	259597	Services Performed through 11/30/13	12/13/13	\$86.00
Pacific Gas & Electric	7312115758-7/122013	Electric & Gas Bill 110/8/13-12/10/13	12/20/13	\$22,895.46
ReliaStar Life Insurance Company	#JR52 457(B)/123113	457(b) 12/16/13-12/31/13	12/31/13	\$75.00
SDRMA	13948	Ancillary Benefits Jan 2014	12/20/13	\$5.28
Shape, Inc.	118807	Replacement Pump at Wetlands	12/23/13	\$4,953.03
Shape, Inc.	118809	Replacement Pump at Decant Pump Station	12/23/13	\$4,953.03
Shape, Inc.	118808	Parts for New Pumps	12/23/13	\$933.10
Van De Pol Enterprises, Inc.	0350965-IN	Diesel Fuel	12/20/13	\$259.75
Veolia Water North America	33212	Monthly R&M Large Replacement Oct 2013	11/19/13	\$3,763.00
Veolia Water North America	33213	Monthly R&M Oct 2013	11/19/13	\$5,841.93
Veolia Water North America	34155	Monthly R&M Nov 2013	12/24/13	\$3,899.05

Wastewater Sub-Total \$50,535.63

Community Center

Community Center Sub-Total \$0.00

Grand Total \$138,726.78

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 08, 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	BDC32990	Community Center Voice and Internet	12/24/13	\$1,265.54
Dowell & Bradley Construction, Inc.	5229	Community Center Flooring	12/19/13	\$5,375.00
Dowell & Bradley Construction, Inc.	5230	Community Center Wall Additions	12/19/13	\$5,182.00
Dowell & Bradley Construction, Inc.	5231	Community Center Wall Repairs and Painting	12/19/13	\$2,500.00
Dowell & Bradley Construction, Inc.	5533	Community Center Paint	01/02/14	\$5,050.00
Dowell & Bradley Construction, Inc.	5534	Community Center Glass for Wall	01/02/14	\$2,602.00
Dowell & Bradley Construction, Inc.	5535	Community Center Siding and Electrical	01/02/14	\$3,700.00
Dowell & Bradley Construction, Inc.	5536	Community Center Bathroom	01/02/14	\$4,880.00
Dowell & Bradley Construction, Inc.	5537	Community Center Carpet & Baseboards	01/02/14	\$620.00
Pacific Gas & Electric	0869258994-1/120913	Electric & Gas Bill 11/07/13-12/09/13	12/09/13	\$427.92
Pacific Gas & Electric	5702839598-6/121013	Electric & Gas Bill 11/06/13-12/08/13	12/10/13	\$706.00
Pacific Gas & Electric	5939734421-5/121613	Electric & Gas Bill 11/15/13-12/16/13	12/16/13	\$6,402.00
Town of Discovery Bay CSD	223	Payroll Reimbursement Aug 2013	09/24/13	\$9,128.48
Watersavers Irrigation Inc.	1408828-00	Spray Nozzles	12/10/13	\$29.95
Watersavers Irrigation Inc.	1411274-00	Community Center Entry	12/20/13	\$23.04
			Total	\$47,891.93

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 08, 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>
Discovery Pest Control	504392	Pest Control	12/06/13	\$35.00
Pacific Gas & Electric	0403377952-3/120913	Electric & Gas Bill 11/06/13-12/08/13	12/09/13	\$42.21
Town of Discovery Bay CSD	224	Payroll Reimbursement Aug 2013	09/24/13	\$912.63
			Total	\$989.84



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

Prepared By: Gregory Harris, District Engineer

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Ordinance No. 24 to ban the installation of sodium, potassium, and chloride based water softeners with brine discharge to the Town of Discovery Bay sewer collection system

Recommended Action

That the Board: (1) Board adopt Ordinance No.24 and waive first reading establishing brine discharge water softening appliance use regulation, including a ban of the installation of sodium, potassium, or chloride based water softeners in the District; and (2) authorize the General Manager and Legal Council to place the adopted ordinance in effect per District policies.

Executive Summary

The District has faced continuous issues since its inception with high salinity and electrical conductivity of its wastewater treatment plant discharge to Old River. Considerable emphasis has been placed on salinity and electrical conductivity in the current District NPDES permit. The current NPDES permit required the implementation of a 5-year salinity control plan by the District. The current permit is being renewed and will have additional requirements to control salinity.

The District was fined for exceeding the yearly salinity/electrical conductivity limit in 2012. The District will be fined again for exceeding this limit in 2013.

As part of the Salinity Control Plan, the District conducted testing of residential systems with salt based water softeners turned on and then off for a specific period of time. The results indicate a substantial drop in salinity and electrical conductivity when the water softeners were turned off. A presentation of this information was previously given to the board by District staff.

Staff therefore recommends implementation of an ordinance to ban the installation of sodium, potassium, or chloride based regenerative water softeners in the District. Membrane based or carbon based water softeners would still be allowed. Failure to comply with this Ordinance will result in a monthly fine of \$250.00 until the violation is corrected.

At this time, this Ordinance will only impact new home construction and new water softener installation.

Staff will coordinate sending notices to all residences and contractors concerning the new Ordinance once it is implemented.

The Ordinance will take effect 30 days after it is adopted.

Fiscal Impact:

Amount Requested \$ N/A

Previous Relevant Board Actions for This Item

N/A

Attachments

Ordinance No. 24 Establishing Brine Discharging Water Softening Appliance Use Regulation

AGENDA ITEM: H-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 24**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING BRINE DISCHARGING WATER SOFTENING
APPLIANCE USE REGULATION**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Town of Discovery Bay Water Softening Regulation Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety and welfare for the Town of Discovery Bay Community Services District ("District") and its waterways through the regulation of the discharge of sodium, potassium, and chloride products into the District; to impose regulations regarding to compliance with requirements of the California Water Code and the California Health and Safety Code §116775 et seq. and to regulate the use of self-generating water softeners and sodium, potassium, and chloride based products.

SECTION 3. Definitions and Abbreviations

The following definitions shall apply to the terms used in this Ordinance:

"Authorized Office" means the District Manager and Engineer or any person designated by the District Board.

"Brine" means a heavily concentrated solution containing sodium, potassium, or chloride.

"District" means Town of Discovery Bay Community Services District.

"Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or its legal representatives, agents or assigns.

"Residence" means a structure which is or is intended to be, in whole or in part, a place of dwelling, whether occupied or not, whether fully constructed or not, and includes, without limitation, homes, whether attached to another structure or not, apartments, condominiums and mobile homes.

"Residential self-regenerating water softening appliance" means a water softening device located within or adjacent to a residence located within the District or which discharges into a community sewer system that is tributary to the sewer system owned and operated by the District, whereby the capability of the appliance to remove hardness from water is renewed by the on-site application of a chloride, potassium or similar salt-containing brine solution to the active softening or conditioning material contained therein, followed by a subsequent rinsing of the active softening or conditioning material.

SECTION 4. Regulations

No person shall install or in any manner assist in the installation of a residential or non-residential self-regenerating water softening appliance that discharges in to the District sewer system owned and operated by the District or that discharges into the District sewer system that is tributary to the sewer system owned and operated by the District.

New water softening devices installed for all users or structures shall be of a type and style as selected by the user at their expense, provided however that any such appliances or devices must comply with the terms and conditions of this Ordinance. Use of non-brine discharging water softening devices such as membrane or carbon systems are not prohibited by the District.

SECTION 5. Enforcement

The General Manager and the Engineer of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager and District Engineer may be delegated to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The District Manager or any other person designated by the Board, may issue a Notice of Violation to any person who fails to comply with any conditions of this Ordinance. A Notice of Violation shall allow a period of 30 days to correct the violation and/or to remove and dispose of the non-compliant self-regenerating water softener. Any person violating this Ordinance after issuance of a Notice of Violation and the subsequent 30-day period shall pay an administrative fine to the District in an amount of \$250/month until such system is removed.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Severability

The various parts, paragraphs, section and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 8th day of January, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on January 8, 2014 by the following vote:

Mark Simon
Board President

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Establishment of Community Center Foundation

Recommended Action

As Necessary

Executive Summary

The Community Center Committee has discussed on numerous occasions the benefit of forming a Community Foundation to supplement the Town's efforts and to assist in providing financial support for the Community Center, and other recreational components of the Town's emerging recreation programming.

Community Foundations are a common go-to option for communities that seek both in-kind and monetary donations, volunteer help, and supplemental operational support of programs. Examples of community foundations support a specific area of focus such as the Friends of the Library or Friends of the Arts. More and more, however, community foundations are taking a much broader approach to community wide fundraising and focus their efforts on community sponsored activities and programs; including ongoing operational support, capital construction, equipment and materials and volunteer services. Community Foundations are established 501(c)(3) non-profit organizations, have a separate Board of Directors, and help existing organizations build endowments, and hold funds designated by donors for specific purposes.

The Community Center Committee has expressed a desire to establish a Community Foundation. However, prior to the lengthy process of establishing the foundation, the Committee wants to ensure Board support in those efforts as the time consumption to establish the Foundation is timely and at times can be costly. At this time, the Committee is seeking Board support to initiate the Discovery Bay Community Foundation (name is subject to change).

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

N/A

AGENDA ITEM: I-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

Prepared By: Fairin Perez, Parks & Landscape Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Consideration, Approval and Adoption Resolution No. 2014-01 to revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

Recommended Action

Approve and Adopt Resolution No. 2014-01 adopting revised Park Rules & Regulations and Reservations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) approved and adopted the current Park Rules & Regulations and Reservation policies and forms on July 16, 2013.

Subsequent to that adoption, and with the opening of the Discovery Bay Community Center, a number of changes are necessary to address the Community Center and its public uses. Staff has identified a number of changes to incorporate the Community Center in the Policy. The attached draft policy notes changes to the existing policy using ~~strikeout~~ (old); underline (new):

Additionally, in order to accommodate the Community Center, changes to the Fee Schedule were necessary to recognize rental opportunities at the Center. The recommended Fee Schedule is attached to this report and is incorporate as a part of Resolution No. 2014-01.

Staff will return at a later date to address swimming pool rentals and Birthday Party Packages and recommended fees.

Fiscal Impact:

Amount Requested - None.

Previous Relevant Board Actions for This Item

July 16, 2013 – Approval and Adoption of Park Rules & Regulations and Reservation Forms and Fees

Attachments

DRAFT Park Usage & Rental Policy
Parks and Facility Rental Schedule
Resolution 2014-01

AGENDA ITEM: I-2



Town of Discovery Bay

Program Area: Parks and Landscaping	Policy Name: Park Usage Rental Policy	Policy Number: 014
Date Established: April 20, 2011	Date Amended: January 8, 2014	Resolution: 2014-01

I. GENERAL INFORMATION

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant before the effective date of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi Purpose Room

II. ELIGIBILITY & PRIORITY

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation

in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

III. RESERVATION REQUIREMENTS

The renter must be over 18 years of age, and submit a complete Reservation Form to the District offices, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to ~~ninety (90) days~~ one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be issued or signed until the requesting user has paid the applicable deposits and fees.

Insurance Requirements: All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

Clean Up: Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

Deposit Forfeiture: Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

Prohibited Activities: No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Alcohol may be consumed without a permit from the A.B.C. when there is no monetary exchange for the beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

Food Preparation: Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

Exhibitions, Events, Festivals, Meeting and Assemblies: Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

IV. MISCELLANEOUS

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors. The General Manager, or designee, may waive or modify any time sensitive provision of this policy. As deemed appropriate by the District's General Manager or his/her designee.

DRAFT



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**PARKS & FACILITY RENTAL
FEE SCHEDULE**

Park Area	Hourly	Half Day (6 Hr)	Daily (Operating Hours)	Deposit
Cornell Park – Tennis Court OR Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$100.00
Cornell Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$7.50 Non-Resident: \$10.00 Organization/League: \$10.00 Non-Profit: \$7.50	Resident: \$37.50 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$37.50	Resident: \$75.00 Non-Resident: \$100.00 Organization/League: \$100.00 Non-Profit: \$75.00	\$50.00
Cornell Park – Bocce Ball Courts	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Cornell Park – Horse Shoe Pits	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Ravenswood Park - Covered Picnic Tables Area 1 or Area 2	Resident: \$6.00 Non-Resident: \$8.50 Organization/League: \$8.50 Non-Profit: \$6.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00
Ravenswood Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Community Center – Tennis Courts (Single Court Fees)	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Community Center – BBQ Area	Resident: \$7.50 Non-Resident: \$10.00 Organization/League: \$10.00 Non-Profit: \$7.50	Resident: \$37.50 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$37.50	Resident: \$75.00 Non-Resident: \$100.00 Organization/League: \$100.00 Non-Profit: \$75.00	\$50.00
Indoor Facilities	Hourly	Half Day (6 Hr)	Daily (Operating Hours)	Deposit
Community Center – Reception Area	Resident: \$45.00 Non-Resident: \$49.50 Organization/League: \$49.50 Non-Profit: \$45.00	Resident: \$225.00 Non-Resident: \$247.50 Organization/League: \$247.50 Non-Profit: \$225.00	Resident: \$450.00 Non-Resident: \$495.00 Organization/League: \$495.00 Non-Profit: \$450.00	\$200.00
Community Center – Arts or Meeting Room	Resident: \$35.00 Non-Resident: \$38.50 Commercial: \$38.50 Non-Profit: \$35.00	Resident: \$175.00 Non-Resident: \$192.50 Organization/League: \$192.50 Non-Profit: \$175.00	Resident: \$350.00 Non-Resident: \$385.00 Organization/League: \$385.00 Non-Profit: \$350.00	\$200.00
Community Center – Multi-Purpose Room	Resident: \$35.00 Non-Resident: \$38.50 Commercial: \$38.50 Non-Profit: \$35.00	Resident: \$175.00 Non-Resident: \$192.50 Organization/League: \$192.50 Non-Profit: \$175.00	Resident: \$350.00 Non-Resident: \$385.00 Organization/League: \$385.00 Non-Profit: \$350.00	\$200.00



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

PARKS & FACILITY RENTAL
FEE SCHEDULE

Park use is on a first come, first served basis. Reservations are strongly encouraged and are **required** by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Non-Profit groups shall present verified and current 501(c)(4) non-profit status at the time of the reservation request.

Long-term rentals for Sports Organizations or Leagues: Fees and other terms will be outlined in a separate Memorandum of Understanding.

Facility Rentals which require special set up of tables/chairs or other District owned equipment requires a 2-hour minimum.

“Organization” or “Commercial” shall include those individuals and/or groups which operate trainings, lessons or games for profit.

* Deposits on Horse Shoe Pits, Bocce Courts and Tennis Courts shall be waived if reserved for less than 3 hours; unless equipment is requested.

Fee for Cancellation Processing. 50% of the total Rental fee or \$35, whichever is less.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-01

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

WHEREAS, The Town of Discovery Bay Community Services District owns and maintains parks located within Discovery Bay; and

WHEREAS, The Town of Discovery Bay Community Services District previously adopted Park Rules and Regulations Forms and Fees on July 16, 2013; and

WHEREAS, It is necessary to revise the park reservation system and fee schedule for park usage.

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 Park Reservation and Rental Fee Schedule, and that it is attached and included as a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 8th DAY OF January 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 special meeting, held on January 8, 2014, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

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

Agenda Title

Mission, Vision, Values and Goal Statement

Recommended Action

As Necessary

Executive Summary

On September 19, 2007, the Board of Directors discussed and considered approving a Mission, Vision, Values and Goal Statement (Statement) for the Town of Discovery Bay (Statement is attached). At that time, the following discussion took place between the Board:

Discuss and Possible Action on Adopting a District Vision, Mission, Goals & Values (Knight) - Treasurer Knight suggested putting the Districts Vision, Mission, Goals & Values on the Web-site for input from the Community. In addition to that action, Director Doran made a motion to approve adopting the District Vision, Mission, Goals & Values. Vice-President Murphy-Teixeira 2nd the motion. The motion passed. (5 ayes, 0 noes, 0 abstain).

Apparently, no public input was received (at least that staff could locate) and no further action has taken place. The Statement has been posted to the Town's Website. However, as the current Board and the majority of the staff did not participate in its evolution, it is appropriate that the Board (and Staff) revisit the Statement to validate its current application to the Town of Discovery Bay and its current operational status.

Staff has attached a variety of other similar local agency statements for comparison purposes.

Staff recommends that if the Board deems it appropriate to revisit the Mission, Vision, Values and Goal Statement at the Board Workshop in February.

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

September 17, 2009 Adoption of Mission, Vision, Values and Goal Statement

Attachments

Sample Statements

AGENDA ITEM: I-3

Agency	Vision, Mission, Motto, Etc.
City of Oakley	<p>Vision Statement: The City's leadership is working to maintain Oakley's small town character while strongly encouraging the development of new industries to employ the growing local workforce. There is also a Code of Ethics listed containing descriptions: HONESTY (Integrity, Dependability, Truthfulness), LAWFUL (Ethical), RESPECT (Active Communication, Civility, Responsive Public Service), TEAMWORK (Valuing Diversity, Open-Mindedness, Collaboration), STEWARDSHIP (Fiscal Responsibility, Environmental Conservation, Vision), ACCOUNTABILITY (Responsibility)</p>
Diablo Water	<p>Mission Statement: The mission of Diablo Water District is to provide a safe, dependable and adequate supply of high quality potable water to meet the requirements of the residents and businesses in our service area. The District strives to operate in an environmentally responsible manner following principles of good business and sound engineering to provide the best possible service at the lowest reasonable cost. We are committed to treating all customers and employees fairly.</p>
City of Brentwood	<p>Vision Statement (not much shown on website...the only statement I could locate): Looking ahead to anticipate the needs of the community in the future.</p>
Mountain House CSD	<p>Motto: (this is the only statement that I could locate on their website that may fit): MHCS Administration lives by the words of its motto: "Do what's right; then, do it right."</p>
Ironhouse Sanitary District	<p>Mission Statement: "We protect public health, safety and the environment through responsible wastewater collection, treatment and water reuse."</p>
Central Sanitation	<p>Mission Statement: To protect public health and the environment by: Collecting and treating wastewater, recycling high quality water, promoting pollution prevention. Vision Statement: Be a high performance organization that provides exceptional customer service and full regulatory compliance at responsible rates. Values: We will achieve our goals by valuing: each other, ethics and integrity, a healthy and safe environment, community relationships, the meeting of commitments, all aspects of diversity.</p>
Contra Costa Water	<p>Mission Statement: The Mission of the Contra Costa Water District is to strategically provide a reliable supply of high quality water at the lowest cost possible, in an environmentally responsible manner.</p>
LAFCO	<p>General Policy Statement: The statutory goals of the LAFCO include the promotion of orderly growth and development by determining logical local boundaries [§56001], preservation of open space by encouraging development of vacant land within cities before annexation of vacant land adjacent to cities [§56377(b)], and preservation of prime agricultural land by guiding development away from presently undeveloped prime agricultural lands [§56377(a)].</p>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2014

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

Agenda Title

Proposed Modification to the approved Holiday Schedule for 2014

Recommended Action

As Necessary

Executive Summary

The Town of Discovery Bay's annual authorized Holiday Schedule (Adopted by Resolution 2013-20 on September, 19, 2013) includes 11 fixed paid holidays plus 2 floating holidays.

Staff recommends that the Board consider eliminating the following holidays from the authorized Holiday Schedule: Martin Luther King, Jr. Day; Veteran's Day; and one Floating Holiday. It should be noted that both Martin Luther King, Jr. Day and Veteran's Day will continue to be recognized (as an example, a number of staff worked this past Veteran's Day when the Blue Star Memorial By-Way was dedicated).

The four work days between Christmas Day and New Year's Day are very inefficient work days. During this time, many members of the staff take vacation time to spend with family and friends. Subsequently, a "divide and conquer" coverage staffing plan is put in place allowing for a basic level of coverage. As many businesses close their offices during the week between Christmas and New Year's Day, regular business meetings and transactions generally grind to a halt. Additionally, during this past Christmas week, the number of walk-in and phone calls from the general public were also minimal. On an average work day, approximately 30-40 calls come in and approximately 3-6 people walk-in to conduct business. Last week was but a fraction of that – over the entire week only 30 calls came in and 3 people came in to conduct business.

Staff recommends that the Board consider the following: Eliminate the three paid holidays as described above and transfer those days to the time between Christmas Day and New Year's Day, and require employees to take a vacation day to make up the four work days that occur between Christmas Day and New Year's Day. This will allow for more productivity on the days to be worked and eliminate those unproductive days that take place over the Holidays. A pilot program for 2014 can also be implemented in order that the Board has the opportunity to revert to the current schedule if after 2014 it is deemed to not be effective.

This action is being brought to the Board at this time as the first scheduled Holiday is Monday, January 20, 2014. If approved, staff will return to the Board with an adopting resolution at a later date.

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

2014 Authorized Holiday Schedule

AGENDA ITEM: I-4

ARTICLE 3
HOLIDAYS, VACATION, LEAVES OF ABSENCE

Section 3.1. Holidays. The Town observes the following standard holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Birthday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday Following Thanksgiving
Christmas Eve
Christmas Day
Floating Holiday

Employee's Birthday (To be taken within two weeks before or two weeks after the Birthday)

A. Eligibility. Unless otherwise provided in this policy, all regular full-time employees will receive time off with pay at their normal base rate unless otherwise provided in this Manual. Regular part-time employees receive holiday time off, with pay pro-rated according to the number of weekly hours they are scheduled to work. PST Employees are not eligible for paid holiday benefits. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

B. Weekends and Vacations. Holidays are to be taken on the day they occur. Holidays (including an Employee's Birthday holiday) which fall on Saturday will be observed the preceding Friday, and those which fall on Sunday will be observed the following Monday. The use of the Birthday holiday must be approved in advance by the employee's supervisor and must be taken two weeks before or two weeks after the Birthday. This requirement may be waived at the discretion of the General Manager with prior written approval. If an employee's birthday falls on the day of an already recognized holiday set forth in this section, the Birthday holiday may be used on the day preceding or following the already recognized holiday at the discretion of the General Manager. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.

C. Pay In Lieu of Time Off. The Town may, in its sole discretion, require some or all employees to work on Town-observed holidays, in which case the Town will provide pay in lieu of time off.

Section 3.2. Vacation Policy. The Town provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The Town believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the Town personally satisfying.



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