



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday

February 17, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 17, 2016
REGULAR MEETING 7:00 P.M.**

Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

1. PG&E update on gas line maintenance project in Discovery Bay
2. Review Draft Five-Year Water and Five-Year Wastewater Rate Studies covering the period FY 2017-18 through FY 2021-22

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of annual workshop meeting for January 30, 2016
2. Approval of DRAFT minutes of special (CS) meeting for January 30, 2016
3. Approval of DRAFT minutes of regular meeting for February 3, 2016
4. Approve Register of District Invoices
5. Board Member Training Sessions

F. BUSINESS AND ACTION ITEMS

1. Proposal by Contra Costa Library System to provide limited library services in Discovery Bay
2. Consideration of Facility Upgrades to Wastewater Treatment Plant #2 and the Community Center
3. Award of Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction
4. Adoption of Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1.

H. VEOLIA REPORT

1. Veolia Report – Month of January 2016

I. MANAGER'S REPORTS – Discussion and Possible Action

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

1. Considerations for District Office redesign

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting of March 2, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

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

Agenda Title

Review Draft Five-Year Water and Five-Year Wastewater Rate Studies covering the period FY 2017-18 through FY 2021-22.

Recommended Action

Receive and Comment

Executive Summary

At the Board meeting of July 1, 2015, the Board authorized a contract with Bartle Wells Associates (BWA) to conduct separate rate studies for both the water and wastewater enterprises, respectively.

Staff, along with BWA staff will be presenting the draft Bartle Wells Five-Year Rate Study at the meeting.

Fiscal Impact:

Amount Requested \$TBD
Sufficient Budgeted Funds Available?: Yes,
Prog/Fund # 20/21-1150. Category: CIP Building and Improvements

Previous Relevant Board Actions for This Item

July 1, 2015 Award of Contract to Bartle Wells Associates

Attachments

Draft Rate Studies

AGENDA ITEM: C-2

Town of Discovery Bay Community Services District



Wastewater Rate Study Tables

DRAFT FOR REVIEW

2/9/2016



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

TABLE ES-1

PROPOSED WASTEWATER

11.00%

11.00%

4.0%

4.0%

4.0%

| WASTEWATER | Proposed FY 2015/16 | | Proposed FY 2016/17 | | Proposed FY 2017/18 | | Proposed FY 2018/19 | | Proposed FY 2019/20 | | Proposed FY 2020/21 | |
|------------------------------------|---------------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|------------------|
| | Monthly (\$/month) | Yearly (\$/year) |
| Residential Unmetered | | | | | | | | | | | | |
| Single Family - Each DU | \$61.95 | \$743.36 | \$68.76 | \$825.13 | \$76.32 | \$915.89 | \$79.38 | \$952.53 | \$82.55 | \$990.63 | \$85.85 | \$1,030.26 |
| Multiple Family/Condos - Each DU | \$46.46 | \$557.56 | \$51.57 | \$618.89 | \$57.25 | \$686.97 | \$59.54 | \$714.45 | \$61.92 | \$743.03 | \$64.40 | \$772.75 |
| Nonresidential Metered | Use (\$/ccf) | |
| Business/Government/Clubs | \$4.303 | | \$4.776 | | \$5.302 | | \$5.514 | | \$5.734 | | \$5.964 | |
| Restaurants/Bars/Dining Facilities | \$12.601 | | \$13.987 | | \$15.526 | | \$16.147 | | \$16.793 | | \$17.464 | |
| Schools | \$3.873 | | \$4.299 | | \$4.772 | | \$4.963 | | \$5.161 | | \$5.368 | |
| Other Domestic Strength Users | \$4.303 | | \$4.776 | | \$5.302 | | \$5.514 | | \$5.734 | | \$5.964 | |

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

Table 1
Town of Discovery Bay
Water and Wastewater Rate Study
Current FY2015/16 Wastewater Service Charge Revenues

Property Tax Roll

| Unmetered Water | Number of Parcels | Annual Fee | Total Annual Revenues |
|----------------------------------|--------------------------|-------------------|------------------------------|
| Single Family - Each DU | 5,478 | \$743.36 | \$4,072,000 |
| Multiple Family/Condos - Each DU | 224 | \$557.56 | \$125,000 |
| Vacant | 370 | \$224.00 | \$83,000 |
| Total | 5,702 | | \$4,280,000 |

| | | |
|------------------------------------|----------|------------------|
| Business/Government/Clubs | \$4.303 | |
| Restaurants/Bars/Dining Facilities | \$12.601 | |
| Schools | \$3.873 | |
| Other Domestic Strength Users | \$4.303 | |
| Typical Revenue | | \$126,880 |

Table 2
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Capital Cash Flows

| | Current FY2016 | Projected FY2017 | Projected FY2018 | Projected FY2019 | Projected FY2020 |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning balance | \$1,146,000 | \$7,255,000 | \$212,000 | \$429,000 | \$646,000 |
| Revenues | | | | | |
| Capacity Fees | 160,000 | 25,000 | 25,000 | 25,000 | 7,600,000 |
| Remaining Proceeds from 2012 Bonds | 1,500,000 | | | | |
| New Debt Proceeds | 7,400,000 | | | 0 | |
| Transfer from Operating Fund | 0 | <u>1,000,000</u> | <u>700,000</u> | <u>700,000</u> | <u>700,000</u> |
| Total Revenues | 9,060,000 | 1,025,000 | 725,000 | 725,000 | 8,300,000 |
| Capital Improvements | | | | | |
| Bond Financed Projects | | | | | |
| Splitter Box, OX ditch, Clarifier, RAS Pumps at P2 | <u>2,004,000</u> | 0 | 0 | 0 | 0 |
| Total Bond Financed Projects | 2,004,000 | 0 | 0 | 0 | 0 |
| Regulatory Improvements | | | | | |
| Filter Project | 0 | 7,400,000 | 0 | 0 | 0 |
| Dentrifying Project [1] | 0 | 0 | 0 | 0 | <u>7,597,000</u> |
| Total Growth Induced Projects | 0 | 7,400,000 | 0 | 0 | 7,597,000 |
| Repair and Replacement Projects | | | | | |
| Plant 1 Headwork cleaning, repairs & coating | 25,000 | 0 | 0 | 0 | 0 |
| Rehab Transfer station plant 1 and 2 | 30,000 | 0 | 0 | 0 | 0 |
| Street Coating of plant 1 and portion of Channel Rd | 0 | 20,000 | 0 | 0 | 0 |
| Upgrade Ox Ditch 1 | 0 | 150,000 | 0 | 0 | 0 |
| Upgrade Ox Ditch 2 | 50,000 | 0 | 0 | 0 | 0 |
| Sandblast & Epoxy Clarifier #1 WWTP#1 | 75,000 | 0 | 0 | 0 | 0 |
| Annual Rehab Manholes | 18,000 | 18,000 | 18,000 | 18,000 | 20,000 |
| Annual Raise Manholes | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Annual Lift Station Improvements | 310,000 | 330,000 | 350,000 | 350,000 | 350,000 |
| Annual SCADA Improvements | 50,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Portable Light Trailer [2] | 9,000 | 0 | 0 | 0 | 0 |
| Vehicle Storage [2] | <u>120,000</u> | 0 | 0 | 0 | 0 |
| Total Repair and Replacement Projects | 697,000 | 548,000 | 398,000 | 398,000 | 400,000 |
| Veolia Recommended Projects | | | | | |
| Control Panels | 150,000 | 0 | 0 | 0 | 0 |
| Headworks | 90,000 | 0 | 0 | 0 | 0 |
| Replace Lagoon Dredge | 0 | 110,000 | 0 | 0 | 0 |
| Plant 2 Clarifier | 0 | 0 | 100,000 | 100,000 | 0 |
| Misc. | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> | <u>10,000</u> |
| Total Veolia Projects | 250,000 | 120,000 | 110,000 | 110,000 | 10,000 |
| Total Capital Improvements | 2,951,000 | 8,068,000 | 508,000 | 508,000 | 8,007,000 |
| Total Net Revenues | 6,109,000 | (7,043,000) | 217,000 | 217,000 | 293,000 |
| Capital Ending balance | 7,255,000 | 212,000 | 429,000 | 646,000 | 939,000 |
| Unfunded Projects NOT Included in Cash Flows | | | | | |
| District Offices [2] | 90,000 | 1,440,000 | 0 | 0 | 0 |

Note: If development does not occur, growth induced projects will be delayed.

[1] Original amount of \$6,750,000 escalated 3% year over year.

[2] Wastewater Fund share 60%

Table 3
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Operating Cash Flows

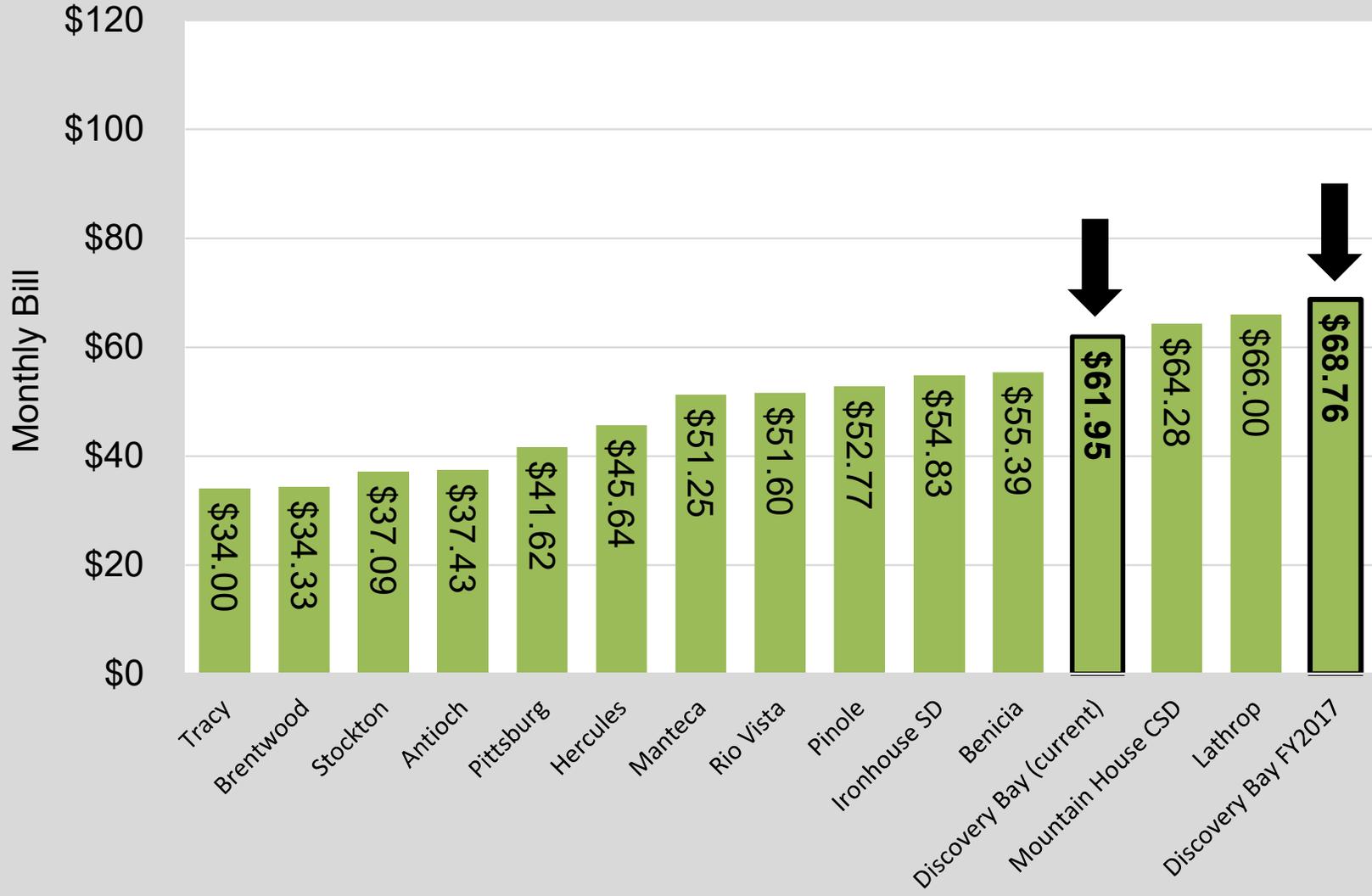
| | Current FY2016 | Projected FY2017 | Projected FY2018 | Projected FY2019 | Projected FY2020 | Projected FY2021 |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning balance | \$2,508,000 | \$2,463,000 | \$1,741,000 | \$1,500,000 | \$1,385,000 | \$1,403,000 |
| Rate Increase | | 11.00% | 11.00% | 4.00% | 4.00% | 4.00% |
| Monthly Rate | \$61.95 | \$68.76 | \$76.32 | \$79.38 | \$82.55 | \$85.85 |
| New Customers | | 5 | 5 | 5 | 5 | 5 |
| Total Equivalents | 5,758 | 5,763 | 5,768 | 5,773 | 5,778 | 5,783 |
| Revenues | | | | | | |
| Wastewater service | | | | | | |
| Zone 9 Reimbursement | 89,000 | 89,000 | 89,000 | 89,000 | 89,000 | 89,000 |
| Other & Misc | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Property Taxes (unmetered) | 4,280,000 | 4,755,000 | 5,283,000 | 5,499,000 | 5,724,000 | 5,958,000 |
| Metered sewer flow | <u>127,000</u> | <u>127,000</u> | <u>141,000</u> | <u>147,000</u> | <u>153,000</u> | <u>159,000</u> |
| Total revenues | 4,556,000 | 5,031,000 | 5,573,000 | 5,795,000 | 6,026,000 | 6,266,000 |
| % increase in expenses | | | 3.0% | 3.0% | 3.0% | 3.0% |
| Expenses | | | | | | |
| Operating Expenses | | | | | | |
| Admin & Inter Govt. & Board | 463,000 | 463,000 | 463,000 | 477,000 | 491,000 | 506,000 |
| Staffing & Consulting Serv | 753,000 | 684,000 | 684,000 | 684,000 | 684,000 | 684,000 |
| Operations & Maint | 1,256,000 | 1,233,000 | 1,270,000 | 1,308,000 | 1,347,000 | 1,387,000 |
| Utilities | 484,000 | 484,000 | 499,000 | 514,000 | 529,000 | 545,000 |
| Service Contract [1] | <u>900,000</u> | <u>900,000</u> | <u>965,000</u> | <u>994,000</u> | <u>1,024,000</u> | <u>1,055,000</u> |
| Total Operating Expenses | 3,856,000 | 3,764,000 | 3,881,000 | 3,977,000 | 4,075,000 | 4,177,000 |
| Net Operating Revenues | 700,000 | 1,267,000 | 1,692,000 | 1,818,000 | 1,951,000 | 2,089,000 |
| Debt Service | | | | | | |
| 2012 Revenue Bonds Debt Service | 745,000 | 745,000 | 745,000 | 745,000 | 745,000 | 738,000 |
| 2016 New Debt Service [2] | 0 | <u>244,000</u> | <u>488,000</u> | <u>488,000</u> | <u>488,000</u> | <u>488,000</u> |
| Total Debt Service | 745,000 | 989,000 | 1,233,000 | 1,233,000 | 1,233,000 | 1,226,000 |
| Debt Service Coverage | 0.94 | 1.28 | 1.37 | 1.47 | 1.58 | 1.70 |
| Total Expenses | 4,601,000 | 4,753,000 | 5,114,000 | 5,210,000 | 5,308,000 | 5,403,000 |
| Net Revenues | (45,000) | 278,000 | 459,000 | 585,000 | 718,000 | 863,000 |
| Transfer to Capital Fund | 0 | 1,000,000 | 700,000 | 700,000 | 700,000 | 700,000 |
| O&M Ending balance | 2,463,000 | 1,741,000 | 1,500,000 | 1,385,000 | 1,403,000 | 1,566,000 |
| O&M Minimum balance target [3] | 1,285,000 | 1,255,000 | 1,294,000 | 1,326,000 | 1,358,000 | 1,392,000 |

1 - Assumed increase in FY2017 due to contract renegotiation

2 - 30 years at 5% plus \$100,000 issuance costs (concurrent with FY2016 Water issuance); half payment in FY2017

3 - 4 months O&M expenses

Single Family Residential Wastewater Bill Survey



Town of Discovery Bay Community Services District



Water Rate Study Tables 10 Year Meter Payback w/Financing DRAFT FOR REVIEW

2/9/2016



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

**Table 1: Current FY2016 Service Charge Revenues
Town of Discovery Bay
Water Rate Study**

| Billed Monthly (Metered Customers) | | | | Metered Rate (\$/ccf) | \$1.512 |
|---|----------------------|--------------------|---------------------------------|---|------------------------------|
| Meter Size | No/ of Meters | Monthly Fee | Meter Fee Annual Revenue | Estimated Annual Water Use (ccf) | Annual Water Use Fees |
| Residential | | | | | |
| 1" | 2,089 | \$9.98 | \$250,179 | 309,418 | \$468,000 |
| Subtotal Residential | 2,089 | | | | |
| Nonresidential | | | | | |
| Sandy Cove Shop. Center | | | | | |
| 1" | 1 | \$9.98 | \$119.76 | | |
| 2" | 7 | \$31.96 | \$2,684.64 | | |
| Lakeview Business Plaza | | | | | |
| 4" | 1 | \$99.86 | \$1,198.32 | | |
| Other Metered | | | | | |
| 1" | 6 | \$9.98 | \$718.56 | | |
| 1.5" | 7 | \$19.98 | \$1,678.32 | | |
| 2" | 2 | \$31.96 | \$767.04 | | |
| 3" | 3 | \$63.91 | \$2,300.76 | | |
| 4" | 1 | \$99.86 | \$1,198.32 | | |
| Irrigation | | | | | |
| 5/8" | 1 | \$3.02 | \$36.24 | | |
| 1" | 19 | \$3.02 | \$688.56 | | |
| 1.5" | 15 | \$6.04 | \$1,087.20 | | |
| 2" | 25 | \$9.67 | \$2,901.00 | | |
| 3" | 2 | \$19.34 | \$464.16 | | |
| 4" | 5 | \$30.21 | \$1,812.60 | | |
| Subtotal Nonresidential | 95 | | \$17,655.48 | 152,266 | \$230,000 |
| Total Metered Customers | 2,184 | | \$267,834 | 461,684 | \$698,000 |

| Property Tax Roll | | | |
|--------------------------|--------------------------|-------------------|------------------------------|
| Unmetered Water | Number of Parcels | Annual Fee | Total Annual Revenues |
| Condos w/irrigation | 50 | \$394.28 | \$20,000 |
| Condos w/o irrigation | 174 | \$258.18 | \$45,000 |
| Vacant & Waterways | 372 | \$176.00 | \$65,000 |
| Unmetered Water | | | |
| <5,000 SF | 87 | \$394.28 | \$34,302 |
| 5,001 to 10,000 SF | 2,867 | \$498.66 | \$1,429,658 |
| >10,000 SF | 340 | \$603.02 | \$205,027 |
| Total | 3,890 | | \$1,798,987 |

Summary

| | |
|----------------|--------------------|
| Metered | \$965,834 |
| Unmetered | \$1,798,987 |
| 2% Delinquency | (\$55,000) |
| Total | \$2,709,822 |

**Table 2: FY2016 Count of Metered Water Customers
Town of Discovery Bay
Water Rate Study**

| Meter Size | No. of Customers | Current Monthly Charge | Current Ratio | FY2016 Current Number of Equivalents |
|---------------------------------------|-------------------------|-------------------------------|----------------------|---|
| Metered Rate (\$/ccf) | | \$1.512 | | |
| Residential & Commercial | | | | |
| 1" | 2,096 | \$9.98 | 1.0 | 2,096 |
| 1.5" | 7 | \$19.98 | 2.0 | 14 |
| 2" | 9 | \$31.96 | 3.2 | 29 |
| 3" | 3 | \$63.91 | 6.4 | 19 |
| 4" | 2 | \$99.86 | 10.0 | 20 |
| 6" | 0 | \$199.72 | 20.0 | 0 |
| Total | 2,117 | | | 2,178 |
| Irrigation | | | | |
| 5/8" | 1 | \$3.02 | 1.0 | 1 |
| 1" | 19 | \$3.02 | 1.0 | 19 |
| 1.5" | 15 | \$6.04 | 2.0 | 30 |
| 2" | 25 | \$9.67 | 3.2 | 80 |
| 3" | 2 | \$19.34 | 6.4 | 13 |
| 4" | 5 | \$30.21 | 10.0 | 50 |
| 6" | 0 | \$60.42 | 20.0 | 0 |
| Total | 67 | | | 193 |
| Total Metered Customers FY2016 | | 2,184 | Meter eq | 2,371 |

Table 3: FY2016 Count of Unmetered Water Customers
Town of Discovery Bay
Water Rate Study

| Unmetered Water Type of Customer | Number of Parcels | Current Annual Fee | Ratio to 5,001 to 10,000 SF Charge | Unmetered Equivalents | FY2016 Total Annual Revenues |
|---|--------------------------|---------------------------|---|------------------------------|-------------------------------------|
| Condos w/irrigation | 50 | \$394.28 | 0.79 | 39.53 | \$19,714 |
| Condos w/o irrigation | 174 | \$258.18 | 0.52 | 90.09 | \$44,923 |
| Vacant | 372 | \$176.00 | 0.35 | 131.30 | \$65,472 |
| Unmetered Water | | | | | |
| <5,000 SF | 87 | \$394.28 | 0.79 | 68.79 | \$34,302 |
| 5,001 to 10,000 SF | 2,867 | \$498.66 | 1.00 | 2,867.00 | \$1,429,658 |
| >10,000 SF | <u>340</u> | \$603.02 | 1.21 | <u>411.16</u> | <u>\$205,027</u> |
| Total | 3,890 | | | 3,607.86 | \$1,799,000 |

**Table 4: Reserves
Town of Discovery Bay
Water Rate Study**

| Reserves | FY2015/16 Budget | Water | Wastewater |
|--|-------------------------|--------------------|--------------------|
| Water & Wastewater Operating Reserves [1] | \$4,180,213 | \$1,672,085 | \$2,508,128 |
| Sewer Infrastructure Replacement Fund | \$950,000 | \$0 | \$950,000 |
| Pumps/Motors Replacement Fund | \$240,000 | \$240,000 | \$0 |
| Water Infrastructure Replacement Fund | \$859,143 | \$859,143 | \$0 |
| Generators Replacement Fund [1] | \$75,000 | \$30,000 | \$45,000 |
| Facilities & Vehicles Replacement Fund [1] | \$252,204 | \$100,882 | \$151,322 |
| Operating Reserves Total | \$4,180,213 | \$1,672,085 | \$2,508,128 |
| Infrastructure Replacement Total | \$2,376,347 | \$1,230,025 | \$1,146,322 |
| Total Reserves | \$6,556,560 | \$2,902,110 | \$3,654,450 |

1 - 40% of funds allocated to the water enterprise

Table 5: Water Capital Cash Flows
Town of Discovery Bay
Water Rate Study

| | Current FY2016 | Projected FY2017 | Projected FY2018 | Projected FY2019 | Projected FY2020 |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Balance | \$1,230,000 | \$2,489,000 | \$2,359,000 | \$487,000 | \$313,000 |
| Revenues | | | | | |
| Capacity Fees | 40,000 | 20,000 | 53,000 | 55,000 | 56,000 |
| Transfer from Operating | 150,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| Debt Proceeds (Meter Install Projects & Well 8) | <u>4,275,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total revenues | <u>4,465,000</u> | <u>370,000</u> | <u>403,000</u> | <u>405,000</u> | <u>406,000</u> |
| Capital Improvements | | | | | |
| Meter Equipment & Installation | 2,575,000 | 0 | 0 | 0 | 0 |
| Truck for Meter Reading | 50,000 | 0 | 0 | 0 | 0 |
| Growth Induced Projects [1] | | | | | |
| Recycle Pump Upgrade - Newport | 0 | 0 | 0 | 29,000 | 0 |
| Total Growth Induced Projects | 0 | 0 | 0 | 29,000 | 0 |
| Repair and Replacement Projects | | | | | |
| Well 8 | 0 | 0 | 1,700,000 | 0 | 0 |
| Portable Light Trailer [2] | 6,000 | 0 | 0 | 0 | 0 |
| Vehicle Storage [2] | 80,000 | 0 | 0 | 0 | 0 |
| Replace 8" Main mainline w/ 16" C905 | 250,000 | 250,000 | 500,000 | 500,000 | 500,000 |
| Storm Drain repairs at Newport WTP | 8,000 | 0 | 0 | 0 | 0 |
| Meter repair and replacement | <u>167,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Repair and Replacement Projects | 511,000 | 250,000 | 2,200,000 | 500,000 | 500,000 |
| Veolia Recommended Projects | | | | | |
| Well 4, Newport WTP | 70,000 | 0 | 0 | 0 | 0 |
| Newport WTP PLC | 0 | 125,000 | 0 | 0 | 0 |
| Willow Lk WTP PLC | 0 | 125,000 | 0 | 0 | 0 |
| Newport WTP Filter Replacements | 0 | 0 | 0 | 50,000 | 0 |
| Willow Lk WTP Filter Replacements | <u>0</u> | <u>0</u> | <u>75,000</u> | <u>0</u> | <u>0</u> |
| Total Veolia Projects | 70,000 | 250,000 | 75,000 | 50,000 | 0 |
| Total Capital Improvements | 3,206,000 | 500,000 | 2,275,000 | 579,000 | 500,000 |
| Total net revenues | 1,259,000 | (130,000) | (1,872,000) | (174,000) | (94,000) |
| Ending Balance | 2,489,000 | 2,359,000 | 487,000 | 313,000 | 219,000 |
| Unfunded Projects NOT Included in Cash Flows [3] | | | | | |
| Treatment Filter Unit at Willow Lk WTP | 0 | 0 | 0 | 0 | 328,000 |
| New Backwash Tank at Willow Lk WTP | 0 | 0 | 0 | 0 | 456,000 |
| New Recycle Pumps at Willow Lk WTP, 3 pumps | 0 | 0 | 0 | 0 | 91,000 |
| New Water Storage Tank - Newport WTP | 0 | 0 | 0 | 0 | 1,368,000 |
| District Offices [2] | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>1,292,000</u> |
| Total Unfunded Projects | 0 | 0 | 0 | 0 | 3,535,000 |

[1] If development does not occur, growth induced projects will be delayed.

[2] Water Fund share 40%

[3] To be funded by developer fees as available

**Table 6: Estimated Annual Debt Service
Town of Discovery Bay
Water and Wastewater Rate Study**

| | Water Meters | Well 8 | Total |
|---------------------|---------------------|---------------|----------------|
| Project Cost | 2,575,000 | 1,700,000 | 4,275,000 |
| Issuance Costs | <u>100,000</u> | <u>0</u> | <u>100,000</u> |
| Total Financing | 2,675,000 | 1,700,000 | 4,375,000 |
| Term | 10 | 30 | |
| Rate | 3.00% | 5.00% | |
| Annual Debt Service | \$313,592 | \$110,587 | \$424,179 |
| Annual Debt Service | \$313,592 | | |
| Number of Homes | 3,518 | | |
| Rate per Month | \$7.43 | | |

Table 7: Water Operating Cash Flows
Town of Discovery Bay
Water Rate Study

| | Current FY2016 | Projected FY2017 | Projected FY2018 | Projected FY2019 | Projected FY2020 | Projected FY2021 |
|-------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Operating Balance | \$1,672,000 | \$1,668,000 | \$1,496,000 | \$1,395,000 | \$1,334,000 | \$1,318,000 |
| Revenues | | | | | | |
| Rate Revenue | 2,700,000 | 3,078,000 | 3,109,000 | 3,238,000 | 3,374,000 | 3,515,000 |
| Vacant Parcel | 65,000 | 64,000 | 62,000 | 60,000 | 58,000 | 57,000 |
| Meter Reading (\$1/mo) | 0 | 0 | 69,000 | 69,000 | 69,000 | 69,000 |
| Meter Reimbursements from Customers | 0 | 0 | 306,000 | 306,000 | 306,000 | 306,000 |
| Zone 9 Reimbursement | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 |
| Other & Misc | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| 2% Delinquency | <u>(55,000)</u> | <u>(62,000)</u> | <u>(62,000)</u> | <u>(65,000)</u> | <u>(67,000)</u> | <u>(70,000)</u> |
| Total Revenues | 2,811,000 | 3,181,000 | 3,585,000 | 3,709,000 | 3,841,000 | 3,978,000 |
| % increase in operating expenses | budget | estimate | 3.0% | 3.0% | 3.0% | 3.0% |
| Expenses | | | | | | |
| Operating Expenses | | | | | | |
| Admin & Inter Govt. & Board | 306,000 | 306,000 | 315,000 | 324,000 | 334,000 | 344,000 |
| Staffing & Consulting Serv | 676,000 | 684,000 | 705,000 | 726,000 | 748,000 | 770,000 |
| New Billing Specialist [1] | 0 | 16,000 | 32,000 | 33,000 | 34,000 | 35,000 |
| New Water Technician [2] | 0 | 26,000 | 52,000 | 54,000 | 56,000 | 58,000 |
| Operations & Maint | 674,000 | 667,000 | 687,000 | 708,000 | 729,000 | 751,000 |
| Utilities | 320,000 | 320,000 | 330,000 | 340,000 | 350,000 | 361,000 |
| Service Contract [3] | 600,000 | 645,000 | 664,000 | 684,000 | 705,000 | 726,000 |
| Meter Reading [4] | 0 | <u>38,000</u> | <u>38,000</u> | <u>38,000</u> | <u>38,000</u> | <u>38,000</u> |
| Total Operating Expenses | 2,576,000 | 2,702,000 | 2,823,000 | 2,907,000 | 2,994,000 | 3,083,000 |
| Net Operating Revenues | 235,000 | 479,000 | 762,000 | 802,000 | 847,000 | 895,000 |
| Debt Service | | | | | | |
| 2012 Revenue Bonds Debt Service | 89,000 | 89,000 | 89,000 | 89,000 | 89,000 | 89,000 |
| New Debt Service [5] | | <u>212,000</u> | <u>424,000</u> | <u>424,000</u> | <u>424,000</u> | <u>424,000</u> |
| Total Debt Service | 89,000 | 301,000 | 513,000 | 513,000 | 513,000 | 513,000 |
| Debt Service Coverage | 2.64 | 1.59 | 1.49 | 1.56 | 1.65 | 1.74 |
| Total Expenses | 2,665,000 | 3,003,000 | 3,336,000 | 3,420,000 | 3,507,000 | 3,596,000 |
| Total Net Revenues | 146,000 | 178,000 | 249,000 | 289,000 | 334,000 | 382,000 |
| Transfer to Capital | 150,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| O&M Ending balance | 1,668,000 | 1,496,000 | 1,395,000 | 1,334,000 | 1,318,000 | 1,350,000 |
| Minimum balance target [6] | 859,000 | 901,000 | 941,000 | 969,000 | 998,000 | 1,028,000 |

1 - Additional staff for billing newly metered customers. FY2017: 15 hrs per week at \$21/hr; FY2018: 30 hrs per week at \$21/hr; FY2019-2021 escalated by 3% annually

2 - Additional water technician staff. FY2017: 20 hrs per week at \$25/hr; FY2018: 40 hrs per week at \$25/hr; FY2019-2021 escalated by 3% annually

3 - Assumed increase in FY2016 due to contract renegotiation

4 - \$.89/month per meter (newly metered customers)

5 - Half payment in FY2017

6 - 4 months O&M expenses

Table 8: Combined Debt Service Coverage
Town of Discovery Bay
Water Rate Study

| | Current FY2016 | Projected FY2017 | Projected FY2018 | Projected FY2019 | Projected FY2020 |
|---------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| Water | \$2,811,000 | \$3,181,000 | \$3,585,000 | \$3,709,000 | \$3,841,000 |
| Sewer | <u>4,556,000</u> | <u>5,031,000</u> | <u>5,573,000</u> | <u>5,795,000</u> | <u>6,026,000</u> |
| Total Revenues | 7,367,000 | 8,212,000 | 9,158,000 | 9,504,000 | 9,867,000 |
| Operating Expenses | | | | | |
| Water operating expenses | 2,576,000 | 2,702,000 | 2,823,000 | 2,907,000 | 2,994,000 |
| Sewer operating expenses | <u>3,856,000</u> | <u>3,764,000</u> | <u>3,881,000</u> | <u>3,977,000</u> | <u>4,075,000</u> |
| Total Operating Expenses | 6,432,000 | 6,466,000 | 6,704,000 | 6,884,000 | 7,069,000 |
| Net Operating Revenues | 935,000 | 1,746,000 | 2,454,000 | 2,620,000 | 2,798,000 |
| Debt Service | | | | | |
| Water Debt Service | 89,000 | 301,000 | 513,000 | 513,000 | 513,000 |
| Sewer Debt Service | <u>0</u> | <u>244,000</u> | <u>488,000</u> | <u>488,000</u> | <u>488,000</u> |
| Total Debt Service | 89,000 | 545,000 | 1,001,000 | 1,001,000 | 1,001,000 |
| Debt Service Coverage | 10.51 | 3.20 | 2.45 | 2.62 | 2.80 |
| End of FY Reserves | | | | | |
| Water Operating | 1,668,000 | 1,496,000 | 1,395,000 | 1,334,000 | 1,318,000 |
| Water Capital | 2,489,000 | 2,359,000 | 487,000 | 313,000 | 219,000 |
| Sewer Operating | 2,463,000 | 1,286,000 | 1,237,000 | 1,316,000 | 1,529,000 |
| Sewer Capital | 6,940,000 | 607,000 | 674,000 | 741,000 | 884,000 |
| Total Reserves | 13,560,000 | 5,748,000 | 3,793,000 | 3,704,000 | 3,950,000 |
| 6months operating | 3,216,000 | 3,233,000 | 3,352,000 | 3,442,000 | 3,534,500 |

**Table 9: Allocation to Fixed and Variable Cost Centers
Town of Discovery Bay
Water Rate Study**

| Cost | FY2017 Estimated | Fixed | Variable |
|---|-------------------------|----------------------------|-----------------|
| Operating Expenses | | | |
| Admin & Inter Govt. & Board | 306,000 | 100% | 0% |
| Staffing & Consulting Serv | 684,000 | 100% | 0% |
| New Billing Specialist | 16,000 | 100% | 0% |
| New Water Technician | 26,000 | 100% | 0% |
| Operations & Maint | 667,000 | 75% | 25% |
| Utilities | 320,000 | 0% | 100% |
| Service Contract | 645,000 | 75% | 25% |
| Meter Reading | <u>38,000</u> | <u>0%</u> | <u>100%</u> |
| Total Operating Expenses | 2,702,000 | 2,016,000 | 686,000 |
| Debt Service | | | |
| 2012 Revenue Bonds Debt Service | 89,000 | 100% | 0% |
| New Debt Service | <u>212,000</u> | <u>59%</u> | <u>41%</u> |
| Total Debt Service | 301,000 | 214,000 | 87,000 |
| Transfer to Captial (R&R projects) | | | |
| | <u>350,000</u> | <u>100%</u> | <u>0%</u> |
| | 350,000 | 350,000 | 0 |
| Subtotal Expenses | 3,353,000 | 2,580,000 | 773,000 |
| Cost recovery adjustment based on maintenance and management of long- term water demand [1] | | <u>-55%</u> (1,419,000) | 1,419,000 |
| Total | 3,353,000 | 1,161,000 | 2,192,000 |
| Proposed Cost Allocation | | 35% | 65% |

1 - Base indoor/winter water use makes up about 55% of total metered water use under drought conditions. Therefore, 55% of fixed costs are reallocated to the variable cost center to reflect the costs associated with long-term, stable water use. The Town make water system operations, management, repair, and maintenance decisions based on long-term stable demand. Thus, these fixed costs can be collected from the volume rate on a proportional basis.

**Table 10: Revenue Requirement
Town of Discovery Bay
Water Rate Study**

| | Estimated FY2016 | FY2017 | FY2018 |
|--|---------------------|--------------------|--------------------|
| Non-rate Revenues | | | |
| Use of Reserves | | 170,000 | 100,000 |
| Vacant Parcel Charge | | 64,000 | 62,000 |
| Meter Reading | | 0 | 69,000 |
| Meter Reimbursements | | 0 | 306,000 |
| Other Non-Rate Revenue | | <u>101,000</u> | <u>101,000</u> |
| Total Non-rate Revenues | | 335,000 | 638,000 |
| Expenses | | | |
| Operating Costs | | 2,702,000 | 2,823,000 |
| Debt Service Costs | | 301,000 | 513,000 |
| Capital Costs | | 350,000 | 350,000 |
| Contribution to Reserves | | <u>0</u> | <u>0</u> |
| Total Costs | | 3,353,000 | 3,686,000 |
| Net | | (3,018,000) | (3,048,000) |
| Revenue Requirement | | 3,018,000 | 3,048,000 |
| Rate Revenue Requirement w/2% delinquency | 2,710,000 | 3,080,000 | 3,110,000 |
| % increase | | 13.65% | 0.97% |
| Fixed (30%) | | 924,000 | |
| Volume (70%) | | 2,156,000 | |
| Fixed (35%) | | | 1,089,000 |
| Volume (65%) | | | 2,021,000 |
| <hr/> | | | |
| Fixed Equivalent Rate | | 5,892 \$13.07 | 5,901 \$15.38 |

Table 11: FY2017 Fixed Charge Calculation
Town of Discovery Bay
Water Rate Study

| Customer | No. of Customers | Water Meter Capacity | Fire Service | Proposed Ratio | 2017 Total Equivalents |
|---|-------------------------|-----------------------------|---------------------|-----------------------|-------------------------------|
| Metered | | | | | |
| Residential & Commercial | | | | | |
| 1" | 2,101 | 0.94 | 0.06 | 1.00 | 2,101.00 |
| 1.5" | 7 | 1.88 | 0.12 | 2.00 | 14.01 |
| 2" | 9 | 3.01 | 0.19 | 3.20 | 28.82 |
| 3" | 3 | 6.02 | 0.38 | 6.40 | 19.21 |
| 4" | 2 | 9.41 | 0.60 | 10.01 | 20.01 |
| 6" | 0 | 18.81 | 1.20 | 20.01 | <u>0.00</u> |
| Total | 2,122 | | | | 2,183.06 |
| Irrigation | | | | | |
| 5/8" | 6 | 0.94 | | 0.94 | 5.64 |
| 1" | 24 | 0.94 | | 0.94 | 22.56 |
| 1.5" | 15 | 1.88 | | 1.88 | 28.20 |
| 2" | 25 | 3.01 | | 3.01 | 75.20 |
| 3" | 2 | 6.02 | | 6.02 | 12.03 |
| 4" | 5 | 9.40 | | 9.40 | 47.00 |
| 6" | <u>0</u> | 18.80 | | 18.80 | <u>0.00</u> |
| Total | 77 | 0.00 | | | 190.63 |
| Unmetered | | | | | |
| Condos w/irrigation | 50 | 0.94 | 0.06 | 1.00 | 50.00 |
| Condos w/o irrigation | 174 | 0.94 | 0.06 | 1.00 | 174.00 |
| Unmetered Water | | | | | |
| <5,000 SF | 87 | 0.94 | 0.06 | 1.00 | 87.00 |
| 5,001 to 10,000 SF | 2,867 | 0.94 | 0.06 | 1.00 | 2,867.00 |
| >10,000 SF | <u>340</u> | 0.94 | 0.06 | 1.00 | <u>340.00</u> |
| | 3,518 | | | | 3,518 |
| Total Fixed Charge Eq | 5,717 | | | | 5,892 |
| FY2017 Fixed Charge Revenue Requirement | | | | | \$924,000 |
| Rate (\$/mo) | | | | | \$13.07 |

Table 12: FY2018 Fixed Charge Calculation
Town of Discovery Bay
Water Rate Study

| Customer | No. of Customers | Water Meter Capacity | Fire Service | Proposed Ratio | 2017 Total Equivalents |
|---|-------------------------|-----------------------------|---------------------|-----------------------|-------------------------------|
| Metered | | | | | |
| Residential & Commercial | | | | | |
| 1" | 5,624 | 0.94 | 0.06 | 1.00 | 5,624.00 |
| 1.5" | 7 | 1.88 | 0.12 | 2.00 | 14.01 |
| 2" | 9 | 3.01 | 0.19 | 3.20 | 28.82 |
| 3" | 3 | 6.02 | 0.38 | 6.40 | 19.21 |
| 4" | 2 | 9.41 | 0.60 | 10.01 | 20.01 |
| 6" | 0 | 18.81 | 1.20 | 20.01 | <u>0.00</u> |
| Total | 5,645 | | | | 5,706.06 |
| Irrigation | | | | | |
| 5/8" | 11 | 0.94 | | 0.94 | 10.34 |
| 1" | 24 | 0.94 | | 0.94 | 22.56 |
| 1.5" | 15 | 1.88 | | 1.88 | 28.20 |
| 2" | 25 | 3.01 | | 3.01 | 75.20 |
| 3" | 2 | 6.02 | | 6.02 | 12.03 |
| 4" | 5 | 9.40 | | 9.40 | 47.00 |
| 6" | 0 | 18.80 | | 18.80 | <u>0.00</u> |
| Total | 82 | 0.00 | | | 195.33 |
| Unmetered | | | | | |
| Condos w/irrigation | 0 | 0.94 | 0.06 | 1.00 | 0.00 |
| Condos w/o irrigation | 0 | 0.94 | 0.06 | 1.00 | 0.00 |
| Unmetered Water | | | | | |
| <5,000 SF | 0 | 0.94 | 0.06 | 1.00 | 0.00 |
| 5,001 to 10,000 SF | 0 | 0.94 | 0.06 | 1.00 | 0.00 |
| >10,000 SF | <u>0</u> | 0.94 | 0.06 | 1.00 | <u>0.00</u> |
| | 0 | | | | 0 |
| Total Fixed Charge Eq | 5,727 | | | | 5,901 |
| FY2017 Fixed Charge Revenue Requirement | | | | | \$1,089,000 |
| Rate (\$/mo) | | | | | \$15.38 |

Table 13: Volume Rate Calculation
Town of Discovery Bay
Water Rate Study

| | FY2017 | FY2018 |
|----------------------------|----------------|---------------|
| Volume Revenue Requirement | \$2,156,000 | \$2,021,000 |
| Estimated Water Use | | |
| Metered | 463,484 | 1,062,695 |
| Unmetered | <u>871,920</u> | <u>0</u> |
| Total Water Use (ccf) | 1,335,404 | 1,062,695 |
| Rate (\$/ccf) | \$1.614 | \$1.902 |

**Table 14: Service Charge Projection
Town of Discovery Bay
Water Rate Study**

| | Current FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 |
|---|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Increase in typical monthly bill (metered) | | 17.2% | 17.3% | 4% | 4% | 4% |
| Typical Bill (15 ccf/month) | \$32.66 | \$37.29 | \$43.90 | \$45.66 | \$47.49 | \$49.39 |
| Meter Reading Fee | | <u>\$1.00</u> | <u>\$1.00</u> | <u>\$1.00</u> | <u>\$1.00</u> | <u>\$1.00</u> |
| Total Bill | \$32.66 | \$38.29 | \$44.90 | \$46.66 | \$48.49 | \$50.39 |
| Meter Payback Charge (\$/month) | | \$7.43 | \$7.43 | \$7.43 | \$7.43 | \$7.43 |
| Water Use | | | | | | |
| Annual Metered Consumption (ccf) [1] | 461,684 | 463,484 | 1,062,695 | 1,064,495 | 1,066,295 | 1,068,095 |
| Rate | \$1.512 | \$1.614 | \$1.902 | \$1.98 | \$2.06 | \$2.14 |
| Total Water Use Revenue | \$698,000 | \$748,000 | \$2,021,000 | \$2,105,000 | \$2,193,000 | \$2,285,000 |
| Water Meter Fixed Charge | | | | | | |
| Residential and Commercial | | | | | | |
| New Development [2] | | 5 | 5 | 5 | 5 | 5 |
| Newly Metered Customers | | 0 | 3,518 | 0 | 0 | 0 |
| Existing Customers | <u>2,178</u> | <u>2,178</u> | <u>2,183</u> | <u>5,706</u> | <u>5,711</u> | <u>5,716</u> |
| Total Equivalents | 2,178 | 2,183 | 5,706 | 5,711 | 5,716 | 5,721 |
| Monthly Charge | \$9.98 | \$13.07 | \$15.38 | \$15.99 | \$16.63 | \$17.30 |
| Annual Revenue | \$261,000 | \$342,000 | \$1,053,000 | \$1,096,000 | \$1,141,000 | \$1,188,000 |
| Irrigation | | | | | | |
| New Customers | | 5 | 5 | 5 | 5 | 5 |
| Existing | 193 | 193 | 198 | 203 | 208 | 213 |
| Monthly Charge | \$3.02 | \$12.29 | \$14.46 | \$15.03 | \$15.63 | \$16.26 |
| Annual Revenue | \$7,000 | \$29,000 | \$35,000 | \$37,000 | \$40,000 | \$42,000 |
| Water Meter Fixed Charge Revenue | \$268,000 | \$371,000 | \$1,088,000 | \$1,133,000 | \$1,181,000 | \$1,230,000 |
| Unmetered Customers | | | | | | |
| Number of Unmetered Equivalents | 3,477 | 3,476 | | | | |
| Unmetered Monthly Charge 5,001 to 10,000 SF | \$41.56 | \$46.97 | | | | |
| Unmetered Water Charge Revenue | \$1,734,000 | \$1,959,000 | | | | |
| Total Water Service Revenue | \$2,700,000 | \$3,078,000 | \$3,109,000 | \$3,238,000 | \$3,374,000 | \$3,515,000 |
| Vacant Parcels [2] | 372 | 362 | 352 | 342 | 332 | 322 |
| Vacant Parcel Charge | \$14.67 | \$14.67 | \$14.67 | \$14.67 | \$14.67 | \$14.67 |
| Vacant Parcel Revenue | \$65,000 | \$64,000 | \$62,000 | \$60,000 | \$58,000 | \$57,000 |

Note: Revenues shown in this table do not have a delinquency factor included. A delinquency factor is added into the revenues in subsequent tables.

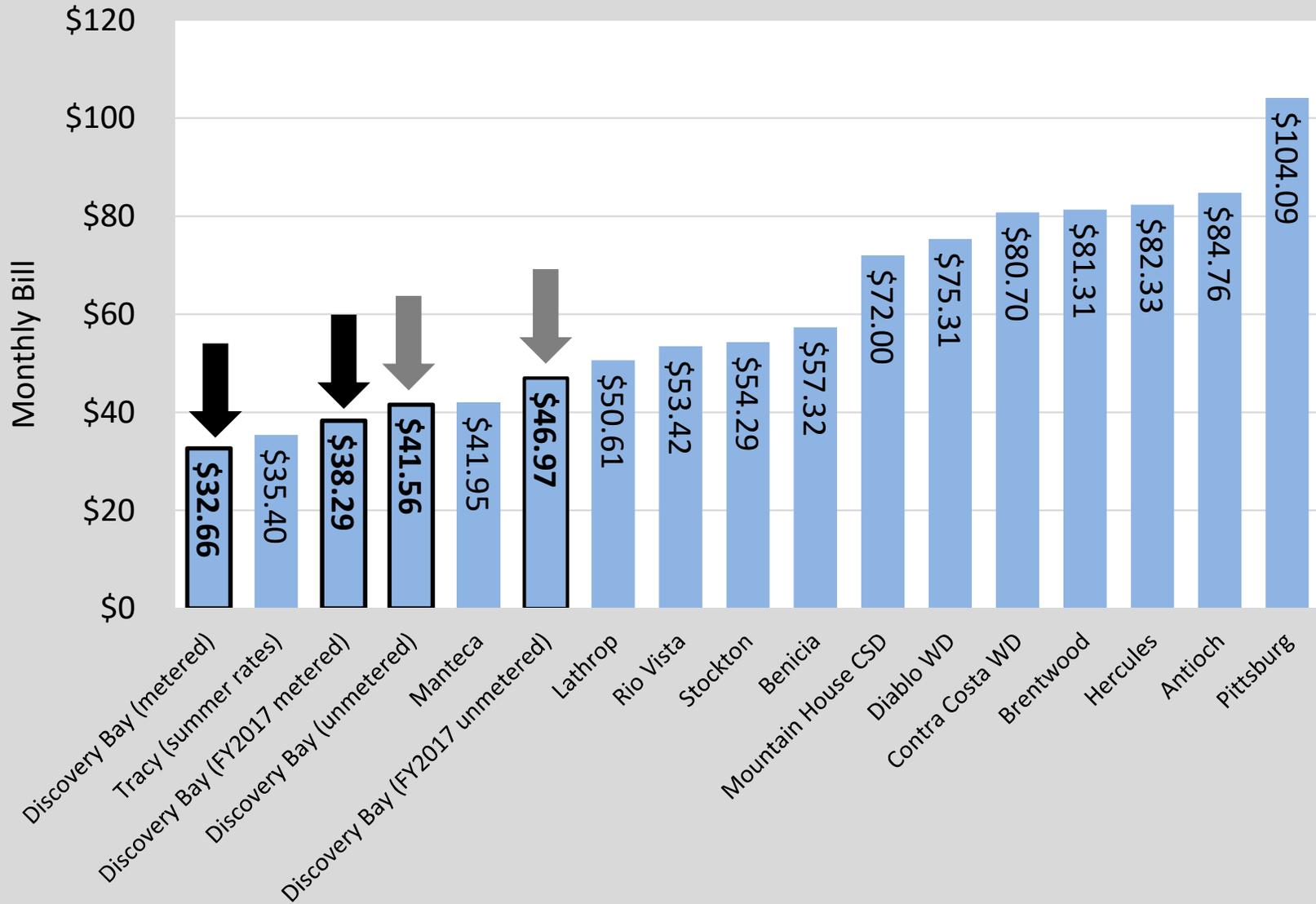
1 - Each new customer is assumed to use 15 ccf monthly.

2 - It is assumed that each new connection will occupy a previously vacant parcel

Table 15: FY2017 Unmetered Water Rates
Town of Discovery Bay
Water Rate Study

| Customer Group | Fixed Charge Ratio | Monthly Fixed Charge | Estimated Monthly Water Use (ccf) | Monthly Volume Charge | Total Monthly Bill | # of Customers | Equivalents | Unmetered Estimated Annual Water Use |
|-----------------------|--------------------|----------------------|-----------------------------------|-----------------------|--------------------|----------------|-------------|--------------------------------------|
| FY2017 | | | | | | | | |
| Rate | | \$13.07 | | \$1.6145 | | | | |
| Condos w/irrigation | 1.00 | \$13.07 | 15.00 | \$24.22 | \$37.29 | 50 | 40 | 9,000 |
| Condos w/o irrigation | 1.00 | \$13.07 | 7.00 | \$11.30 | \$24.37 | 174 | 90 | 14,616 |
| Unmetered Water | | | | | | 0 | | |
| <5,000 SF | 1.00 | \$13.07 | 15.00 | \$24.22 | \$37.29 | 87 | 69 | 15,660 |
| 5,001 to 10,000 SF | 1.00 | \$13.07 | 21.00 | \$33.90 | \$46.97 | 2,867 | 2,867 | 722,484 |
| >10,000 SF | 1.00 | \$13.07 | 27.00 | \$43.59 | \$56.66 | <u>340</u> | <u>410</u> | <u>110,160</u> |
| | | | | | | 3,518 | 3,476 | 871,920 |

Single Family Residential Water Bill Survey (1" meter, 15 ccf monthly use)





TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE ANNUAL BOARD PLANNING WORKSHOP
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Saturday January 30, 2016
PLANNING WORKSHOP - 9:00 A.M. to 12:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

PLANNING WORKSHOP at 9:00 A.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 9:00 a.m. by President Pease
Pledge of Allegiance – Led by President Pease
Roll Call – All Present

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

PG&E – Provided an update regarding the gas challenges. PG&E presented one \$5,000 donation check to the Town of Discovery Bay and one \$5,000 donation check to the Byron Unified School District. There was discussion between the Board, General Manager and PG&E.

Discovery Bay Pickleball Club – Presented their usage and status report. There was discussion between the Board, General Manager and the Discovery Bay Pickleball representative.

C. PLANNING WORKSHOP ITEMS

1. 2015 Year in Review

General Manager Howard – Provided the details of item C-1 from the Board Workshop Power Point. There was discussion between the General Manager and the Board.

2. Review of Mission, Vision, Values and Goals

General Manager Howard – Provided the details of item C-2. There were no comments from the Board.

3. Ongoing Drought Update and Forecast into 2016

General Manager Howard – Provided the details of item C-3. There was discussion between the General Manager and the Board.

4. Existing Water Meter Program and System Wide Implementation/Water Rate Study

General Manager Howard – Provided the details of item C-4. There was discussion between the General Manager, the Water and Wastewater Manager, the Finance Manager, and the Board.

5. Tertiary Treatment Process (filters) funding considerations/Wastewater Rate Study

General Manager Howard – Provided the details of item C-5.

District Engineer Harris – Provided additional details of item C-5. There was discussion between the General Manager, the District Engineer, the Water and Wastewater Manager, Veolia Water and the Board.

6. Community Center/WWTP Improvements

General Manager Howard – Provided the details of item C-6. There was discussion between the General Manager, the District Engineer, the Water and Wastewater Manager and the Board.

7. Preliminary Budget Calendar for the 2016-17/18 Budget Year

General Manager Howard – Provided the details of item C-7. There was discussion between the General Manager and the Board.

8. FY 2016-17 Budget and Personnel Actions

General Manager Howard – Provided the details of item C-8. There was discussion between the General Manager and the Board.

9. Other Budget Related Items for consideration

General Manager Howard – Provided the details of item C-9. There was discussion between the General Manager and the Board.

10. Other Items as Requested by the Board of Director's

General Manager Howard – Provided the details of item C-10. There was discussion between the General Manager and the Board on topics including: Landscape or Park Master Plan, Plant #1, and Community Center.

D. ADJOURNMENT

The meeting adjourned at 10:50 a.m. to the Special Closed Session meeting dated January 30, 2016 starting at 11:00 a.m. at the Community Center located on 1601 Discovery Bay Boulevard.

//sh – 02-01-16

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Saturday, January 30, 2016

SPECIAL MEETING 11:00 A.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT 11:00 A.M.

A. ROLL CALL

Call business meeting to order 11:00 a.m. – 11:00 a.m. by President Pease

Roll Call – All Present

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items D-1, D-2, and D-

3.

D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Bill Pease/Rod Attebery

Unrepresented Employee: General Manager Rick Howard

2. Public Employee Appointment Pursuant to Government Code Section 54957

Title: Interim General Manager

3. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Bill Pease/Rod Attebery

Unrepresented Employee: Interim General Manager

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

President Pease – The Board has reconvened from closed session.

1. **Legal Counsel Attebery** – Agenda Item D-1 - there is no reportable action. Agenda Item D-2 – the Board has offered the position to Catherine Kutsuris as Interim General Manager. Terms, compensation and benefits to be determined. Agenda Item D-3 - there is no reportable action.

F. ADJOURNMENT

The meeting adjourned at 11:55 a.m. to the Regular Meeting on February 3, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 3, 2016
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of December. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report – No Report

4. Supervisor Mary Piepho, District III Report – No Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Vice President Leete provided the report from the Code Enforcement meeting

4. Special Districts Report** – No Report

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Capital Improvement Program Update

General Manager Howard – Reported that this presentation will be on the March 2, 2016 Agenda

F. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for January 20, 2016

2. Approve Register of District Invoices

3. Approve and Adopt Resolution No. 2016-04 Allowing Preliminary Project Expenditures to be Reimbursed from Bond Monies

4. Adoption of Resolution No. 2016-02 Amending Town of Discovery Bay Employee Personnel Policy Manual

Item F-4 was removed from the Agenda and no action was taken

Motion by: Director Graves to approve the Consent Calendar

Second by: Vice President Leete

Vote: Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Steele, Director Simon NOES: 0, ABSENT: 0

G. BUSINESS AND ACTION ITEMS

1. General Manager's Contract- Rick Howard

Legal Counsel Attebery – provided details of item G-1.

Motion by: Director Chris Steele to approve revision of General Manager Rick Howard's contract.

Second by: Director Graves

Vote: Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

2. Interim General Manager Contract

Legal Counsel Attebery – provided details of item G-2.

Motion by: Director Graves to approve Interim General Manager contract.

Second by: Director Simon

Vote: Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

3. Approve and Adopt Resolution No. 2016-XX Implementation of Fees associated with the disposal of septic to the Town's wastewater system

General Manager Howard – provided details of Item G-3 to the Board. There was discussion between the General Manager, Water/Wastewater Manager Koehne and the Board.

Motion by: Director Graves to adopt Resolution 2016-04 Establishing Fees for the Disposal of Septic Waste Materials into the Town's Wastewater System for Commercial and Industrial Waste Haulers.

Second by: Director Steele

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

4. Agency Comment Request – Land Use Permit Application – LP 16-2001

General Manager Howard – provided details of Item G-4 to the Board. There was discussion between the Board and General Manager.

5. 2016 Parks and Recreation Event Calendar

General Manager Howard – provided details of Item G-4 to the Board.

Motion by: Director Steele to approve the 2016 Parks and Recreation Event Calendar.

Second by: Director Simon

Vote: Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – provided information about ECCFPD to the Board

Vice President Leete – provided information about the Lions High School Speech Contest to the Board

Director Steele – reminded the Board of the State of the Town event

J. MANAGER'S REPORT – Discussion and Possible Action

None

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

General Manager Howard – Reminded the Board of the State of the Town event

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance – No Report

2. Communications – No Report

3. Parks and Recreation

President Pease – provided a report to the Board

4. Water and Wastewater
Director Graves – provided a report to the Board
5. Waterways – No Report

N. CORRESPONDENCE – Discussion and Possible Action

1. R - SR4BPA 12-10-15 Minutes
2. R – Discovery Bay PTA Spring Gala “For the Kids” and Silent Auction

O. PUBLIC RECORD REQUESTS RECEIVED

1. PRA Request for 2015 employee compensation
General Manager Howard – provided information on item O-1

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

The meeting adjourned at 7:36 p.m. to the next regular meeting dated February 17, 2016 starting at 7:00 p.m. at the Community Center located on 1601 Discovery Bay Boulevard.

//sh – 02-08-16

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

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

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 \$ 194,994.87

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 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-4

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 17, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16**

| <u>Vendor Name</u> | <u>Invoice Number</u> | <u>Description</u> | <u>Invoice Date</u> | <u>Amount</u> |
|--|-----------------------|---------------------------------------|---------------------|--------------------|
| Administration | | | | |
| Brentwood Ace Hardware | 808/013116 | Landscape Reimb (Z57) | 01/31/16 | \$82.50 |
| Tee Janitorial & Maintenance | 8136 | Janitorial Service Jan 2016 (Z57,Z61) | 01/20/16 | \$80.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Landscape Reimb (Z35,Z57,Z61) | 01/25/16 | \$161.45 |
| | | Administration | Sub-Total | \$323.95 |
| Water | | | | |
| Alhambra | 13710019 012216 | Bottle Water Service | 01/22/16 | \$19.64 |
| Big Dog Computer | BDC33182 | Laptop Maintenance | 01/15/16 | \$45.98 |
| Big Dog Computer | BDC33186 | Email Set Up & Reset WIFI | 01/27/16 | \$53.00 |
| Brentwood Ace Hardware | 808/013116 | General Repairs | 01/31/16 | \$16.97 |
| CaliforniaChoice Benefit Admin | 2386789/50340 | Medical Benefits March 2016 | 02/01/16 | \$3,963.44 |
| Cintas | 185542096 | Uniforms | 01/27/16 | \$11.19 |
| Cintas | 185542964 | Uniforms | 02/03/16 | \$11.19 |
| County Of Contra Costa, Dept of Info Tec | 10050 | Data Processing Charges Dec 2015 | 01/15/16 | \$19.40 |
| Daniel A. Flood | 2199 NEWPORT DR | Property Settlement | 02/01/16 | \$2,000.00 |
| Express Labs Inc. | 60754 | Employment Screening | 01/31/16 | \$55.00 |
| Kevin Graves | FEB 2016 | Expense Report Feb 2016 | 02/10/16 | \$1,427.90 |
| Neopost (Postage Account) | 7900044908384658/116 | Postage | 01/15/16 | \$135.60 |
| Office Depot | 818500291001 | Office Supplies | 01/18/16 | \$22.76 |
| Office Depot | 818799853001 | Office Supplies | 01/19/16 | \$13.46 |
| Office Depot | 818799879001 | Office Supplies | 01/19/16 | \$20.44 |
| Office Depot | 818979137001 | Office Supplies | 01/20/16 | \$15.26 |
| Office Depot | 818979458001 | Office Supplies | 01/20/16 | \$16.36 |
| Office Depot | 819206233001 | Office Supplies | 01/21/16 | \$7.29 |
| Office Depot | 819206521001 | Office Supplies | 01/21/16 | \$14.48 |
| ReliaStar Life Insurance Company | #JRS52 457(B) 021516 | 457(b) 02/01/15-02/15/15 | 02/15/16 | \$427.77 |
| Ricoh USA, Inc | 5040075029 | Photocopier Jan 2016 | 01/18/16 | \$83.97 |
| Tee Janitorial & Maintenance | 8136 | Janitorial Service Jan 2016 | 01/20/16 | \$316.00 |
| Trent Manbeck | Pinehollow Cir | Closed Account, Refund Overpayment | 01/21/16 | \$44.86 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Health Insurance | 01/25/16 | -\$946.68 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Travel & Meetings | 01/25/16 | \$242.78 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Training & Education | 01/25/16 | \$225.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Memberships | 01/25/16 | \$132.42 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telephone General | 01/25/16 | \$458.33 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telecom Networking | 01/25/16 | \$108.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Vehicle & Equipment Fuel | 01/25/16 | \$305.03 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Info System | 01/25/16 | \$104.80 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Misc. Small Tools | 01/25/16 | \$315.53 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Office Supplies | 01/25/16 | \$206.01 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Building Maintenance | 01/25/16 | \$31.87 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Personal Protective Equipment | 01/25/16 | \$228.55 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Special Expense | 01/25/16 | \$334.54 |
| Univar | SJ727546 | Chemicals Delivered 01/27/16 | 01/27/16 | \$172.65 |
| Univar | SJ727547 | Chemicals Delivered 01/27/16 | 01/27/16 | \$240.90 |
| Veolia Water North America | 54772 | Preventative & Corrective Sept 2015 | 01/21/16 | \$4,954.20 |
| Veolia Water North America | 54773 | Large Replacement Sept 2015 | 01/21/16 | \$1,162.75 |
| Veolia Water North America | 55273 | Monthly O&M Fee Feb 2016 | 02/01/16 | \$41,384.36 |
| William & Diane Stevens | Livingston Ct | Closed Account, Refund Overpayment | 1/5/2016 | \$13.60 |
| | | Water | Sub-Total | \$58,416.60 |
| Wastewater | | | | |
| Alhambra | 13710019 012216 | Bottle Water Service | 01/22/16 | \$29.44 |
| Bartle Wells Associates | 1004E | Wastewater Rate Study | 12/09/15 | \$1,661.90 |
| Big Dog Computer | BDC33182 | Laptop Maintenance | 01/15/16 | \$68.97 |
| Big Dog Computer | BDC33186 | Email Set Up & Reset WIFI | 01/27/16 | \$79.50 |
| Brentwood Ace Hardware | 808/013116 | General Repairs | 01/31/16 | \$25.44 |
| Brentwood Ace Hardware | 808/013116 | Misc. Small Tools | 01/31/16 | \$87.87 |
| CaliforniaChoice Benefit Admin | 2386789/50340 | Medical Benefits March 2016 | 02/01/16 | \$5,945.14 |
| Cascade Integration And Development | 1030 | SCADA System Upgrade | 12/07/15 | \$7,937.39 |
| Cascade Integration And Development | 1068 | SCADA System Upgrade | 02/03/16 | \$8,000.00 |
| Cascade Integration And Development | 1072 | SCADA System Upgrade | 02/03/16 | \$7,781.25 |
| Cintas | 185542096 | Uniforms | 01/27/16 | \$16.78 |
| Cintas | 185542964 | Uniforms | 02/03/16 | \$16.78 |
| Comcast | 8155400350232938/216 | Internet Service WWTP#2 | 02/03/16 | \$116.17 |
| Comcast | 8155400350232946/216 | Internet Service WWTP#1 | 02/03/16 | \$91.12 |
| County Of Contra Costa, Dept of Info Tec | 10050 | Data Processing Charges Dec 2015 | 01/15/16 | \$29.10 |
| Discovery Locks & More, Inc. | 13489 | Lock Installation | 01/27/16 | \$192.65 |
| Neopost (Postage Account) | 7900044908384658/116 | Postage | 01/15/16 | \$203.38 |
| Office Depot | 818500241001 | Office Supplies | 01/16/16 | \$5.85 |
| Office Depot | 818500291001 | Office Supplies | 01/18/16 | \$34.12 |
| Office Depot | 818799853001 | Office Supplies | 01/19/16 | \$20.17 |
| Office Depot | 818799879001 | Office Supplies | 01/19/16 | \$30.65 |

| | | | | |
|------------------------------------|----------------------|---|----------|-------------|
| Office Depot | 818979137001 | Office Supplies | 01/20/16 | \$22.89 |
| Office Depot | 818979458001 | Office Supplies | 01/20/16 | \$24.54 |
| Office Depot | 819206233001 | Office Supplies | 01/21/16 | \$10.93 |
| Office Depot | 819206521001 | Office Supplies | 01/21/16 | \$21.71 |
| ReliaStar Life Insurance Company | #JR52 457(B) 021516 | 457(b) 02/01/15-02/15/15 | 02/15/16 | \$641.65 |
| Ricoh USA, Inc | 5040075029 | Photocopier Jan 2016 | 01/18/16 | \$125.94 |
| Tee Janitorial & Maintenance | 8136 | Janitorial Service Jan 2016 | 01/20/16 | \$474.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Health Insurance | 01/25/16 | -\$1,420.03 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Travel & Meetings | 01/25/16 | \$331.01 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Memberships | 01/25/16 | \$107.42 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telephone General | 01/25/16 | \$933.72 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telecom Networking | 01/25/16 | \$162.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Vehicle & Equipment Fuel | 01/25/16 | \$136.51 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Automotive Supplies & Repairs | 01/25/16 | \$36.35 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Info System | 01/25/16 | \$157.20 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Misc. Small Tools | 01/25/16 | \$203.30 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Office Supplies | 01/25/16 | \$118.28 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Building Maintenance | 01/25/16 | \$47.81 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Special Expense | 01/25/16 | \$507.87 |
| Veolia Water North America | 54771 | Vehicle & Equipment Maintenance Sept 2015 | 01/21/16 | \$678.04 |
| Veolia Water North America | 54772 | Preventative & Corrective Sept 2015 | 01/21/16 | \$10,255.26 |
| Veolia Water North America | 54773 | Large Replacement Sept 2015 | 01/21/16 | \$21,692.81 |
| Veolia Water North America | 55273 | Monthly O&M Fee Feb 2016 | 02/01/16 | \$62,076.55 |

Wastewater Sub-Total \$129,719.43

Community Center

Community Center Sub-Total \$0.00

Grand Total \$188,459.98

Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 17, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16

| <u>Vendor Name</u> | <u>Invoice Number</u> | <u>Description</u> | <u>Invoice Date</u> | <u>Amount</u> |
|--|-----------------------|--|---------------------|-------------------|
| Alhambra | 13710019 012216 | Community Center-Bottle Water Service | 01/22/16 | \$64.02 |
| Brentwood Ace Hardware | 808/013116 | Landscape Maintenance | 01/31/16 | \$24.86 |
| Brentwood Ace Hardware | 808/013116 | Personal Protective Equipment | 01/31/16 | \$32.32 |
| Brentwood Ace Hardware | 808/013116 | Community Center-Landscape Maintenance | 01/31/16 | \$95.87 |
| Brentwood Ace Hardware | 808/013116 | Community Center-Building Maintenance | 01/31/16 | \$36.05 |
| Cintas | 185542096 | Uniforms | 01/27/16 | \$39.09 |
| Cintas | 185542096 | Community Center-Mats | 01/27/16 | \$40.44 |
| Cintas | 185542964 | Uniforms | 02/03/16 | \$39.09 |
| Cintas | 185542964 | Community Center-Mats | 02/03/16 | \$40.44 |
| Comcast | 815400350238372/116 | Internet Service | 01/22/16 | \$58.35 |
| Comcast | 815400350238372/116 | Community Center-Internet Service | 01/22/16 | \$58.36 |
| Contra Costa Environmental Health Div. | IN0172524 | Community Center-Health Permit | 01/31/16 | \$730.00 |
| Discovery Bay Disposal | 17-0001966/012916 | Com 2 Yd Bin Cornell | 01/29/16 | \$300.53 |
| Discovery Bay Disposal | 17-0013218/012916 | Community Center-Com 3 Yd Bin | 01/29/16 | \$419.77 |
| Henson Plumbing, Inc. | 49714 | Community Center-Restroom Service | 01/19/16 | \$125.00 |
| Hydropoint Data Systems, Inc. | HR113673/1028990 | WeatherTrak Cornell | 01/15/16 | \$225.00 |
| Karina Dugand | 28 | Community Center-Program Fees | 01/28/16 | \$1,065.00 |
| Melinda Esau | 114 | Community Center-Program Fees | 11/01/15 | \$264.00 |
| Office Depot | 817117234001 | Community Center-Office Supplies | 01/12/16 | \$68.70 |
| Office Depot | 817117234002 | Community Center-Office Supplies | 01/25/16 | \$32.54 |
| Tee Janitorial & Maintenance | 8136 | Janitorial Service Jan 2016 | 01/20/16 | \$720.00 |
| Tee Janitorial & Maintenance | 8136 | Community Center-Janitorial Service Jan 2016 | 01/20/16 | \$260.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telephone General | 01/25/16 | \$98.22 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Vehicle & Equipment Fuel | 01/25/16 | \$164.85 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Community Center-Telephone General | 01/25/16 | \$173.97 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Community Center- Monthly Software | 01/25/16 | \$329.62 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Community Center-Landscape Maintenance | 01/25/16 | \$39.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Community Center-Building Maintenance | 01/25/16 | \$45.54 |
| Total | | | | \$5,590.63 |

Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 17, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

| <u>Vendor Name</u> | <u>Invoice Number</u> | <u>Description</u> | <u>Invoice Date</u> | <u>Amount</u> |
|------------------------------------|-----------------------|-------------------------------|---------------------|-----------------|
| Brentwood Ace Hardware | 808/013116 | Misc. Small Tools | 01/31/16 | \$64.85 |
| Brentwood Ace Hardware | 808/013116 | Building Maintenance | 01/31/16 | \$54.72 |
| Brentwood Ace Hardware | 808/013116 | Personal Protective Equipment | 01/31/16 | \$32.32 |
| Cintas | 185542096 | Uniforms | 01/27/16 | \$38.48 |
| Cintas | 185542964 | Uniforms | 02/03/16 | \$38.48 |
| Comcast | 815400350238372/116 | Internet Service | 01/22/16 | \$58.37 |
| Tee Janitorial & Maintenance | 8136 | Janitorial Service Jan 2016 | 01/20/16 | \$280.00 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Telephone General | 01/25/16 | \$105.53 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Vehicle & Equipment Fuel | 01/25/16 | \$241.51 |
| U.S. Bank Corporate Payment System | 4246044555703473/116 | Landscape Maintenance | 01/25/16 | \$30.00 |
| | | | Total | \$944.26 |



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Board Member Training Sessions

Recommended Action

Authorize Members of the Board of Directors attendance at training sessions hosted by the California Special District Association (CSDA) and Water Education Foundation.

Executive Summary

Pursuant to Government Code §61047(e)(5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended.

This action authorizes Director Leete to attend the CSDA Governance Conference in La Quinta on January 24-27. This action is taken post conference due to staff's confusion regarding the actual conference dates.

Director Graves is attending a Water Education Foundation session in Nevada and southern California. Each year the Water Education Foundation organizes conferences and tours so people can learn about water firsthand from experts on all sides of the issue. The tour takes place from March 2-4 and visits water related infrastructure on the Colorado River beginning at Hoover Dam and ending in Ontario. Visits in between will educate attendees on the water distribution system in the southern part of the state. This provide valuable knowledge for Board members as it will provide a better and more enhanced perspective on the state of water affairs in California, the severity of the current drought, and the need to conserve.

Fiscal Impact:

Amount Requested

GRAVES:\$790 (includes hotel, bus, meals, etc) plus travel expenses

LEETE: \$600 conference registration, Hotel, \$544 plus travel and meals.

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Backup Information

AGENDA ITEM: E-5

March 2, 2016 - 7:30am - March 4, 2016 - 6:00pm

Lower Colorado River Tour 2016 Field Trip

Join us for unparalleled look into one of America's most iconic rivers where you will experience a private tour of Hoover Dam and see the bathtub ring from record low water levels at Lake Mead, the nation's largest reservoir.

The 1,450-mile river is a lifeline to 40 million people in the Southwest across seven states and Mexico. How the Lower Basin states – Arizona, California and Nevada – use and manage this water to meet agricultural, urban, environmental and industrial needs is the focus of this tour.

With river suffering through a 16-year dry period, drought-response activities have become the standard in water management. Our annual Lower Colorado River tour brings you face-to-face with the water managers implementing these measures to minimize impacts to cities, farms and the environment.

This 3-day, 2-night tour travels along the Lower Colorado River from Hoover Dam to the Salton Sea and the Coachella Valley. Along the way, experts discuss challenges related to what is the most contested, beloved for recreation and meticulously managed rivers in the nation.

Pricing Details:

Regular Price – \$790 (one-person single occupancy room)

Fee includes all tour meals, transportation, materials, snacks and hotel accommodations once the tour begins. Participants are responsible for their own transportation to and from the tour's beginning and end point.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

Prepared By: Mac Kaiser, Recreation Programs Coordinator

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Proposal by Contra Costa Library System to provide limited library services in Discovery Bay.

Recommended Action

Approve Proposal from Contra Costa Library System to provide limited library services in Discovery Bay and direct the Interim General Manager to execute any and all associated agreements between the Town and the Library System.

Executive Summary

Currently, there is no Contra Costa County Library service in Discovery Bay. An attempt was made to provide library service to the community when a Library-a-Go-Go machine was installed several years ago in the Sandy Cove Shopping Center. The machine has not worked well in the community, as it required ongoing service and was often not functional. The machine is now out of service, and will be removed in the very near future. Discovery Bay and Byron combined have a population of over 15,000 residents, more than some cities in Contra Costa County. The closest library to residents in the Discovery Bay Community is nine miles away in Brentwood.

Through the proposed agreement with Contra Costa County, residents in Discovery Bay will be able to request material through the online hold system in the library catalog, have it delivered to the Discovery Bay Community Center, and pick it up there. They will also be able to return library material to the Discovery Bay Community Center, where it will be picked up and returned to the Brentwood Library to be checked in and put back into circulation.

Holdings for Discovery Bay residents will be routed through the county library's shipping service and delivered to the Discovery Bay Community Center on Thursdays every week. Shipping will take any returns that have been dropped off at the Community Center back to the Brentwood Library to be checked in and put back into circulation.

Library staff proposes that the first delivery of holds begin on Thursday, March 3rd. This will allow about two weeks to publicize the program to the community at large. Prior to this date, library staff will install the bookdrop at the Discovery Bay Community Center, make arrangements to go over the procedures with Community Center staff, and set up internal processes for the program.

Fiscal Impact:

None

Previous Relevant Board Actions for This Item

None

Attachments

Proposal from Contra Costa Library System to provide limited library services in Discovery Bay

AGENDA ITEM: F-1

PROPOSAL FOR LIBRARY SERVICE IN DISCOVERY BAY

I. Why is service needed?

There is currently no library service in Discovery Bay. An attempt was made to provide library service to the community when a Library-a-Go-Go machine was installed several years ago. The machine has not worked well in the community, as it required ongoing service and was often not functional. The machine is now out of service, and will be removed in the very near future. Discovery Bay and Byron combined have a population of over 15,000 residents, more than some cities in Contra Costa County. The closest library to residents in this community is nine miles away in Brentwood.

II. What the service entails

Residents in Discovery Bay will be able to request material through the online hold system in the library catalog, have it delivered to Discovery Bay, and pick it up there. They will also be able to return library material to the Discovery Bay Community Center, where it will be picked up and returned to the Brentwood Library to be checked in and put back into circulation.

III. Who will do what?

Contra Costa County Library Shipping Staff

Hold for Discovery Bay residents will be routed through the county library's shipping service and delivered to the Brentwood Library on a daily basis. Once material is processed for holds, shipping staff will deliver the material to the Discovery Bay Community Center on Thursdays every week. Shipping will take any returns that have been dropped off at the Community Center back to the Brentwood Library to be checked in and put back into circulation.

Brentwood Library Staff

Hold for Discovery Bay patrons will be delivered initially to the Brentwood Library for processing. Library staff will check material out to the cardholder, place a hold slip in the item, and place in bins for delivery to Discovery Bay.

Discovery Community Center Staff

Community Center staff will pull hold items from bins, and place on shelving in alphabetical order by patron's last name. When patrons come in to the Community Center to pick up holds, staff will verify the identity of the patron when presented with the correct library card or photo ID, and will provide hold items to patrons. Staff will also direct patrons to return library materials to a small book drop provided by the library.

IV. When and how it will happen?

Library staff proposes that the first delivery of holds begin on Thursday, March 3rd. This will allow two months to publicize the program to the Town Board of Directors, schools, Chamber of Commerce, Lions Clubs, Brentwood Library patrons, and residents at large. Prior to this date, library staff will install the book drop at the Community Center, make arrangements to go over the procedures with Community Center staff, and set up our internal processes for the program to work.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

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

Agenda Title

Consideration of Facility Upgrades to Wastewater Treatment Plant #2 and the Community Center.

Recommended Action

That the Board direct staff to initiate upgrades to Wastewater Treatment Plant #2 and the Community Center pursuant to project descriptions identified in Exhibit A to this report.

Executive Summary

At the Board Planning Workshop held on January 30, 2016, staff notified the Board (and public) that the Town had received one-time unanticipated revenues in the amount of \$327,411 from PG&E for a gas line maintenance project that occurred between September 2015 and January 2016. Additionally, PG&E representatives presented a check in the amount of \$5,000 for the use of the Community Center during the December gas outage as well as notified the Town that they have also agreed to make a contribution of \$17,000 for new playground equipment at the Roberta Fuss Tot Lot on Clipper Drive. Total one-time unanticipated revenues total \$349,411.

Staff also presented at the Workshop a number of projects that have been identified by staff as recipients of those funds. It is not recommended that one-time monies be used for on-going operations, but for one-time uses.

A complete list of projects and associated anticipated costs are included in the attachment to this report. However, total estimated project costs are \$347,200. If the Board concurs with staff's recommendation, each project over \$10,000 will return to the Board for authorization. Projects under \$10,000 will be authorized by the General Manager pursuant to this action.

Fiscal Impact:

Amount Requested \$TBD
Sufficient Budgeted Funds Available?: Yes,
Prog/Fund # 20/21-1150. Category: CIP Building and Improvements

Previous Relevant Board Actions for This Item

Presented at January 30, 2016 Board Planning Workshop

Attachments

List of Projects

AGENDA ITEM: F-2

LIST OF PROJECTS

Received unanticipated one-time revenues in the amount of \$327,411. Source of funds PG&E dewatering projects. In addition, PG&E Community Center Grant \$5,000 and PG&E Community Benefit project (playground equipment) contribution of \$17,000.

Total: \$349,411

Wastewater Treatment Plant Projects

- 1) Add Insulation to Parking Cover: \$8,600.
- 2) Replace aggregate base in Parking Cover to Concrete: \$27,000.
- 3) Add asphalt to comply with RWQCB NOV at Bio-Solids station: \$40,000.

Total: \$75,600

Community Center Projects

- 1) Add small dog area to dog park \$10,000 (possible donors as an Earth Day project) Cost not included in total amount below.
- 2) ADA Ramp and Gate at Pool \$6,500.
- 3) Replace front and rear lights/adding improved lighting \$12,000
- 4) R&R concrete trippers @ entrances/exits \$10,500
- 5) R&R Pool Equipment Enclosure \$56,000
- 6) Pool deck furniture/umbrellas \$5,000
- 7) Repair south side access gate \$2,600
- 8) Repair BBQ Area \$7,500
- 9) Resurface Tennis Courts 3&4 for Pickle Ball use \$55,000
- 10) Archery Equipment \$1,500
- 11) New Community Center Roof \$50,000
- 12) Replace play structure at Roberta Fuss Tot Lot \$65,000

Total: \$271,600

Grand Total: \$347,200

Revenues: \$349,411



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Award of Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction.

Recommended Action

That the Board approve Change Order No. 1 to add building insulation in the amount of \$8,599.14 and Change Order No. 2 to substitute flooring materials to concrete in the amount \$26,076.18 to McFadden Construction for a total amount of \$34,675.32; Approve a project budget amendment in the amount of \$34,675.32 from the Town's General Fund to CIP No.73; and authorize the General Manager to execute all contract documents.

Executive Summary

The Equipment Cover at Plant No. 2 is currently under construction by McFadden Construction. Staff recommends that the Town utilize a portion of recently received one-time revenues to substitute base rock flooring to concrete and add insulation to reduce wind noise. A change order for both items was received from the Contractor. Total cost of both change orders is \$34,675.32.

This project is listed on the current FY 2015/2016 CIP as project No. 73 at a budget cost of \$228,000. After the change order, total project cost would be \$262,675.

Fiscal Impact:

Amount Requested \$34,675.32

Sufficient Budgeted Funds Available?: Yes, pending approval of Associated Budget Amendment.

Prog/Fund # 20/21-1150. Category: CIP Building and Improvements

Previous Relevant Board Actions for This Item

June 17, 2015: Adoption of FY2015/2016 CIP. Authorized award of Bid to McFadden Construction

Attachments:

Change Order Proposals form McFadden Construction

AGENDA ITEM: F-3

**McFADDEN
CONSTRUCTION, INC.**

License #617672

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

PCO # 011

November 25, 2015

TO: Town of Discovery Bay
ATTN: Gregory Harris
1800 Willow Lake Road
Discovery Bay, CA 94505

Re: Equipment Cover Project

Description: Provide and Install Insulation

Mr. Harris:

Please see the attached costs associated with the work described above.

This cost is as follows:

| | |
|---------------------|-------------|
| Roland Construction | \$ 7,740.00 |
| Markup | \$ 774.00 |
| Bond 1.0% | \$ 85.14 |
| Additional Days | TBD |

Total Costs **\$ 8,599.14**

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

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

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

Respectfully,
McFadden Construction, Inc.

Dustin Ketterling
Project Engineer



**CHANGE ORDER
TO OWNER**

Distribution to
OWNER
CONTRACTOR

McFadden Construction
for the City of Discovery Bay
Roland Construction, Inc.

PROJECT: Discovery Bay - Equipment Cover
(name, address)

Change Order Number **One (1)**

INITIATION DATE: 11.20.15

CONTRACTOR: ROLAND CONSTRUCTION, INC.
P.O. Box 8670
Stockton, CA 95208

CONTRACT FOR: Metal Building

RCI JOB NO.: 15-293
COMMITMENT #: N/A
CONTRACT DATE: 10.26.15

You are directed to make the following changes in this contract:

Furnish and install 3-inch thick blanket insulation WMP-VRR+ with white reinforced facing to the walls and roof.

Due to the building not being enclosed, Roland Construction can not be responsible for any damage to the insulation, including damage done by weather, birds or animals.

Cost Code 07-210

Total Amount of This Change **\$7,740.00**

| | |
|---|----------------------------|
| The original contract sum was | \$99,397.00 |
| Net change by previously authorized Change Orders | - |
| The contract sum prior to this Change Order | <u>\$99,397.00</u> |
| The contract sum will be (increased) (decreased) (unchanged) by this Change Order | <u>7,740.00</u> |
| The new contract sum, including this Change Order will be | <u><u>\$107,137.00</u></u> |

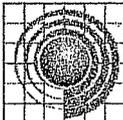
Jan Allen
PROJECT MANAGER
Date: 11.20.15

Roland Construction, Inc.
CONTRACTOR
Address 3269 Tomahawk Drive
Stockton, CA 95205
By Jan Allen
Date 11.20.15

McFadden Construction
Client
Address 7207 Murray Drive
Stockton, CA 95207
By _____
Date _____

*Not valid until signed by Owner.
Signature of the Owner indicates agreement herewith, including any adjustment in the contract sum or time.*

RCI ADMIN.
By: _____
Date: _____



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www.therm-all.com

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WMP-VRR+

POLYPROPYLENE / SCRIM / POLYESTER

| FACING COMPOSITION | DESCRIPTION | VALUES (ENGLISH) | VALUES (METRIC) |
|--------------------|-------------------------------|--------------------------------|--------------------------------------|
| White Film | Polypropylene | 0.0015 inch | 38.1 micron |
| Adhesive | Flame Resistant | | |
| Reinforcing | Tri-directional Fiberglass | 4 / inch (MD) 4 / inch (XD) | 16 / 100 mm (MD) 16 / 100 mm (XD) |
| Film | Metallized Polyester | 0.0005 inch | 12.7 micron |

| PHYSICAL PROPERTIES | TEST METHOD | VALUES (ENGLISH) | VALUES (METRIC) |
|-----------------------------|-----------------------------------|--|-------------------------------------|
| Basis Weight | Scale | 14 lbs / 1000 ft ² | 68 g / m ² |
| Permeance (WVTR) | ASTM E96 Procedure A | 0.02 perm (grains/hrft ² in Hg) | 1.15 ng / N's |
| Bursting Strength | ASTM D774 | 100 psi | 7.0 kg / cm ² |
| Tensile Strength | ASTM C1136 | 35 lbs/inch width (MD) 35 lbs/inch width (XD) | 6.1 kN / m (MD) 6.1 kN / m (XD) |
| Caliper / Thickness | Micrometer | 0.007 inch | 178 micron |
| Accelerated Aging | 30 Days @ 95% RH, 120°F (49°C) | No Corrosion No Delamination | No Corrosion No Delamination |
| Low Temperature Resistance | ASTM D1790 -40°F (-40°C) | Remains Flexible No Delamination | Remains Flexible No Delamination |
| High Temperature Resistance | 4 hours @ 240°F (116°C) | Remains Flexible No Delamination | Remains Flexible No Delamination |
| Water Immersion | 24 hours @ 73°F (23°C) | No Delamination | No Delamination |
| Mold Resistance | ASTM C665 / C1338 | No Growth | No Growth |
| Dimensional Stability | ASTM D1204 | 0.25% | 0.25% |
| Light Reflectance | ASTM C523 | 85% | 85% |

| FIRE TESTING | UL-723 / ASTM E84 | |
|-----------------------|-------------------|-----------------|
| | Flame Spread | Smoke Developed |
| Polypropylene Exposed | 10 | 35 |
| Polyester Exposed | 10 | 40 |

Physical Properties based upon statistical averages, Weight / Thickness +/- 10%

"LAMTEC" AND "WMP" ARE REGISTERED TRADEMARKS OF LAMTEC CORPORATION

**McFADDEN
CONSTRUCTION, INC.**

License #617672

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

PCO # 02A

January 27, 2016

TO: Town of Discovery Bay
ATTN: Gregory Harris
1800 Willow Lake Road
Discovery Bay, CA 94505

Re: Concrete Inside of Building

Mr. Harris:

Please see the attached costs associated with the work described above.

Option 1: Concrete in 1 Bay

This cost is as follows:

| | |
|--------------------|-------------|
| McFadden (24'x30') | \$ 7,976.72 |
| Bond 1.0% | \$ 79.76 |
| Additional Days | TBD |

Total Costs **\$ 8,056.48**

Option 2: Concrete in all 5 Bays

This cost is as follows:

| | |
|---------------------|--------------|
| McFadden (120'x30') | \$ 25,818.00 |
| Bond 1.0% | \$ 258.18 |
| Additional Days | TBD |

Total Costs **\$ 26,076.18**

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

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

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

Respectfully,
McFadden Construction, Inc.



Dustin Ketterling
Project Engineer

McFadden Construction, Inc

License #617672

7207 Murray Drive

Stockton, CA 95210

Office (209) 478-7407 Fax (209) 478-1516

QUOTE / TIME & MATERIAL CHARGES

PROJECT NAME:

Discovery Bay

Date:

Description of Work:

Form and Install Rebar & Expansion Joint
for Concrete Slab Inside building & Strip Forms

| LABOR | Classification | Total Hrs. | Cost Per Hr. \$ | Total Cost \$ |
|------------------------------|-------------------------|-------------|-----------------|-------------------|
| | Cement Mason Journeyman | 16.00 | \$65.50 | \$1,048.00 |
| TOTAL LABOR COST: | | | | \$1,048.00 |
| | | | Surcharge @ 15% | \$ 157.20 |
| | | | Subtotal | \$ 1,205.20 |
| EQUIPMENT | Unit # | Total Hours | Cost Per Hr. | Total Cost \$ |
| Service Truck | \$/hr | 8.0 | \$27.33 | \$218.64 |
| TOTAL EQUIP. COST | | | | \$218.64 |
| | | | Markup @ 15% | \$32.80 |
| | | | Subtotal | \$251.44 |
| MATERIAL | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| Rebar | LS | 1 | \$381.50 | \$381.50 |
| Form Material, Nails, Etc... | LS | 1 | \$31.35 | \$31.35 |
| Expansion Joint | LS | 1 | \$52.32 | \$52.32 |
| TOTAL MAT. COST | | | | \$465.17 |
| | | | Markup @ 15% | \$69.78 |
| | | | Subtotal | \$534.95 |
| Subcontractor | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL MAT. COST | | | | \$0.00 |
| | | | Markup @ 10% | \$0.00 |
| | | | Subtotal | \$0.00 |
| | | | cost | \$1,731.81 |
| | | | subtotal | \$259.77 |
| | | | TOTAL | \$1,991.58 |

McFadden Construction, Inc

License #617672

7207 Murray Drive

Stockton, CA 95210

Office (209) 478-7407 Fax (209) 478-1516

QUOTE / TIME & MATERIAL CHARGES

PROJECT NAME:

Discovery Bay

Date:

Description of Work:

Place and Finish Concrete Slab Inside One Bay Per Email Dated 1/21/16

| LABOR | Classification | Total Hrs. | Cost Per Hr. \$ | Total Cost \$ |
|--------------------------|-------------------------|-------------|------------------------|--------------------|
| (Four Mason / One Day) | Cement Mason Journeyman | 32.00 | \$65.50 | \$2,096.00 |
| TOTAL LABOR COST: | | | | \$2,096.00 |
| | | | Surcharge @ 15% | \$ 314.40 |
| | | | Subtotal | \$ 2,410.40 |
| EQUIPMENT | Unit # | Total Hours | Cost Per Hr. | Total Cost \$ |
| Service Truck | \$/hr | 8.0 | \$27.33 | \$218.64 |
| TOTAL EQUIP. COST | | | | \$218.64 |
| | | | Markup @ 15% | \$32.80 |
| | | | Subtotal | \$251.44 |
| MATERIAL | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| Concrete | CY | 18 | \$129.13 | \$2,324.38 |
| TOTAL MAT. COST | | | | \$2,889.83 |
| | | | Markup @ 15% | \$433.47 |
| | | | Subtotal | \$3,323.31 |
| Subcontractor | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL MAT. COST | | | | \$0.00 |
| | | | Markup @ 10% | \$0.00 |
| | | | Subtotal | \$0.00 |
| | | | cost | \$5,204.47 |
| | | | subtotal | \$780.67 |
| | | | TOTAL | \$5,985.14 |

McFadden Construction, Inc

License #617672

7207 Murray Drive

Stockton, CA 95210

Office (209) 478-7407 Fax (209) 478-1516

QUOTE / TIME & MATERIAL CHARGES

PROJECT NAME:

Discovery Bay

Date:

Description of Work:

Form and Install Rebar & Expansion Joint
for Concrete Slab Inside building & Strip Forms

| LABOR | Classification | Total Hrs. | Cost Per Hr. \$ | Total Cost \$ |
|------------------------------|-------------------------|-------------|--------------------------|-------------------|
| | Cement Mason Journeyman | 48.00 | \$65.50 | \$3,144.00 |
| | | | TOTAL LABOR COST: | \$3,144.00 |
| | | | Surcharge @ 15% | \$ 471.60 |
| | | | Subtotal | \$ 3,615.60 |
| EQUIPMENT | Unit # | Total Hours | Cost Per Hr. | Total Cost \$ |
| Service Truck | \$/hr | 16.0 | \$27.33 | \$437.28 |
| | | | TOTAL EQUIP. COST | \$437.28 |
| | | | Markup @ 15% | \$65.59 |
| | | | Subtotal | \$502.87 |
| MATERIAL | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| Rebar | LS | 1 | \$1,962.00 | \$1,962.00 |
| Form Material, Nails, Etc... | LS | 1 | \$47.70 | \$47.70 |
| Expansion Joint | LS | 1 | \$87.20 | \$87.20 |
| | | | TOTAL MAT. COST | \$2,096.90 |
| | | | Markup @ 15% | \$314.54 |
| | | | Subtotal | \$2,411.44 |
| Subcontractor | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | TOTAL MAT. COST | \$0.00 |
| | | | Markup @ 10% | \$0.00 |
| | | | Subtotal | \$0.00 |
| | | | subtotal | \$5,678.18 |
| | | | markup | \$851.73 |
| | | | subtotal | \$851.73 |
| | | | TOTAL | \$6,529.91 |

McFadden Construction, Inc

License #617672

7207 Murray Drive

Stockton, CA 95210

Office (209) 478-7407 Fax (209) 478-1516

QUOTE / TIME & MATERIAL CHARGES

PROJECT NAME:

Discovery Bay

Date:

Description of Work:

Place and Finish Concrete Slab Inside One Bay Per Email Dated 1/21/16

| LABOR | Classification | Total Hrs. | Cost Per Hr. \$ | Total Cost \$ |
|--------------------------|-------------------------|-------------|-----------------|--------------------|
| (Seven Masons / One Day) | Cement Mason Journeyman | 56.00 | \$65.50 | \$3,668.00 |
| TOTAL LABOR COST: | | | | \$3,668.00 |
| | | | Surcharge @ 15% | \$ 550.20 |
| | | | Subtotal | \$ 4,218.20 |
| EQUIPMENT | Unit # | Total Hours | Cost Per Hr. | Total Cost \$ |
| Service Truck | \$/hr | 8.0 | \$27.33 | \$218.64 |
| TOTAL EQUIP. COST | | | | \$218.64 |
| | | | Markup @ 15% | \$32.80 |
| | | | Subtotal | \$251.44 |
| MATERIAL | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| Concrete | CY | 88 | \$129.13 | \$11,363.64 |
| TOTAL MAT. COST | | | | \$11,929.09 |
| | | | Markup @ 15% | \$1,789.36 |
| | | | Subtotal | \$13,718.46 |
| Subcontractor | Unit # | Quantity | Cost per Unit | Total Cost \$ |
| Pump | LS | 1.0 | \$1,000.00 | \$1,000.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL MAT. COST | | | | \$1,000.00 |
| | | | Markup @ 10% | \$100.00 |
| | | | Subtotal | \$1,100.00 |
| | | | cost | \$16,815.73 |
| | | | subtotal | \$2,472.36 |
| | | | TOTAL | \$19,288.09 |



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 17, 2016

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Adoption of Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual

Recommended Action

Adopt Resolution 2016-XX Amending the Employee Personnel Policy Manual

Executive Summary

The Town's Personnel Policy Manual is the controlling employee relations document for all District employees. The manual was last amended by the Board in June 2015.

The Personnel manual addresses a variety of different types of leaves, including Jury Service. Presently, the Personnel Manual states that the Town does not compensate employees who are called for jury service. Many states (California is not one of them) require employers to pay up to 5 days of jury service for all full time employees. Part time, seasonal and temporary employees are excluded for this requirement. Employees of the Town are required to use vacation, time off without pay, compensatory time, or administrative leave time while carrying out their civic duty.

Many California businesses, and most all public agencies, provide paid jury service for employees up to five days annually. The California court system has implemented a "One Day-One Trial" procedure for jurors. This procedure protects individuals and employers by limiting jury service to one day or one trial.

It is recommended that the Town adjust the manner in which employees are compensated for jury service by providing up to 5 days paid jury service annually.

The Personnel Manual reflects this change, as noted in Article 3, Section 3.4 E(3).

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

June 3, 2015: Resolution No. 2015-08

Attachments

(1) Employee Personnel Manual Section Re Jury Service (2) Resolution No. 2016-XX

AGENDA ITEM: F-4

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the Town with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the Town certifying that the military member will be on military leave from deployment.

(3) Jury and Witness Duty. The Town will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The Town will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. ~~Leaves~~ ~~Under this section, leave shall be considered paid leave and~~ ~~The Town will compensate employees up to five (5) days of service per calendar year. Any service under this Section exceeding five (5) days per calendar year will be unpaid. However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance. No overtime shall be paid under this Section will be unpaid.~~

Pursuant to Code of Civil Procedure Section 215(b) and Government Code Section 481.200, employees shall complete the Government Waiver Form that will stop the jury payment for days in which the Town compensates the employee for service. If the Government Waiver Form is not available, any payment or fees received by the employee for service under this Section by the Court for days in which the Town compensates the employee for service shall be submitted to the District.

~~However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance.~~

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

(3)(4) Leave to Attend Children's School at Teacher's Request. The Town will grant employees who are parents or guardians of a pupil time off without pay to appear at their children's school pursuant to a teacher's request under Education Code section 48900.1, if the employee, prior to taking the time off, gives reasonable notice to the Town that he or she is requested to appear in the school.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-XX

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING AN UPDATED AND RESTATED
TOWN OF DISCOVERY BAY EMPLOYEE PERSONNEL MANUAL**

WHEREAS, On August 20, 2003 the Board of Directors approved and adopted an Employee Personnel Manual for the employees of the Town of Discovery Bay (TODB); and

WHEREAS, On August 18, 2004 the Manual was amended by the Board of Directors; and

WHEREAS, On September 4, 2013 the Manual was amended and approved by Resolution No. 2013-19; and

WHEREAS, On September 19, 2013 the Manual was amended and approved by Resolution No. 2013-20; and

WHEREAS, On February 5, 2014 the Manual was amended and approved by Resolution No. 2014-04; and

WHEREAS, On June 3, 2015 the Manual was amended and approved by Resolution No. 2015-08; and

WHEREAS, the proposed Employee Manual, which is attached and made a part of this Resolution, complies with current TODB policies and federal and state employment laws and regulations that are in place at the time this Resolution was approved.

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

SECTION 1. That the Employee Personnel Manual is hereby adopted and is attached and made a part of this Resolution.

SECTION 2. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 17th DAY OF FEBRUARY, 2016.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 3, 2016, by the following vote of the Board:

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

Richard J. Howard
Board Secretary



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item G

MONTHLY OPERATIONS REPORT

January 2016

Town of Discovery Bay, CA

2346 Days of Safe Operations

106,232 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

| Safety | Hours |
|---|-------|
| West Monthly Regional Safety Webinar Weekly Safety Topics Annual Fire Extinguisher Training Haz Comm/GHS Lab Chemical Hygiene | 4.5 |
| Operations | |
| | |

REPORTS SUBMITTED TO REGULATORY AGENCIES

| |
|---|
| Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, State Water Board (WD) Quarterly & Annual Reports |
|---|

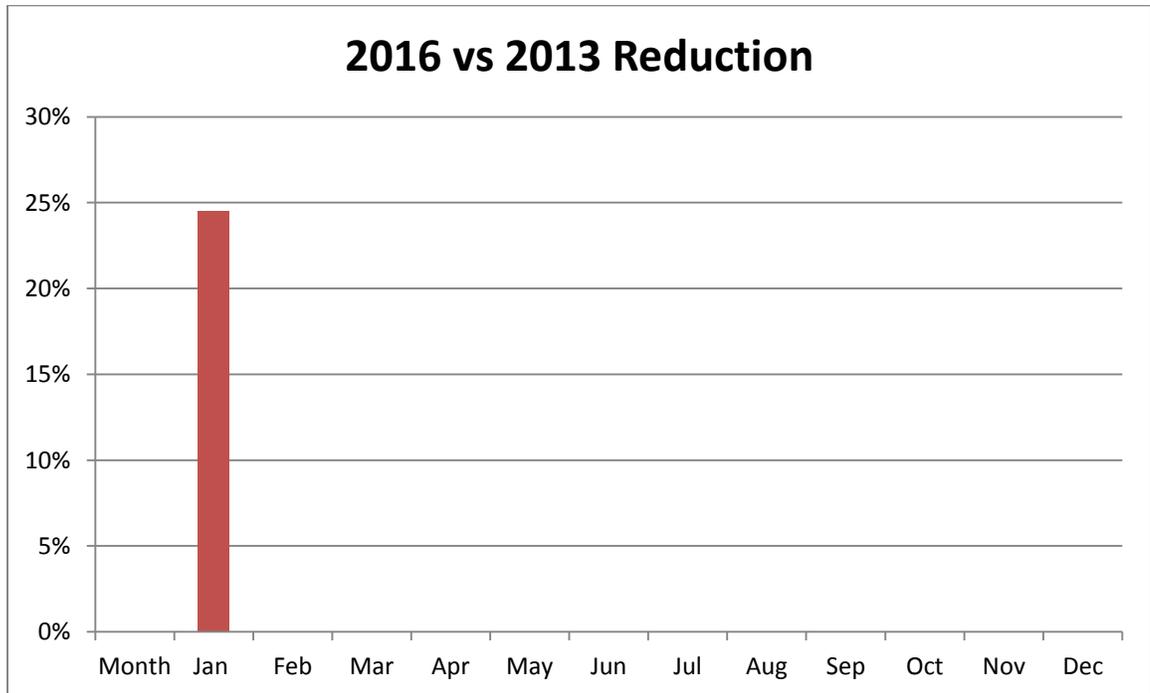
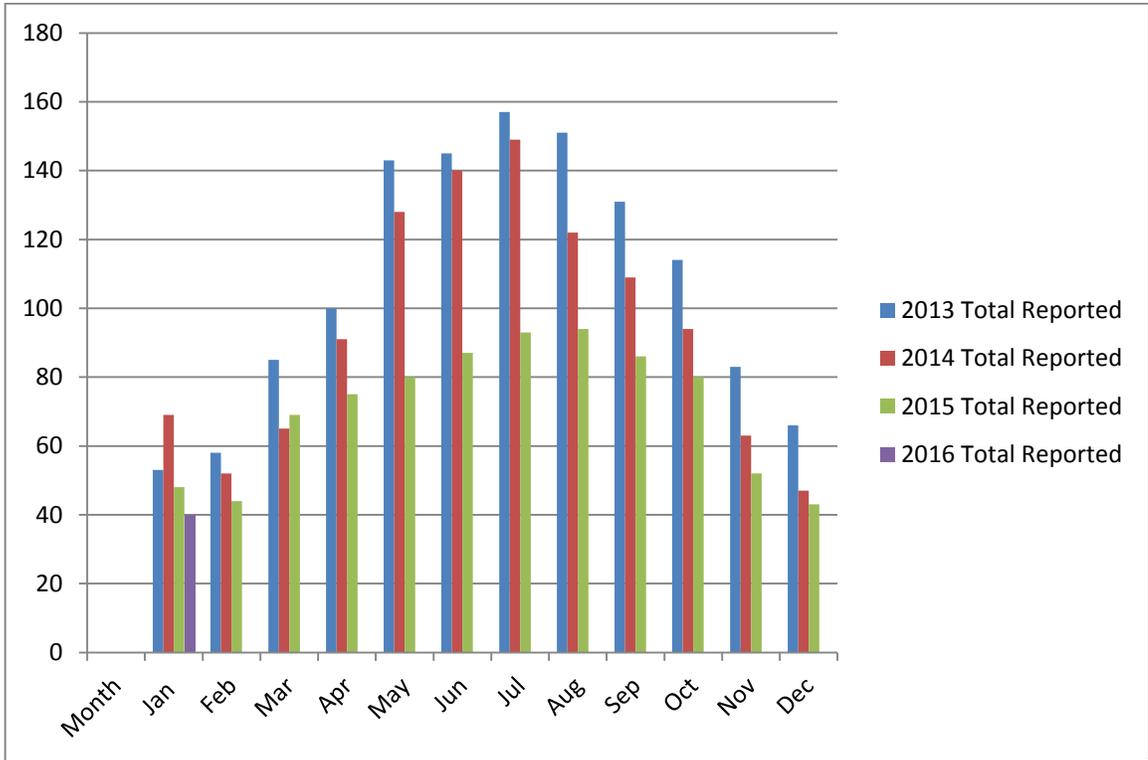
WATER SERVICES

| # of Active Wells | Water Produced (MG) | Chemical (Hypo) Delivered | Fire Hydrant Flushing |
|-------------------|---------------------|---------------------------|-----------------------|
| 5 | 40 | 2235 | 0 |

Note: Well 5 is off line, Replaced by Well #7

2016 Water Production Table (MG) by Month

| January | February | March | April | May | June |
|-----------|----------|-----------|---------|----------|----------|
| 40 | | | | | |
| July | August | September | October | November | December |
| | | | | | |



Reused Water:
2.0 MG – January

Bacteriological Test Results:

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

WASTEWATER SERVICE

Wastewater Laboratory Analysis

| <i>WW Effluent Parameter</i> | <i>Permit Limits</i> | <i>December Lab Data</i> | <i>January Lab Data</i> |
|--|----------------------|--------------------------|-------------------------|
| Flow, MG Effluent, monthly total | | 34 | 36 |
| Flow, MG Daily Influent Flow, avg. | N/A | 1.3 | 1.3 |
| Flow, MG Daily Discharge Flow, avg. | 2.1 | 1.1 | 1.2 |
| Effluent BOD ₅ , lbs/d, monthly avg. | 350 | 60 | 54 |
| Effluent TSS, lbs/d, monthly avg. | 525 | 93 | 57 |
| Effluent BOD ₅ , mg/L, monthly avg. | 20 | 7 | 6 |
| Effluent TSS, mg/L, monthly avg. | 30 | 11 | 6 |
| Total Coli form 7 day Median Max | 23 | 122 | 8 |
| Total Coli form Daily Maximum | 240 | 920 | 5 |
| % Removal BOD ₅ , monthly avg. | 85% min. | 98 | 97 |
| % Removal, TSS, monthly avg. | 85% min. | 92 | 93 |
| Electrical Conductivity, umhos/cm annual avg. | 2100 | 2057 | 2060 |

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

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

Bacteriological Test Results:

| Routine Bacteria Samples Collected | No. Total Coliform Positives | No. Fecal/E. coli Positives | 7-Day Median Excursion |
|------------------------------------|------------------------------|-----------------------------|------------------------|
| 14 | 0 | 0 | 0 |

| # of Active Lift Stations | # of Inactive Lift Stations | SSO | Wastewater Received (MG) |
|---------------------------|-----------------------------|----------|--------------------------|
| 15 | 0 | 0 | 39.5 |

COLLECTION:

- Flushing resumed 7,111 ft.
- CCTV 10,553 ft.
- Inspected 15 manhole & covers.
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

| Total # of WO's Completed | Total Hours |
|---------------------------|-------------|
| 195 | 218 |

Work Order Back-Log

| Aging 8 - 30 Days | Aging > 30 Days |
|-------------------|-----------------|
| 38 | 10 |

Call & Emergency Responses

| Call Outs | Emergencies |
|-----------|-------------|
| 6 | 0 |

Personnel Hours & Overtime:

| Regular Hours | Overtime |
|---------------|-----------|
| 1280 | 54 |

TERMS

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



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A COMMUNITY SERVICES DISTRICT



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