



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday
February 18, 2015

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday February 18, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of special meeting dated January 31, 2015
2. Approval of DRAFT minutes of special meeting dated February 4, 2015
3. Approval of DRAFT minutes of regular meeting dated February 4, 2015
4. Mission, Vision, Goals and Values Statement
5. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Consideration of Amending Board Policy No. 004 and Adoption of Resolution No. 2015-03
2. Consideration of Nomination for Vacant California Special Districts Association Board Member Vacancy
3. Badger ORION Cellular BEACON Meter Reading System
4. Requests from local organizations to lease space in District owned facilities

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period ending December 31, 2014 and FY 2014-15 Mid-Year Budget Review

H. VEOLIA REPORT

1. Veolia Report – Month of January 2015

I. MANAGER'S REPORTS – Discussion and Possible Action

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

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated October 9, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated January 8, 2015
3. R – East Contra Costa County Fire Protection District meeting minutes dated January 5, 2015
4. R – State Route 4 Bypass meeting minutes dated October 9, 2014
5. R – State Route 4 Bypass meeting minutes dated November 13, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated March 4, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE ANNUAL BOARD PLANNING WORKSHOP
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Saturday January 31, 2015
PLANNING WORKSHOP - 9:00 A.M. to 12:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

PLANNING WORKSHOP at 9:00 A.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. **Call business meeting to order** – 9:02 a.m. by President Steele
2. **Pledge of Allegiance** – Led by General Manager Howard
3. **Roll Call** – All Present

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

None

C. PLANNING WORKSHOP ITEMS

President Steele – Stated that item C-9 will be pulled from the Agenda.

1. 2014 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 was discussion between the General Manager and the Board. The Board requested changes to the Vision section and will be presented at the February 18, 2015 Board meeting.

3. Review of Bylaws of the TODB and Board Policy

General Manager Howard – Provided the details of item C-3. There was discussion between the General Manager and the Board. The Bylaws will be presented at the February 4, 2014 Board meeting.

4. Ongoing Drought Update and Forecast into 2015

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

5. Existing Water Meter Program and System Wide Implementation

General Manager Howard – Provided the details of item C-5. There was discussion between the General Manager, the Water and Wastewater Manager, the Finance Manager, and the Board.

6. Tertiary Treatment Process (filters) funding considerations

General Manager Howard – Provided the details of item C-2.

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

7. Board Officer Rotation Schedule Proposal

Director Leete – Provided the details of his proposal. There was discussion between the Board and the General Manager.

8. Board Committee Assignment Considerations

Director Leete – Provided the details of his proposal. There was discussion between the Board and the General Manager.

Director Pease – Provided the details of his proposal. There was discussion between the Board and the General Manager.

9. DB Community Foundation Partnership Discussion

10. FY 2015-16 Budget and Personnel Actions

General Manager Howard – Provided the details of item C-10. There was discussion between the General Manager, the Water and Wastewater Manager, the Finance Manager, and the Board.

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

General Manager Howard – Provided the details of item C-11. The Board stated they will provide items at a later time.

President Steele – Provided several things to be added regarding the Community Center. There was discussion between the General Manager and the Board.

D. ADJOURNMENT

The meeting adjourned at 11:48 a.m. to the next Regular meeting of February 4, 2015 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02-02-15

<http://www.todb.ca.gov/page/576/>

DRAFT



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday February 4, 2015
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:30 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:30 P.M.

A. ROLL CALL

Call business meeting to order - 6:30 p.m. by Vice President Pease
Roll Call – All present with the exception of President Steele
President Steele – Arrived at 6:38 p.m.

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 item D-1.

D. CLOSED SESSION:

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code Section 54957**
Legal Counsel

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

F. ADJOURNMENT

The meeting adjourned at 6:55 p.m. to the Regular Meeting on February 4, 2015 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 02-06-15

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 4, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order 7:00 p.m. by President Steele
Pledge of Allegiance – lead by General Manager Howard
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

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

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the Board and the Scheduler/Office Operations.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – Report presented by Trans-Plan representative, Duane Steele

2. County Planning Commission Report -

3. Code Enforcement Report – General Manager Howard provided the report. There was discussion between General Manager Howard and the Board.

4. Special Districts Report - No Report**

*** These meetings are held Quarterly*

E. PRESENTATIONS

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 dated January 21, 2015
2. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar.

Second by: Vice-President Pease

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

G. BUSINESS AND ACTION ITEMS

1. Approve Contract to Commercial Tree Care for Tree Services related to RFP L14-02

General Manager Howard provided the details of G-1.

Parks & Recreation Manager Perez provided details of item G-1. There was discussion between the Parks & Recreation Manager and the Board.

Motion by: Vice-President Pease to Award contract to Commercial Tree Care, in the amount not to exceed \$24,236.00 for tree care services as identified in RFP L14-02; and (2) authorize the General Manager to execute all contracts or purchase orders.

Second by: Director Leete

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

2. Approve Contract to Tee Janitorial for Janitorial Services related to RFP L14-01

Parks & Recreation Manager Perez provided details of item G-2. There was discussion between the General Manager, Parks & Recreation Manager and the Board.

Motion by: Vice-President Pease to award contract to Tee Janitorial, in the amount not to exceed \$13,200 (annual) for janitorial services as identified in RFP L14-01; and (2) authorize the General Manager to execute all contract documents and purchase orders.

Second by: Director Simon

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

3. Bylaws of the Town of Discovery Bay, Article IV Section 2, A 4 and Appointment of Board Members to District Representative Committee Positions

General Manager Howard provided the details of item G-3. There was discussion between the General Manager, Legal Counsel, and the Board. The

Motion by: Director Leete to approve Appointment of Board Members to District Representative Committee Positions and Approve Resolution No. 2015-02 amending the Bylaws of the Town of Discovery Bay; adding appointment occurs at the first meeting in January and that all committee appointments will be for a two-year term.

Second by: Director Simon

Vote: Motion Carried – AYES: 3 – Vice-President Pease, Director Leete, Director Simon, NOES: 2 – President Steele, Director Graves

The Board assigned the Board Members to the District Representative Listing.

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Provided his report and details of the Byron Union School District meeting dated January 8, 2015.

Director Leete – Provided the details of the Byron Delta Lions Club meeting February 3, 2015

J. MANAGER'S REPORT – Discussion and Possible Action

None

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

General Manager Howard – Stated that Staff meeting with Digital Deployment discussion the new Town of Discovery Bay Website.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. COMMITTEE UPDATES – Discussion and Possible Action

President Steele – Stated that the Committees from the District Representative Listing, will be providing a monthly update

N. CORRESPONDENCE – Discussion and Possible Action
None

O. PUBLIC RECORD REQUESTS RECEIVED
None

P. FUTURE AGENDA ITEMS
None

Q. ADJOURNMENT
The meeting adjourned at 8:10 p.m. to the next regular meeting dated February 18, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

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

Agenda Title

Mission, Vision, Goals and Values Statement

Recommended Action

Adopt the Town of Discovery Bay Mission, Vision, Goals and Values Statement

Executive Summary

The Town of Discovery Bay Board of Directors adopted a Mission, Vision, Goals and Values Statement on February 19, 2014. At the Board Workshop on January 31, 2015, the Board reviewed the Mission, Vision, Goals and Values statement and made one minor edit. The attached statement identifies the minor edit in strikeout/underline format in order that the change may easily be reviewed.

Fiscal Impact:

Amount Requested \$ N/A

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

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

Previous Relevant Board Actions for This Item

September 19, 2007 Adoption of Mission, Vision, Goals and Values Statement

January 8, 2014

February 1, 2014 Board Workshop

January 31, 2015

Attachments

Amended "DRAFT" Mission, Vision, Goals and Values Statement

AGENDA ITEM: E-4

The Town of Discovery Board has developed and articulated its mission, vision, goals and values. These ideals serve as an important guide as the Town of Discovery Bay business is conducted.

Mission:

- Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

Vision:

- Maintain a Full service and sustainable community
- Grow in harmony with the environment and the Delta
- Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Promote practices that provide enhanced and sustainable life now and for future generations

Goals:

- Responsible management of public funds
- Preservation of our neighborhoods and natural resources
- Provide timely, effective and transparent communications between government and our citizens
- Continually improve the quality of our services
- Promote and protect the environment
- Take pride in community assets
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
- Recognize pioneers of the community

Values:

- Innovation
- Accountability
- Respect
- Integrity
- Professionalism



The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals and Values. These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

Mission:

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

Vision:

Maintain a full service and sustainable community
Grow in harmony with the environment and the Delta
Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
Promote practices that provide enhanced and sustainable life now and for future generations

Goals:

Responsible management of public funds
Preservation of our neighborhoods and natural resources
Provide timely, effective and transparent communications between government and our citizens
Continually improve the quality of our services
Promote and protect the environment
Take pride in community assets
Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
Recognize pioneers of the community

Values:

Innovation • Accountability • Respect • Integrity • Professionalism



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

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

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 333,105.94

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

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

Previous Relevant Board Actions for This Item

Attachments

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

AGENDA ITEM: E-5

Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 18, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Brut Force Janitorial	20152	Janitorial Service Feb 2015 (Z57,Z61)	02/05/15	\$50.00
My Bark Company, Inc.	8172	Landscape Reimb Mulch (Z57)	12/23/14	\$2,072.89
My Bark Company, Inc.	8245	Landscape Reimb Mulch (Z57,Z61)	01/20/15	\$2,323.53
My Bark Company, Inc.	8258	Landscape Reimb Mulch (Z61)	01/21/15	\$2,157.25
My Bark Company, Inc.	8293	Landscape Reimb Mulch (Z61)	01/29/15	\$2,157.25
Odyssey Landscape Co, Inc.	36040155.1	Landscape Reimb (Z57,Z61)	01/30/15	\$13,950.00
U.S. Bank Corporate Payment System	4246044555703473/115	Landscape Reimb (Z35,Z57,Z61)	01/26/15	\$39.19
Watersavers Irrigation Inc.	1540108-00	Landscape Reimb (Z57,Z61)	02/10/15	\$547.43
		Administration	Sub-Total	\$23,297.54
Water				
Alhambra	13710019012315	Water Service	01/23/15	\$16.76
American Retrofit Systems	1052	Electrical System Yellow Trailer	02/03/15	\$60.00
Big Dog Computer	BDC33090	New Email Account	02/04/15	\$20.00
Brentwood Ace Hardware	808/013115	Vehicle Repairs & Supplies	01/31/15	\$11.50
Brut Force Janitorial	20152	Janitorial Service Feb 2015	02/05/15	\$100.00
Caselle, Inc.	63197	Support and Maintenance March	02/02/15	\$284.00
Cintas	185498852	Uniforms	01/28/15	\$236.54
Cintas	185499679	Uniforms	02/04/15	-\$185.98
Du-All Safety	16634	Safety Support and Training for 2014-2015	01/30/15	\$1,160.00
Fluid Engineering	21680	Automated Self Cleaning Strainer/Filter System	01/15/15	\$20,261.00
Gann Properties	2209 HAMPSHIRE DR	Closed Account, Refund Overpayments	02/04/15	\$46.11
J.W. Backhoe & Construction, Inc.	2267	Leak Schooner Loop	01/28/15	\$2,734.63
J.W. Backhoe & Construction, Inc.	2272	Repair Angle Meter Firwood Ct	01/29/15	\$1,166.06
National Meter & Automation, Inc.	1	Badger Orion AMR	02/11/15	\$40,856.76
Office Depot	752331351001	Office Supplies	01/27/15	\$54.36
Office Depot	753158293001	Office Supplies	01/30/15	\$63.42
Office Depot	753158514001	Office Supplies	01/30/15	\$21.69
Paul E. Vaz Trucking, Inc.	34186	Material 01/15/15	01/30/15	\$467.87
Paul E. Vaz Trucking, Inc.	34187	Freight 01/15/15	01/30/15	\$596.60
ReliaStar Life Insurance Company	#JR52 457(B) 021515	457(b) 02/01/15-02/15/15	02/15/15	\$488.04
Ricoh USA, Inc	5034247722	Photocopier	01/19/15	\$51.75
SDRMA	16264	Medical Benefits Credit	01/06/15	-\$169.73
SDRMA	16484	Medical Benefits Mar 2015	02/04/15	\$566.30
U.S. Bank Corporate Payment System	4246044555703473/115	Health Insurance	01/26/15	\$2,653.63
U.S. Bank Corporate Payment System	4246044555703473/115	Travel & Meetings	01/26/15	\$43.10
U.S. Bank Corporate Payment System	4246044555703473/115	Telephone General	01/26/15	\$515.49
U.S. Bank Corporate Payment System	4246044555703473/115	Telephone General	01/26/15	\$849.79
U.S. Bank Corporate Payment System	4246044555703473/115	Telephone Networking	01/26/15	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/115	Vehicle & Equipment Fuel	01/26/15	\$294.39
U.S. Bank Corporate Payment System	4246044555703473/115	Automotive Supplies & Repairs	01/26/15	\$325.21
U.S. Bank Corporate Payment System	4246044555703473/115	General Repairs	01/26/15	\$416.38
U.S. Bank Corporate Payment System	4246044555703473/115	Info System Management	01/26/15	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/115	Equipment Maintenance	01/26/15	\$35.43
U.S. Bank Corporate Payment System	4246044555703473/115	Computer Equipment & Supplies	01/26/15	\$156.71
U.S. Bank Corporate Payment System	4246044555703473/115	Misc. Small Tools	01/26/15	\$20.35
U.S. Bank Corporate Payment System	4246044555703473/115	Computer Software	01/26/15	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/115	Office Supplies	01/26/15	\$160.49
U.S. Bank Corporate Payment System	4246044555703473/115	Building Maintenance	01/26/15	\$1,220.06
U.S. Bank Corporate Payment System	4246044555703473/115	Safety Equipment & Supplies	01/26/15	\$531.18
U.S. Bank Corporate Payment System	4246044555703473/115	Special Expense	01/26/15	\$67.84
Univar	SJ665824	Chemicals Delivered 01/28/15	01/28/15	\$243.63
Univar	SJ665826	Chemicals Delivered 01/26/15	01/28/15	\$273.84
Veolia Water North America	45389	Monthly O&M Fee Feb 2015	02/01/15	\$40,403.73
Verizon Wireless	9739621362	Cell Phone Bill Jan 2015	01/26/15	\$150.40
W.J. Kirk Welding	48015	Repair Stair Landing	01/28/15	\$48.00
		Water	Sub-Total	\$117,526.13
Wastewater				
Air Resources Board	P-3476-0415	Permit and Fees	02/11/15	\$575.00
Alhambra	13710019012315	Water Service	01/23/15	\$25.13
American Retrofit Systems	1052	Electrical System Yellow Trailer	02/03/15	\$90.00
American Retrofit Systems	1053	Electrical Shorts In Aerator WWTP#2	02/05/15	\$550.00
Big Dog Computer	BDC33090	New Email Account	02/04/15	\$30.00

Brentwood Ace Hardware	808/013115	Vehicle Repairs & Supplies	01/31/15	\$22.12
Brut Force Janitorial	20152	Janitorial Service Feb 2015	02/05/15	\$150.00
Cascade Integration And Development	897	SCADA System Upgrade	02/01/15	\$28,448.40
Caselle, Inc.	63197	Support and Maintenance March 2015	02/02/15	\$426.00
Cintas	185498852	Uniforms	01/28/15	\$354.82
Cintas	185499679	Uniforms	02/04/15	-\$278.96
Comcast	8155400350232938/021	Internet WWTP#2	02/03/15	\$114.00
Comcast	8155400350232946/215	Internet WWTP#1	02/03/15	\$88.95
Du-All Safety	16634	Safety Support and Training for 2014-2015	01/30/15	\$1,740.00
Herwit Engineering	15-1	Professional Services Jan 2015	02/02/15	\$6,682.50
Herwit Engineering	DB-MP-5,6,7,12-9	Secondary Effluent	02/02/15	\$66,537.50
Herwit Engineering	DB-MP-5,6,7,12-9	Export Pump Station	02/02/15	\$2,400.00
Kleinfelder, Inc.	1045338	Groundwater Monitoring Well Installation	01/23/15	\$1,414.30
Office Depot	752331304001	Office Supplies	01/27/15	\$8.66
Office Depot	752331351001	Office Supplies	01/27/15	\$81.55
Office Depot	753158293001	Office Supplies	01/30/15	\$95.14
Office Depot	753158514001	Office Supplies	01/30/15	\$32.54
ReliaStar Life Insurance Company	#JR52 457(B) 021515	457(b) 02/01/15-02/15/15	02/15/15	\$732.06
Ricoh USA, Inc	5034247722	Photocopier	01/19/15	\$77.63
SDRMA	16264	Medical Benefits Credit	01/06/15	-\$254.59
SDRMA	16484	Medical Benefits Mar 2015	02/04/15	\$849.46
U.S. Bank Corporate Payment System	4246044555703473/115	Health Insurance	01/26/15	\$3,980.45
U.S. Bank Corporate Payment System	4246044555703473/115	Travel & Meetings	01/26/15	\$64.64
U.S. Bank Corporate Payment System	4246044555703473/115	Telecom Networking	01/26/15	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/115	Vehicle & Equipment Fuel	01/26/15	\$100.47
U.S. Bank Corporate Payment System	4246044555703473/115	Automotive Supplies & Repairs	01/26/15	\$212.47
U.S. Bank Corporate Payment System	4246044555703473/115	Special Equipment	01/26/15	\$19.79
U.S. Bank Corporate Payment System	4246044555703473/115	Info System Maintenance	01/26/15	\$139.20
U.S. Bank Corporate Payment System	4246044555703473/115	Equipment Maintenance	01/26/15	\$82.83
U.S. Bank Corporate Payment System	4246044555703473/115	Computer Equipment & Supplies	01/26/15	\$235.06
U.S. Bank Corporate Payment System	4246044555703473/115	Misc. Small Tools	01/26/15	\$57.14
U.S. Bank Corporate Payment System	4246044555703473/115	Computer Software	01/26/15	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/115	Office Supplies	01/26/15	\$240.73
U.S. Bank Corporate Payment System	4246044555703473/115	Building Maintenance	01/26/15	\$1,830.08
U.S. Bank Corporate Payment System	4246044555703473/115	Safety Equipment & Supplies	01/26/15	\$796.76
U.S. Bank Corporate Payment System	4246044555703473/115	Special Expense	01/26/15	\$101.75
Veolia Water North America	45389	Monthly O&M Fee Feb 2015	02/01/15	\$60,605.60
Verizon Wireless	9739621362	Cell Phone Bill Jan 2015	01/26/15	\$225.59
W.J. Kirk Welding	48015	Repair Stair Landing	01/28/15	\$72.00
Western Pacific Crane & Equipment	J00731	Vehicle Repair & Supplies	01/30/15	\$2,789.41

Wastewater Sub-Total \$182,720.17

Community Center

Community Center Sub-Total \$0.00

Grand Total \$323,543.84

Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 18, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019012315	Community Center-Water Service	01/23/15	\$66.83
Brentwood Ace Hardware	808/013115	Landscape Maintenance	01/31/15	\$21.43
Brut Force Janitorial	20152	Janitorial Service Feb 2015	02/05/15	\$310.00
Cintas	185498852	Uniforms	01/28/15	\$18.44
Cintas	185498852	Community Center-Mats	01/28/15	\$22.75
Cintas	185499679	Uniforms	02/04/15	\$18.44
Cintas	185499679	Community Center-Mats	02/04/15	\$20.75
Comcast	8155400350238372/115	Networking	01/22/15	\$38.30
Comcast	8155400350238372/115	Community Center-Telephone	01/22/15	\$54.00
Comcast	8155400350238372/115	Community Center-Networking	01/22/15	\$38.30
Delta Fence Company, Inc.	25597	Cornell Park Fence Repair	01/30/15	\$1,014.15
Denalect Alarm Company	R16236	Community Center-Quarterly Alarm Charge	02/02/15	\$96.00
Discovery Bay Disposal	17-0001966/013015	2 Yd Bin	01/30/15	\$292.37
Discovery Bay Disposal	17-0013218/013015	Community Center-2 Yd Bin	01/30/15	\$292.37
Henson Plumbing, Inc.	46060	Restroom Repair Regatta Park	02/02/15	\$300.00
Karina Dugand	17	Community Center-Program Fees	01/30/15	\$975.00
Lincoln Equipment, Inc.	S1257156	Community Center-Pool Chemicals	01/31/15	\$618.54
Office Depot	750600990001	Community Center-Office Supplies	01/19/15	\$38.12
Office Depot	750600990001	Community Center-Office Supplies	01/19/15	\$82.73
Office Depot	750600990001	Community Center-Office Supplies	01/19/15	\$29.27
Office Depot	751129772001	Office Supplies	01/21/15	\$59.50
Office Depot	753024521001	Community Center-Office Supplies	01/30/15	\$75.53
Office Depot	753158515001	Community Center-Office Supplies	01/30/15	\$11.82
U.S. Bank Corporate Payment System	4246044555703473/115	Training & Education	01/26/15	\$400.00
U.S. Bank Corporate Payment System	4246044555703473/115	Memberships	01/26/15	\$26.85
U.S. Bank Corporate Payment System	4246044555703473/115	Advertising	01/26/15	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/115	Telephone General	01/26/15	\$96.86
U.S. Bank Corporate Payment System	4246044555703473/115	Vehicle & Equipment Fuel	01/26/15	\$154.62
U.S. Bank Corporate Payment System	4246044555703473/115	Automotive Supplies & Repairs	01/26/15	\$350.00
U.S. Bank Corporate Payment System	4246044555703473/115	Equipment Maintenance	01/26/15	\$207.98
U.S. Bank Corporate Payment System	4246044555703473/115	Personal Protective Equipment	01/26/15	\$373.51
U.S. Bank Corporate Payment System	4246044555703473/115	Community Center-Computer Software	01/26/15	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/115	Community Center-Landscape Maintenance	01/26/15	\$97.66
U.S. Bank Corporate Payment System	4246044555703473/115	Community Center-Waste	01/26/15	\$292.37
U.S. Bank Corporate Payment System	4246044555703473/115	Community Center-Telephone General	01/26/15	\$96.86
Verizon Wireless	9739621362	Cell Phone Bill Jan 2015	01/26/15	\$87.04
Verizon Wireless	9739621362	Community Center-Cell Phone Bill Jan 2015	01/26/15	\$87.03
Watersavers Irrigation Inc.	1537299-00	Misc. Small Tools	01/29/15	\$58.35
Watersavers Irrigation Inc.	1538453-00	Misc. Repair Items	02/03/15	\$414.16
Watersavers Irrigation Inc.	1538453-00	Misc. Repair Items	02/03/15	\$17.96
Watersavers Irrigation Inc.	1540108-00	Misc. Small Tools	02/10/15	\$283.00
Watersavers Irrigation Inc.	1540108-00	Building Maintenance	02/10/15	\$263.30
Watersavers Irrigation Inc.	2855/013115	Service Charge	01/31/15	\$10.94
Woodmill Recycling Company	2015-3510	Landscape Maintenance	01/31/15	\$89.00
			Total	\$8,283.08

Request For Authorization To Pay Invoices (RFA)
For The Meeting On February 18, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brut Force Janitorial	20152	Janitorial Service Feb 2015	02/05/15	\$25.00
Cintas	185498852	Uniforms	01/28/15	\$18.44
Cintas	185499679	Uniforms	02/04/15	\$18.44
Comcast	8155400350238372/115	Networking	01/22/15	\$38.30
U.S. Bank Corporate Payment System	4246044555703473/115	Memberships	01/26/15	\$26.86
U.S. Bank Corporate Payment System	4246044555703473/115	Telephone General	01/26/15	\$103.79
U.S. Bank Corporate Payment System	4246044555703473/115	Vehicle & Equipment Fuel	01/26/15	\$45.00
U.S. Bank Corporate Payment System	4246044555703473/115	Automotive Supplies & Repairs	01/26/15	\$381.07
U.S. Bank Corporate Payment System	4246044555703473/115	Equipment Maintenance	01/26/15	\$271.78
Verizon Wireless	9739621362	Cell Phone Bill Jan 2015	01/26/15	\$87.04
Watersavers Irrigation Inc.	1540108-00	Building Maintenance	02/10/15	\$263.30
			Total	\$1,279.02



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

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

Agenda Title

Consideration of Amending Board Policy No. 004 and adoption of Resolution No. 2015-03

Recommended Action

As Necessary

Executive Summary

Board Policy 004, initially adopted in June 2002 and most recently modified in November 2011, provides a process for the annual appointment of officers of the Board, including the Board President, Vice President and President Pro Tempore.

The Board held their annual Board Planning Workshop on Saturday, January 31, 2015. At the workshop, the Board considered amending Board Policy 004 by establishing a Board officer rotation schedule, based primarily on length of service of Board members. The proposed process would distribute officer responsibility on a rotational basis, thus eliminating any personal bias from the members of the board.

In order for any modification to Policy 004, the Board must amend the policy to comply with the proposed procedure.

Section I shall be amended to include the following procedure:

The appointment of Board officers shall be established based upon the following schedule:

Board President

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.

If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

(continued to next page)

Vice President

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

President Pro-Tempore

The President Pro-Tempore shall be the Director next in line to be Vice President based on the then current service time. In order for a Board member to be considered for the position of President Pro Tempore, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board President Pro Tempore position. The Board President Pro Tempore shall be assigned to the Board member who has not served as President Pro Tempore and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

It is appropriate at this time for the Board to provide feedback and comments.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

January 31, 2015 Board Workshop Recommendations

Attachments

Town of Discovery Bay Board Policy 004 Proposed Amendments
Resolution 2015-03



Town of Discovery Bay

Program Area: Board	Policy Name: Board Policy	Policy Number: 004
Date Established: June 19, 2002	Date Amended: February 18, 2015	Resolution: 2015-03

PURPOSE

The purpose of the elected Board of Directors of the Town of Discovery Bay, a multipurpose independent special district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

I. BOARD OF DIRECTORS

The governing body of the Town of Discovery Bay is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two (2) years, either two (2) or three (3) Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President, Vice-President and President Pro-Tempore. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy or the established Bylaws of the Town of Discovery Bay. In the event of the President's absence, the Vice-President performs said duties. In the event of the President and Vice-President's absence, the President Pro-Tempore performs said duties.

The appointment of Board officers shall be established based upon the following schedule:

Board President

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.

If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

Vice President

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

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In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

II. POWER OF THE BOARD

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and shall take place pursuant to the Ralph M Brown Act of 1953, as amended (hereafter, Brown Act).

The parliamentary procedure for conducting all meetings will be Rosenberg's Rules of Order.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board may have standing committees and may appoint ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to those committees.

In the discharge of their duties, Directors shall comply with all applicable local, state and federal laws, including ethics trainings as required by AB1234.

III. RESPONSIBILITIES

A. Responsibilities of the Board of Directors:

- 1.** To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
- 2.** To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
- 3.** To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
- 4.** By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
- 5.** Keep informed on agenda items and on-going business of the Board.
- 6.** Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
- 7.** Attend meetings with promptness and regularity.
- 8.** Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
- 9.** Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
- 10.** Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS

1. No member of the Board or Officers of the District shall:

- a. Represent his or her position as that of the Board unless the Board has acted upon that position.
- b. Make unsolicited statements to anyone other than the Board during Board deliberations.
- c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions.

2. Preparation and Commitment:

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Closed Session agenda items.
- g. Contact the General Manager prior to meeting for more information, if needed.

C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS

1. Orientation of Board Members

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:

- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

2. Policy Violations

- a. Board Members who intentionally or repeatedly do not comply with this Policy may be reprimanded or formally censured by the Board of Directors.

D. Responsibilities of a Committee Chairperson

1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-03

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

WHEREAS, Town of Discovery Bay Community Services District (CSD) is a public agency and complies with a number of federal and state statutes, and local laws and regulations, and Bylaws of the Town of Discovery Bay; and

WHEREAS, it is in the public's interest that Board of Directors adopts and from time to time reviews the policies of the Town of Discovery Bay; and

WHEREAS, The Board Policy of the Town of Discovery Bay, is established to identify the powers and responsibilities of Board members and to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

WHEREAS, the Board Policy of the Town of Discovery Bay was originally adopted at the June 19, 2002 Board of Directors meeting by a motion that passed with the vote of 5 AYES, 0 NOES, 0 ABSTAINS; and

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Board Policy.

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

SECTION 1. That the Board Policy of the Town of Discovery Bay is hereby amended as set forth in Attachment A which is incorporated by this reference as though fully set forth herein.

SECTION 2. That this Policy shall become effective immediately upon adoption of this Resolution.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF March 2015.

Chris Steele
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 March 4, 2015 by the following vote of the Board:

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

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Consideration of Nomination for Vacant California Special Districts Association Board Member Vacancy

Recommended Action

Authorize the General Manager to submit nomination forms to the California Special Districts Association (CSDA) in order to fill a vacancy on the CSDA Board for the remainder of the term ending December 31, 2015.

Executive Summary

On February 3, 2015 staff (as well as the Board) received an email from CSDA Executive Director McCormick seeking nominations to fill the remaining nine months of a seat on the CSDA Board of Directors.

General Manager Howard is seeking support from the Board to submit his application to CSDA to fill the remaining term that ends on December 31, 2015. An advocate for the Town at CSDA may prove to be extremely beneficial as the staff and Board explore project financing options for the filtration and denitrifying projects.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education, Finance Corporation, and other related resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Level of Commitment

CSDA Board members are required to attend CSDA Board meetings, held every other month at the CSDA office in Sacramento; and participate on at least one committee that meets 3-5 times a year, also at the CSDA office in Sacramento. The scheduled meeting dates do not conflict with TODB Board meetings and take place on Friday's. There are four remaining meetings for this year.

Additionally, Board members shall also attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall). Candidates must also Complete all four modules of CSDA's Special District Leadership Academy within 2 years.

The General Manager meets all of the qualifications to fill the position and is seeking Board support at this time.

Fiscal Impact: None

Previous Relevant Board Actions for This Item

N/A

Attachments

CSDA Application and Nomination form.

AGENDA ITEM: F-2



CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Rick Howard, SDA

District: Town of Discovery Bay Community Services District

Title: General Manager

Elected/Appointed/Staff: Appointed Staff

Length of Service with District: 4 years, 9 months.

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have attended each CSDA Annual Conference since 2011, Legislative Days in 2011 and 2014, and am registered for Legislative Days, 2015. I attended the General Manager's Leadership Summit in 2014 and in November 2013 attended the Governance Seminar and received the Governance Certificate. In July 2014, I also qualified and passed the Special District Administrator (SDA) exam. I am also a CSDA-Cal/ICMA Coach.

Under my leadership and with the support of the Board of Directors of the Town of Discovery Bay, in 2014 the Town received not only the SDLF Certificate of Transparency, but we are also one of only 22 Special Districts in the state to have achieved the District of Distinction recognition. We also hold the Silver Recognition in Governance. We are only one of four special districts in the state that have achieved Transparency, Distinction, Silver or Gold honors in Governance, and administered by an accredited SDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Previous positions have provided me the opportunity to be a member of the League of California Cities, Municipal Management Assistants of Southern California (MMASC), International City Management Association (ICMA), American Society of Public Administrators (ASPA), American Public Transit Association (APTA), and the Transportation Labor Exchange (TLE).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I have spent my entire 30 year career in local government. I have a Masters Degree in Public Administration from the University of Southern California, and a Bachelors Degree in Political Science from the University of San Diego. Prior to coming to the Town of Discovery Bay, I worked for the cities of Pasadena, Poway, Mission Viejo, CA, and the North County Transit District in Oceanside, CA.



**California Special
Districts Association**
Districts Stronger Together

4. List civic organization involvement:

Throughout my public sector career, I have been involved in a variety of civic and non-profit organizations, including the United Way, the University of San Diego Alumni Association, and provided support to a number of civic organizations including local Rotary and Lion's Clubs. I have also participated and helped organize multiple Red Ribbon Weeks and Relay for Life events. I have been on steering committees and coached youth sports.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: Rick Howard, SDA

District: Town of Discovery Bay Community Services District

Mailing Address: 1800 Willow Lake Road
Discovery Bay, CA 94505

Network: Bay Area

Telephone: 925-634-1131

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: 925-513-2705

E-mail: rhoward@todb.ca.gov

Nominated by (optional): _____

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – March 31, 2015



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2014

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Badger ORION Cellular BEACON Meter Reading System

Recommended Action

That the Board authorize payment to National Meter and Automation Inc. in the amount of \$40,586.76 for the Badger ORION Cellular BEACON Meter Reading System; and authorize the General Manager to execute all purchase and contract documents.

Executive Summary

As the Board is aware, and as discussed at the Board Workshop on January 31, 2015, the Town's existing provider of Automated Meter Reader (AMR) system has filed for bankruptcy and is no longer in business. The result of this bankruptcy is that the town is no longer able to receive service for the existing system, and the failure rate of the existing AMR's is approaching 20% of the 2,100 AMR's currently deployed. This number of system failures results in manual reads by Town staff, hampering the reads and slowing the billing process.

Over the past year, staff has evaluated a number of options to replace the Datamatic system presently in place. Staff has met and investigated Neptune Technology Group, Aclara Technologies, Zenner USA, Sensus and Badger Meter.

After careful consideration and on-site testing of the various AMR systems, staff has determined that Badger Meters (represented by National Meter and Automation Inc.) best meets the long term needs of the District.

The new AMR technology is cellular based rather than mesh technology. Staff will deploy the new AMR's as currently installed Datamatic readers that are presently deployed fail. The result of this transition is that we will run parallel systems until such time as the economics of a complete transition to Badger AMR's makes financial sense.

It is also planned that when the time arrives to deploy meter reading system wide, Badger technology will be deployed.

As noted in the cost proposal, attached, the new Badger AMR's are \$79.50 per unit, plus tax. At this time staff recommends acquiring 408 Badger AMR units. This provides the correct number of units to replace the failed units currently deployed, as well as a cushion of approximately 60 units for future deployment. Additionally, there is an engagement fee of \$3,750; Web-Ex training, and a monthly subscription fee of \$.89/unit/month, compared to the current hosting fee of \$2,134 annually.

Staff recommends that the Water Infrastructure Replacement Fund be utilized for this purchase. At this time, the Water Replacement fund has a balance of \$700,000.

Fiscal Impact:

Amount Requested \$40,856.76

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

Prog/Fund # Water Infrastructure Replacement Fund

Previous Relevant Board Actions for This Item

N/A

Attachments

Cost Proposal from National Meter and Automation Inc. dated February 11, 2015

AGENDA ITEM: F-3



QUOTATION

2250 Apollo Way, Suite 300
 Santa Rosa, CA 95407
 Phone: 707.575.0700
 Fax: 707.575.3786

DATE: February 11, 2015
QUOTED BY: Kathy Richards
CUSTOMER EMAIL: dbreitstein@todb.ca.gov

BILL TO: Town of Discovery Bay CSD
 1800 Willow Lake Rd.
 Discovery Bay, CA 94505

SHIP TO: same

SALESPERSON	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SUBJECT TO REVIEW
KR	Net 30 Days	Best Way	FFA on orders +\$10K	July 1, 2015

QTY	Product Description	UNIT PRICE	AMOUNT
	<u>Badger ORION Cellular BEACON Meter Reading System</u>		
1	BEACON Engagement Fee	\$ 3,750.00	\$ 3,750.00
	the BEACON Engagement Fee includes the licensing, set-up activation of the District's BEACON account and Badger Meter configuration work tied to the utility supplied billing interface.		
1	Additional Web-Ex training, up to 8 hours	\$ 1,470.00	\$ 1,470.00
408	ORION Cellular Endpoint with Nicor Connector	\$ 79.50	\$ 32,436.00
	Monthly Subscription Fee*	\$ 0.89	
	*Invoicing for monthly endpoint subscription fee starts at time of endpoint activation or 6 months from date of shipment, whichever comes first		
	*Subscription Fees will be invoiced by Badger Meter, Inc.		

Sales Tax: Contra Costa County 8.50%
Est. Lead Time: Prox 3 weeks ARO

SUBTOTAL	\$ 37,656.00
SALES TAX	3,200.76
FREIGHT	-
TOTAL	\$ 40,856.76

THANK YOU FOR YOUR BUSINESS!!



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Requests from local organizations to lease space in District owned facilities

Recommended Action

That the Board provides direction to staff.

Executive Summary

On January 21, 2015, Mr. Jim Mattison, President of the Discovery Bay Community Foundation presented to the Board the goals and mission of the newly formed organization.

At that meeting, Mr. Mattison also provided the Board with informational materials which indicated that the Town is a Partner of the Foundation. Staff noted at that time that the Board has not taken any affirmative action to choose to partner or not to partner with the new organization.

Since that time, Mr. Mattison has submitted a request to rent space at abandoned well house #4 for \$1,500 annually for the first two years, increasing to \$2,000 annually thereafter, with the proceeds going to the Discovery Bay Community Center.

As the Board is aware, there is a long standing unofficial arrangement that the Town has allowed the Discovery Bay Lion's Club access to Well House #3 for storage of the many items that they utilize for their many community events. In 2014, the Lion's Club has paid the Town \$1,000 annually for the use of the storage, with the proceeds going to the Community Center.

Over the years, and in the spirit of community, the town has been supportive of Lion's Club events by providing the use of generators, the lighted sign board, as well as hosting the annual Rocktoberfest Concert and Festival that has been held at the Community Center since 2013.

Staff has met with representatives of both organizations and both wish to utilize Well House #4 moving forward. Attached are letters from both the BDCF and the Lion's Club president's, respectively.

Staff is seeking Board direction on the status of partnering with the DBCF, as well as direction on the abandoned well house locations.

Fiscal Impact: None at this time.

Previous Relevant Board Actions for This Item

None

Attachments

DBCF formation documents and related non-profit status.

Request from DBCF to rent Well House #4.

Letter from Discovery Bay Lions regarding lease agreement – dated February 12, 2015

AGENDA ITEM: F-4

The Discovery Bay Community Foundation would like to lease the facility at Well # 4 to store it's many items it is acquiring for the numerous events it will have to raise funds for the community. Included are items such as tents, tables, chairs, scaffolding, trailers, BBQ, archery equipment, concert stage and many other items for the 14 different committees we have created to enhance the quality of life in Discovery Bay.

DBCFC could simply rent space at any of the storage areas in the area but as the community foundations goals are to raise money for our community we would like to have the money go into our community center. Therefore we would like to offer \$1500 for years 2015 and 2016 and then \$2000 every year after that. I believe that is double any other rent you are receiving today from other service clubs. If you have any questions about the foundation or the proposal please call me at 925.698.1590.

Jim Mattison
Discovery Bay Community Foundation.
925.698.1590

Date of this notice: 11-03-2014

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: CP 575 E

DISCOVERY BAY COMMUNITY FOUNDATION
% JIM MATTISON
1200 SAINT ANDREWS DR
DISCOVERY BAY, CA 94505

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return
Form 1041, U.S. Income Tax Return for Estates and Trusts
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.

ARTS-PB-501(c)(3)

Articles of Incorporation of a Nonprofit Public Benefit Corporation

To form a nonprofit public benefit corporation in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A \$30 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.

Important! California nonprofit corporations are not automatically exempt from paying California franchise tax or income tax each year. A separate application is required in order to obtain tax exempt status.

Note: Before submitting this form, you should consult with a private attorney for advice about your specific business needs.

FILED Secretary of State State of California

OCT 24 2014

This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/befiling-tips.htm

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/befiling-tips.htm for general corporate name requirements and restrictions.)

The name of the corporation is Discovery Bay Community Foundation

Corporate Purpose (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

- a. This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: public purposes. charitable purposes.
b. The specific purpose of this corporation is to raise funds to support the local needs of the Discovery Bay community

Service of Process (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

a. Jim Mattison
Agent's Name
b. CA 94505
Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box City (no abbreviations) State Zip

Corporate Addresses

a. CA 94505
Initial Street Address of Corporation - Do not list a P.O. Box City (no abbreviations) State Zip
b. CA 94505
Initial Mailing Address of Corporation, if different from 4a City (no abbreviations) State Zip

Additional Statements (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

- a. This corporation is organized and operated exclusively for the purposes set forth in Article 2a hereof within the meaning of Internal Revenue Code section 501(c)(3).
b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
c. The property of this corporation is irrevocably dedicated to the purposes in Article 2a hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

Incorporator - Sign here Jim Mattison
Print your name here

Make check/money order payable to: Secretary of State
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814



Discovery Bay Lions Club

February 12, 2015

Rick Howard
Town of Discovery Bay
1800 Willow Lake Rd.
Discovery Bay, CA 94505

Dear Rick,

As you know, the Discovery Bay Lions Club and the Town of Discovery Bay have worked closely with each other in past. The Lions Club has dedicated itself to serving this community as much as possible and we appreciate the support from the Town.

We have for several years stored our event materials in old well sites owned but not used by the town. Last year we moved from well site 3 to well site 4, and we would like to continue to store our "stuff" in well site 4. Last year on behalf of the Lions, a container was moved on to site 4 and we would prefer that it be left there.

In the past, the Lions Club has made donations to the Community Center and helped with our volunteers at Town events to help defray any costs associated with our using the sites for storage. At this time it might be a good idea that we formalize our agreement with the Town.

If the Town would like a lease agreement and charge the Lions Club rent for using the facilities, it would be perfectly acceptable to us. We would be willing to pay whatever the Town determined to be a fair rental fee.

I am perfectly willing to come to a Town meeting to discuss this, just let me know.

We look forward to our continued working together with the Town for the benefit of the Community.

Sincerely,

David Ciruli
President
Discovery Bay Lions Club

P.O. Box 493, Byron, CA 94514



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 18, 2015

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager

Agenda Title

District Financial Statement Report for the Period ending December 31, 2014 and FY 2014-15 Mid-Year Budget Review

Recommended Action

Receive and File

Executive Summary

Attached, please find the FY 2014-15 mid-year budget review, for the period ending December 31, 2014.

The attached information provides a snapshot of the District's Contra Costa County Fund Balance (*seen below*) as well as the Districts Cash Balances and Budget (*see attached pages*) on December 31, 2014.

Water & Wastewater Fund Balance \$7,859,538.63 plus revenues of \$6,029,002.32 less expenditures of \$2,835,985.58 less reserves of \$5,868,686 = **Fund balance of \$5,183,869.37** In addition to the fund balance the District holds \$591,137.61 in the ECC Town bank account, as well as \$1,013,159.94 in the ECC Developer bank account.

Zone 8 Fund Balance \$536,133.69 plus revenues of \$541,941.00 less expenditures of \$399,656.79 less reserves of \$400,000 = **Fund balance of \$278,417.90** In addition to the fund balance Zone 8 holds \$12,177.90 in the ECC Recreation Fund.

Zone 9 Fund Balance \$145,220.86 plus revenues of \$125,722.76 less expenditures of \$67,990.96 = **Fund balance of \$202,952.66**

Financing Authority Balance = \$4,031,756.22

Staff is available to answer or address any questions that the Board may have.

There is no action necessary.

Fiscal Impact:

Amount Requested \$ 0

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

Prog/Fund # Category

Previous Relevant Board Actions for This Item

N/A

Attachments

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

AGENDA ITEM: G-1

TOWN OF DISCOVERY BAY
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2014

COMBINED CASH ACCOUNTS

01-1009	XPRESS DEPOSIT ACCOUNT	93,816.15
01-1010	ECC BANK TOWN CHECKING ACCOUNT	591,137.61
01-1011	ECC BANK TOWN GENERAL ACCOUNT	24,080.83
01-1012	ECC BANK COMMUNITY CTR ACCT	444,202.43
01-1013	CCC FUNDS TOWN FUND 8058	8,253,164.99
01-1014	CCC ZONE 8 FUND 8059	458,928.78
01-1015	CCC ZONE 9 FUND 8061	143,354.84
01-1018	DEVELOPMENT ACCOUNT	1,013,159.94
01-1020	US BANK - BOND	4,031,756.22
01-1022	ECC RECREATION ACCOUNT	12,177.90
		<hr/>
	TOTAL COMBINED CASH	15,065,779.69
01-1000	CASH ALLOCATED TO OTHER FUNDS	(15,065,779.69)
		<hr/>

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO ADMINISTRATION	(709,148.89)
20	ALLOCATION TO WATER	4,856,857.87
21	ALLOCATION TO WASTEWATER	5,883,993.50
40	ALLOCATION TO L&L 8	480,171.61
41	ALLOCATION TO L&L 9	77,808.59
50	ALLOCATION TO FINANCING AUTHORITY	4,031,865.36
60	ALLOCATION TO COMMUNITY CENTER	444,231.65
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	15,065,779.69
	ALLOCATION FROM COMBINED CASH FUND - 01-1000	(15,065,779.69)
		<hr/>

ZERO PROOF IF ALLOCATIONS BALANCE .00

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
20-31-5105	PROPERTY TAXES	895,314.59	895,314.59	1,858,240.00	962,925.41 48.2
20-31-5117	OTHER TAX	.00	15.00	.00 (15.00)	.0
20-31-5148	PROCEEDS FROM FINANCING	.00	.00	627,300.00	627,300.00 .0
20-31-5149	DEVELOPER DEP HOLDING ACCOUNT	.00	.00	100,000.00	100,000.00 .0
20-31-5151	GRANT	.00	.00	200,000.00	200,000.00 .0
20-31-5177	REIMBURSEMENTS	298.22	3,533.22	5,000.00	1,466.78 70.7
20-31-5178	INFRASTRUCTURE REPLACEMENT	.00	.00	50,000.00	50,000.00 .0
20-31-5179	MISC	49.83	8,482.44	1,000.00 (7,482.44)	848.2
20-31-5180	CARRY-OVER/RE-BUDGETED	.00	.00	30,000.00	30,000.00 .0
20-31-5243	OTHER	.00	27,935.59	.00 (27,935.59)	.0
20-31-6000	WATER CHARGES	29,595.46	385,329.55	975,000.00	589,670.45 39.5
20-31-6030	CONNECTION FEES	.00	8,100.00	.00 (8,100.00)	.0
20-31-6045	CAPACITY FEE	.00	28,610.00	50,000.00	21,390.00 57.2
20-31-6046	PERMIT FEE	.00	.00	12,500.00	12,500.00 .0
20-31-6047	INSPECTION FEE	.00	12,960.00	10,000.00 (2,960.00)	129.6
20-31-6086	UTILITY- ACCOUNT CHARGE	128,847.57	133,861.23	258,980.00	125,098.77 51.7
TOTAL WATER REVENUE		1,054,105.67	1,504,141.62	4,178,000.00	2,673,858.38 36.0
TOTAL FUND REVENUE		1,054,105.67	1,504,141.62	4,178,000.00	2,673,858.38 36.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-41-7000 SALARY & WAGES	35,193.48	192,016.81	193,502.85	1,486.04	99.2
20-41-7001 OVERTIME	.00	.00	2,000.00	2,000.00	.0
20-41-7003 ER TAXES	4,067.67	15,911.44	21,500.30	5,588.86	74.0
20-41-7030 GROUP INSURANCE	5,732.57	24,993.09	15,240.00 (9,753.09)	164.0
20-41-7045 WORKERS COMP	.00	719.79	20,000.00	19,280.21	3.6
20-41-7060 457 B PLAN	955.82	5,433.52	12,000.00	6,566.48	45.3
20-41-7150 TEMPORARY EMPLOYEES	.00	.00	3,360.00	3,360.00	.0
20-41-7165 BOARD OF DIRECTORS COMPENSATIO	988.00	4,918.00	16,560.00	11,642.00	29.7
20-41-7181 TRAVEL & MEETINGS - BOD	13.09	718.67	2,400.00	1,681.33	29.9
20-41-7182 TRAVEL	859.39	3,750.69	2,000.00 (1,750.69)	187.5
20-41-7196 TRAINING & EDUCATION - BOD	.00	554.00	800.00	246.00	69.3
20-41-7197 TRAIN, MEET & EDUCATION	.00	2,645.60	2,800.00	154.40	94.5
20-41-7210 DUES & SUBSCRIPTIONS	.00	25.20	1,060.00	1,034.80	2.4
20-41-7225 MEMBERSHIPS	.00	3,842.20	7,200.00	3,357.80	53.4
20-41-7255 TODB SPONSORED EVENTS	234.02	707.52	2,400.00	1,692.48	29.5
20-41-7271 CONSULTING SERVICES	1,310.00	17,357.15	153,320.00	135,962.85	11.3
20-41-7272 WASTE WATER SERVICE CONTRACT	40,403.73	244,242.46	489,429.78	245,187.32	49.9
20-41-7273 PROFESSIONAL FEES	.00	210.00	.00 (210.00)	.0
20-41-7275 PREVENTATIVE & CORRECTIVE	.00	16,355.27	42,800.00	26,444.73	38.2
20-41-7276 CONTRACT MAILING	1,051.88	6,361.61	15,000.00	8,638.39	42.4
20-41-7277 VEOLIA W LARGE REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
20-41-7286 LEGAL - GENERAL	2,281.50	13,368.51	32,000.00	18,631.49	41.8
20-41-7288 LEGAL - LITIGATION	.00	94.60	30,000.00	29,905.40	.3
20-41-7301 ANNUAL AUDIT SERVICES	.00	9,000.00	12,400.00	3,400.00	72.6
20-41-7316 ELECTION EXPENSE	2,966.19	2,966.19	4,800.00	1,833.81	61.8
20-41-7317 ADVERTISING	.00	.00	400.00	400.00	.0
20-41-7318 PUBLIC RELATIONS	.00	438.80	.00 (438.80)	.0
20-41-7319 INTERNET WEBSITE	.00	3,360.00	200.00 (3,160.00)	1680.0
20-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	759.60	2,400.00	1,640.40	31.7
20-41-7361 TELEPHONE - GENERAL	507.25	3,290.54	5,600.00	2,309.46	58.8
20-41-7362 TELECOM - NETWORKING	96.00	576.00	1,080.00	504.00	53.3
20-41-7363 TELEPHONE - CELLULAR	151.48	876.44	2,800.00	1,923.56	31.3
20-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	1,060.60	1,200.00	139.40	88.4
20-41-7391 DIESEL FUEL	.00	.00	4,000.00	4,000.00	.0
20-41-7392 VEHICLE & EQUIPMENT - FUEL	240.02	2,670.50	4,000.00	1,329.50	66.8
20-41-7393 VEHICLE & EQUIPMENT SUP & REP	163.78	1,177.82	4,400.00	3,222.18	26.8
20-41-7404 WATER METER AND REGISTERS	6,400.40	17,001.77	.00 (17,001.77)	.0
20-41-7405 GENERAL REPAIRS - PUMPS	.00	.00	12,000.00	12,000.00	.0
20-41-7406 GENERAL REPAIRS	29,513.47	228,538.43	220,000.00 (8,538.43)	103.9
20-41-7408 SPECIAL EQUIPMENT	.00	341.20	1,200.00	858.80	28.4
20-41-7409 INFO SYSTEM - MAINTENANCE	569.06	3,666.92	6,000.00	2,333.08	61.1
20-41-7410 EQUIPMENT MAINTENANCE	36.06	675.30	3,600.00	2,924.70	18.8
20-41-7411 SOFTWARE HOSTING	777.70	5,827.46	.00 (5,827.46)	.0
20-41-7412 COMPUTER EQUIPMENT & SUPPLIES	12.56	1,451.86	2,400.00	948.14	60.5
20-41-7413 MISCELLANEOUS SMALL TOOLS	.00	397.90	2,000.00	1,602.10	19.9
20-41-7414 EQUIPMENT REPAIR	.00	.00	400.00	400.00	.0
20-41-7415 COMPUTER SOFTWARE	495.20	620.81	4,000.00	3,379.19	15.5
20-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	800.00	800.00	.0
20-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	1,243.61	200.00 (1,043.61)	621.8
20-41-7423 OFFICE FURNITURE	.00	.00	200.00	200.00	.0
20-41-7424 POSTAGE	133.18	626.57	1,000.00	373.43	62.7
20-41-7425 OFFICE SUPPLIES	33.31	2,325.44	2,400.00	74.56	96.9

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-41-7437 RENT PUBLIC MEETINGS	.00	.00	200.00	200.00	.0
20-41-7439 EQUIPMENT RENTAL/LEASING	.00	192.82	2,000.00	1,807.18	9.6
20-41-7440 FACILITY MAINTENANCE - LANDSCA	.00	.00	1,600.00	1,600.00	.0
20-41-7441 BUILDING MAINTENANCE	358.40	1,894.39	10,000.00	8,105.61	18.9
20-41-7451 INSURANCE - LIABILITY	.00	.00	19,600.00	19,600.00	.0
20-41-7453 INSURANCE - PROPERTY	.00	185.77	10,400.00	10,214.23	1.8
20-41-7466 PERMITS & FEES	.00	13,869.42	16,000.00	2,130.58	86.7
20-41-7469 PERSONAL PROTECTIVE EQUIPMENT	30.84	76.61	680.00	603.39	11.3
20-41-7470 SAFETY EQUIPMENT & SUPPLIES	380.56	380.56	.00	(380.56)	.0
20-41-7481 UTILITIES/ELECTRICAL COST	28,354.41	227,780.87	310,000.00	82,219.13	73.5
20-41-7495 CHEMICALS	547.67	7,345.25	30,000.00	22,654.75	24.5
20-41-7510 FREIGHT	.00	.00	1,000.00	1,000.00	.0
20-41-7511 UPS/COURIER	.00	9.18	320.00	310.82	2.9
20-41-7526 MISCELLANEOUS BANK CHARGES	328.73	2,334.89	2,500.00	165.11	93.4
20-41-7527 MISCELLANEOUS SERVICES & SUPPL	304.02	1,052.67	1,200.00	147.33	87.7
20-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	400.00	400.00	.0
20-41-7530 UNRECOVERABLE CHARGES	.00	201.46	1,000.00	798.54	20.2
20-41-7532 MISCELLANEOUS	7,514.12	7,514.12	.00	(7,514.12)	.0
20-41-7533 BAD DEBT	82.01	2,798.77	5,000.00	2,201.23	56.0
20-41-7534 SPECIAL EXPENSE	730.46	1,563.44	.00	(1,563.44)	.0
20-41-7535 CREDIT MEMO	67.06	2,355.10	5,000.00	2,644.90	47.1
20-41-7537 DEBT SERVICE	.00	59,903.93	89,363.20	29,459.27	67.0
20-41-7540 CONTRIBUTION TO RESERVES	.00	.00	32,800.13	32,800.13	.0
20-41-7542 TAXES & ASSESSMENTS	.00	.00	773.60	773.60	.0
20-41-7545 REVENUE COLLECTION	.00	2,057.79	2,400.00	342.21	85.7
20-41-7547 DATA PROCESSING/PAYROLL WIRE T	17.60	348.00	1,040.00	692.00	33.5
20-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	800.00	800.00	.0
20-41-7549 PUBLIC WORKS - PERMITS	.00	3,428.02	4,800.00	1,371.98	71.4
20-41-7550 PROPERTY TAXES	.00	73.95	1,200.00	1,126.05	6.2
20-41-7587 DEVELOPER DEPOSIT REIMBURSEMENT	.00	939.20	.00	(939.20)	.0
TOTAL WATER EXPENDITURES	173,882.69	1,179,426.10	1,954,929.86	775,503.76	60.3
TOTAL FUND EXPENDITURES	173,882.69	1,179,426.10	1,954,929.86	775,503.76	60.3
NET REVENUE OVER EXPENDITURES	880,222.98	324,715.52	2,223,070.14	1,898,354.62	14.6

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WASTEWATER REVENUE</u>					
21-31-5105	2,108,991.40	2,108,991.40	3,799,884.00	1,690,892.60	55.5
21-31-5117	.00	15.00	.00	(15.00)	.0
21-31-5148	.00	.00	3,533,582.00	3,533,582.00	.0
21-31-5149	.00	.00	200,000.00	200,000.00	.0
21-31-5177	.00	3,981.00	5,500.00	1,519.00	72.4
21-31-5178	.00	.00	145,000.00	145,000.00	.0
21-31-5179	.00	.00	1,109.00	1,109.00	.0
21-31-5180	.00	.00	70,000.00	70,000.00	.0
21-31-5243	.00	39,402.18	.00	(39,402.18)	.0
21-31-6015	10,221.70	46,530.45	125,000.00	78,469.55	37.2
21-31-6030	.00	8,100.00	.00	(8,100.00)	.0
21-31-6045	.00	235,150.00	150,000.00	(85,150.00)	156.8
21-31-6046	.00	.00	12,500.00	12,500.00	.0
21-31-6047	.00	12,960.00	10,000.00	(2,960.00)	129.6
TOTAL WASTEWATER REVENUE	2,119,213.10	2,455,130.03	8,052,575.00	5,597,444.97	30.5
TOTAL FUND REVENUE	2,119,213.10	2,455,130.03	8,052,575.00	5,597,444.97	30.5

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER EXPENDITURES</u>					
21-41-7000 SALARY & WAGES	27,646.22	148,152.90	290,254.28	142,101.38	51.0
21-41-7001 OVERTIME	.00	.00	3,000.00	3,000.00	.0
21-41-7003 ER TAXES	3,015.06	11,829.30	32,250.48	20,421.18	36.7
21-41-7030 GROUP INSURANCE	8,598.86	38,203.20	22,860.00	(15,343.20)	167.1
21-41-7045 WORKERS COMP	.00	1,079.69	30,000.00	28,920.31	3.6
21-41-7060 457 B PLAN	1,433.72	7,436.57	18,000.00	10,563.43	41.3
21-41-7150 TEMPORARY EMPLOYEES	.00	.00	5,040.00	5,040.00	.0
21-41-7165 BOARD OF DIRECTORS COMPENSATIO	1,482.00	7,377.00	24,840.00	17,463.00	29.7
21-41-7181 TRAVEL & MEETINGS - BOD	19.63	1,237.44	3,600.00	2,362.56	34.4
21-41-7182 TRAVEL	150.23	4,919.80	3,000.00	(1,919.80)	164.0
21-41-7196 TRAINING & EDUCATION - BOD	.00	831.00	1,200.00	369.00	69.3
21-41-7197 TRAIN, MEET & EDUCATION	.00	2,513.40	4,200.00	1,686.60	59.8
21-41-7210 DUES & SUBSCRIPTIONS	.00	37.80	1,590.00	1,552.20	2.4
21-41-7225 MEMBERSHIPS	.00	3,244.80	10,800.00	7,555.20	30.0
21-41-7255 TODB SPONSORED EVENTS	351.04	1,061.29	3,600.00	2,538.71	29.5
21-41-7271 CONSULTING SERVICES	19,614.98	126,849.69	229,980.00	103,130.31	55.2
21-41-7272 WASTE WATER SERVICE CONTRACT	60,605.60	366,363.70	734,144.66	367,780.96	49.9
21-41-7273 PROFESSIONAL FEES	.00	1,875.00	.00	(1,875.00)	.0
21-41-7275 PREVENTATIVE & CORRECTIVE	.00	24,404.70	64,200.00	39,795.30	38.0
21-41-7277 VEOLIA WW LARGE REPLACEMENT	.00	11,378.77	60,000.00	48,621.23	19.0
21-41-7286 LEGAL - GENERAL	3,209.62	22,947.35	48,000.00	25,052.65	47.8
21-41-7288 LEGAL - LITIGATION	.00	227.90	45,000.00	44,772.10	.5
21-41-7301 ANNUAL AUDIT SERVICES	.00	9,000.00	18,600.00	9,600.00	48.4
21-41-7316 ELECTION EXPENSE	4,449.29	4,449.29	7,200.00	2,750.71	61.8
21-41-7317 ADVERTISING	.00	.00	600.00	600.00	.0
21-41-7318 PUBLIC RELATIONS	.00	658.20	.00	(658.20)	.0
21-41-7319 INTERNET WEBSITE	.00	5,040.00	300.00	(4,740.00)	1680.0
21-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	1,139.40	3,600.00	2,460.60	31.7
21-41-7361 TELEPHONE - GENERAL	837.69	5,433.99	8,400.00	2,966.01	64.7
21-41-7362 TELECOM - NETWORKING	351.45	2,060.70	1,620.00	(440.70)	127.2
21-41-7363 TELEPHONE - CELLULAR	227.22	1,327.66	4,200.00	2,872.34	31.6
21-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	1,800.00	1,800.00	.0
21-41-7391 DIESEL FUEL	.00	1,741.93	6,000.00	4,258.07	29.0
21-41-7392 VEHICLE & EQUIPMENT - FUEL	105.04	1,499.54	6,000.00	4,500.46	25.0
21-41-7393 VEHICLE & EQUIPMENT SUP & REP	245.68	3,022.65	6,600.00	3,577.35	45.8
21-41-7405 GENERAL REPAIRS - PUMPS	9,671.41	11,846.44	18,000.00	6,153.56	65.8
21-41-7406 GENERAL REPAIRS	11,247.70	35,947.84	330,000.00	294,052.16	10.9
21-41-7407 NTR/SIP TESTING - RWQCB	.00	.00	5,000.00	5,000.00	.0
21-41-7408 SPECIAL EQUIPMENT	21.68	1,549.44	1,800.00	250.56	86.1
21-41-7409 INFO SYSTEM - MAINTENANCE	951.08	4,425.78	9,000.00	4,574.22	49.2
21-41-7410 EQUIPMENT MAINTENANCE	54.10	1,012.98	5,400.00	4,387.02	18.8
21-41-7411 SOFTWARE HOSTING	1,413.88	3,868.02	.00	(3,868.02)	.0
21-41-7412 COMPUTER EQUIPMENT & SUPPLIES	12.99	2,171.93	3,600.00	1,428.07	60.3
21-41-7413 MISCELLANEOUS SMALL TOOLS	157.47	361.54	3,000.00	2,638.46	12.1
21-41-7414 EQUIPMENT REPAIR	.00	.00	600.00	600.00	.0
21-41-7415 COMPUTER SOFTWARE	743.78	908.16	6,000.00	5,091.84	15.1
21-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,200.00	1,200.00	.0
21-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	1,865.41	300.00	(1,565.41)	621.8
21-41-7423 OFFICE FURNITURE	.00	.00	300.00	300.00	.0
21-41-7424 POSTAGE	199.78	950.45	1,500.00	549.55	63.4
21-41-7425 OFFICE SUPPLIES	54.29	3,421.00	3,600.00	179.00	95.0
21-41-7437 RENT PUBLIC MEETINGS	.00	.00	300.00	300.00	.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-41-7439 EQUIPMENT RENTAL/LEASING	.00	289.24	3,000.00	2,710.76	9.6
21-41-7440 FACILITY MAINTENANCE - LANDSCA	.00	6,500.00	2,400.00	(4,100.00)	270.8
21-41-7441 BUILDING MAINTENANCE	537.60	4,910.07	15,000.00	10,089.93	32.7
21-41-7451 INSURANCE - LIABILITY	.00	.00	29,400.00	29,400.00	.0
21-41-7453 INSURANCE - PROPERTY	.00	278.65	15,600.00	15,321.35	1.8
21-41-7466 PERMITS & FEES	.00	26,113.60	24,000.00	(2,113.60)	108.8
21-41-7468 NPDES NOV FINES	.00	.00	25,000.00	25,000.00	.0
21-41-7469 PERSONAL PROTECTIVE EQUIPMENT	46.25	114.89	1,020.00	905.11	11.3
21-41-7470 SAFETY EQUIPMENT & SUPPLIES	1,391.42	1,391.42	.00	(1,391.42)	.0
21-41-7481 UTILITIES/ELECTRICAL COST	42,396.96	142,913.24	465,000.00	322,086.76	30.7
21-41-7483 UTILITIES/WASTE COST	.00	3,148.79	.00	(3,148.79)	.0
21-41-7495 CHEMICALS	.00	14,661.99	20,000.00	5,338.01	73.3
21-41-7510 FREIGHT	.00	.00	1,500.00	1,500.00	.0
21-41-7511 UPS/COURIER	.00	294.56	480.00	185.44	61.4
21-41-7527 MISCELLANEOUS SERVICES & SUPPL	456.03	1,504.82	1,800.00	295.18	83.6
21-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	600.00	600.00	.0
21-41-7532 MISCELLANEOUS	109.14	109.14	.00	(109.14)	.0
21-41-7534 SPECIAL EXPENSE	1,231.11	2,486.60	.00	(2,486.60)	.0
21-41-7535 CREDIT MEMO	.00	3,787.10	.00	(3,787.10)	.0
21-41-7537 DEBT SERVICE	.00	503,052.11	738,073.80	235,021.69	68.2
21-41-7540 CONTRIBUTION TO RESERVES	.00	.00	49,200.19	49,200.19	.0
21-41-7542 TAXES & ASSESSMENTS	16,550.00	16,550.00	1,160.40	(15,389.60)	1426.2
21-41-7545 REVENUE COLLECTION	.00	3,086.69	3,600.00	513.31	85.7
21-41-7547 DATA PROCESSING/PAYROLL WIRE T	106.40	212.00	1,560.00	1,348.00	13.6
21-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	1,200.00	1,200.00	.0
21-41-7549 PUBLIC WORKS - PERMITS	.00	.00	7,200.00	7,200.00	.0
21-41-7550 PROPERTY TAXES	.00	8,146.99	1,800.00	(6,346.99)	452.6
21-41-7587 DEVELOPER DEPOSIT REIMBURSMENT	.00	1,221.30	.00	(1,221.30)	.0
TOTAL WASTEWATER EXPENDITURES	219,696.40	1,626,446.85	3,498,673.81	1,872,226.96	46.5
TOTAL FUND EXPENDITURES	219,696.40	1,626,446.85	3,498,673.81	1,872,226.96	46.5
NET REVENUE OVER EXPENDITURES	1,899,516.70	828,683.18	4,553,901.19	3,725,218.01	18.2

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 8 REVENUE</u>					
40-31-5105	274,688.89	274,688.89	478,000.00	203,311.11	57.5
40-31-5106	.00	(1,134.37)	.00	1,134.37	.0
40-31-5108	2,122.64	2,122.64	.00	(2,122.64)	.0
40-31-5111	.00	16,480.55	.00	(16,480.55)	.0
40-31-5112	.00	(718.98)	.00	718.98	.0
40-31-5114	.00	226.24	.00	(226.24)	.0
40-31-5117	76.20	76.20	.00	(76.20)	.0
40-31-5148	.00	.00	4,500.00	4,500.00	.0
40-31-5149	.00	5,909.00	25,000.00	19,091.00	23.6
40-31-5150	.00	2,808.00	3,000.00	192.00	93.6
40-31-5151	.00	.00	6,000.00	6,000.00	.0
40-31-5177	9.70	750.47	50,000.00	49,249.53	1.5
40-31-5179	.00	.00	65,000.00	65,000.00	.0
40-31-5180	.00	.00	8,206.98	8,206.98	.0
40-31-5243	.00	39.88	.00	(39.88)	.0
40-31-6050	.00	5,520.00	.00	(5,520.00)	.0
40-31-6075	.00	(100.00)	.00	100.00	.0
40-31-6690	.00	.00	32,000.00	32,000.00	.0
40-31-6695	.00	4,124.55	5,000.00	875.45	82.5
40-31-6996	.00	179.00	.00	(179.00)	.0
40-31-6997	.00	773.00	500.00	(273.00)	154.6
40-31-6998	.00	513.25	500.00	(13.25)	102.7
40-31-6999	.00	4,661.50	7,500.00	2,838.50	62.2
TOTAL L&L 8 REVENUE	276,897.43	316,919.82	685,206.96	368,287.14	46.3
TOTAL FUND REVENUE	276,897.43	316,919.82	685,206.96	368,287.14	46.3

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 8 EXPENDITURE</u>					
40-41-7000 SALARY & WAGES	14,543.41	70,439.45	89,259.77	18,820.32	78.9
40-41-7003 ER TAXES	1,812.21	6,318.32	9,917.75	3,599.43	63.7
40-41-7182 TRAVEL	.00	86.24	1,000.00	913.76	8.6
40-41-7197 TRAIN, MEET & EDUCATION	.00	16.57	1,500.00	1,483.43	1.1
40-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
40-41-7225 MEMBERSHIPS	.00	230.00	525.00	295.00	43.8
40-41-7286 LEGAL - GENERAL	.00	839.25	1,000.00	160.75	83.9
40-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,220.00	2,220.00	.0
40-41-7317 ADVERTISING	.00	127.48	50.00	(77.48)	255.0
40-41-7361 TELEPHONE - GENERAL	96.21	865.85	1,125.00	259.15	77.0
40-41-7362 TELECOM - NETWORKING	36.63	164.39	200.00	35.61	82.2
40-41-7363 TELEPHONE - CELLULAR	93.29	521.48	2,000.00	1,478.52	26.1
40-41-7376 ROAD/CONSTRUCTION MATERIALS (\$.00	.00	500.00	500.00	.0
40-41-7392 VEHICLE & EQUIPMENT - FUEL	133.31	1,864.92	3,000.00	1,135.08	62.2
40-41-7393 VEHICLE & EQUIPMENT SUP & REP	30.25	278.29	2,000.00	1,721.71	13.9
40-41-7406 GENERAL REPAIRS	.00	116.68	.00	(116.68)	.0
40-41-7408 SPECIAL EQUIPMENT	.00	83.33	.00	(83.33)	.0
40-41-7409 INFO SYSTEM - MAINTENANCE	.00	411.52	800.00	388.48	51.4
40-41-7410 EQUIPMENT MAINTENANCE	.00	582.98	2,500.00	1,917.02	23.3
40-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	.00	150.00	150.00	.0
40-41-7413 MISCELLANEOUS SMALL TOOLS	44.13	689.70	1,500.00	810.30	46.0
40-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,000.00	1,000.00	.0
40-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	48.81	150.00	101.19	32.5
40-41-7424 POSTAGE	.00	.00	100.00	100.00	.0
40-41-7425 OFFICE SUPPLIES	73.32	424.45	1,200.00	775.55	35.4
40-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	2,000.00	2,000.00	.0
40-41-7440 FACILITY MAINTENANCE - LANDSCA	2,278.12	21,518.13	50,000.00	28,481.87	43.0
40-41-7441 BUILDING MAINTENANCE	.00	1,860.52	3,000.00	1,139.48	62.0
40-41-7451 INSURANCE - LIABILITY	.00	.00	1,700.00	1,700.00	.0
40-41-7469 PERSONAL PROTECTIVE EQUIPMENT	258.25	946.13	1,500.00	553.87	63.1
40-41-7481 UTILITIES/ELECTRICAL COST	7,151.62	42,722.64	80,000.00	37,277.36	53.4
40-41-7482 UTILITIES/WATER COST	413.98	24,359.97	35,000.00	10,640.03	69.6
40-41-7483 UTILITIES/WASTE COST	292.37	1,945.82	3,500.00	1,554.18	55.6
40-41-7527 MISCELLANEOUS SERVICES & SUPPL	4.75	35.87	750.00	714.13	4.8
40-41-7528 MISCELLANEOUS REIMBURSABLE	.00	1,309.31	.00	(1,309.31)	.0
40-41-7534 SPECIAL EXPENSE	.00	.00	4,000.00	4,000.00	.0
40-41-7542 TAXES & ASSESSMENTS	.00	287.91	.00	(287.91)	.0
40-41-7543 INTERFUND (INVESTMENT PROPERTY	.00	.00	300.00	300.00	.0
40-41-7544 REIMBURSEMENT FOR COUNTY ADMIN	.00	.00	500.00	500.00	.0
40-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	211.87	.00	(211.87)	.0
40-41-7549 PUBLIC WORKS - PERMITS	.00	234.91	.00	(234.91)	.0
40-41-7550 PROPERTY TAXES	.00	1,959.42	850.00	(1,109.42)	230.5
40-41-8000 SALARY & WAGES	10,357.59	71,807.29	156,518.68	84,711.39	45.9
40-41-8003 ER TAXES	1,276.46	7,505.77	17,390.96	9,885.19	43.2
40-41-8182 TRAVEL & MEETINGS	.00	340.17	700.00	359.83	48.6
40-41-8197 TRAIN, MEET & EDUCATION	.00	765.77	1,500.00	734.23	51.1
40-41-8210 DUES & SUBSCRIPTIONS	.00	305.00	300.00	(5.00)	101.7
40-41-8256 EVENTS	1,524.00	2,122.59	.00	(2,122.59)	.0
40-41-8286 LEGAL - GENERAL	.00	1,559.85	1,500.00	(59.85)	104.0
40-41-8317 ADVERTISING	131.37	6,568.25	9,000.00	2,431.75	73.0
40-41-8361 TELEPHONE - GENERAL	146.60	1,162.21	2,000.00	837.79	58.1
40-41-8362 TELECOM - NETWORKING	36.64	385.10	500.00	114.90	77.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-41-8363 TELEPHONE - CELLULAR	93.29	288.14	1,200.00	911.86	24.0
40-41-8392 VEHICLE & EQUIPMENT - FUEL	131.53	383.41	100.00	(283.41)	383.4
40-41-8406 GENERAL REPAIRS	.00	228.04	7,000.00	6,771.96	3.3
40-41-8408 SPECIAL EQUIPMENT	22.44	197.98	100.00	(97.98)	198.0
40-41-8409 INFO SYSTEM - MAINTENANCE	.00	2,070.72	1,000.00	(1,070.72)	207.1
40-41-8410 EQUIPMENT MAINTENANCE	.00	.00	800.00	800.00	.0
40-41-8411 SOFTWARE HOSTING	.00	982.87	.00	(982.87)	.0
40-41-8413 COMPUTER EQUIPMENT & SUPPLIES	.00	7.31	.00	(7.31)	.0
40-41-8415 COMPUTER SOFTWARE	360.95	1,182.83	3,000.00	1,817.17	39.4
40-41-8422 MINOR EQUIPMENT (FURNITURE <\$1	.00	76.10	.00	(76.10)	.0
40-41-8424 POSTAGE	945.30	1,435.30	1,500.00	64.70	95.7
40-41-8425 OFFICE SUPPLIES	.00	617.22	1,500.00	882.78	41.2
40-41-8439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
40-41-8440 FACILITY MAINTENANCE - LANDSCA	700.00	6,763.42	3,000.00	(3,763.42)	225.5
40-41-8441 BUILDING MAINTENANCE	710.50	5,578.11	5,000.00	(578.11)	111.6
40-41-8451 INSURANCE - LIABILITY	.00	.00	3,500.00	3,500.00	.0
40-41-8453 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
40-41-8466 PERMITS & FEES	.00	.00	2,000.00	2,000.00	.0
40-41-8481 UTILITIES/ELECTRICAL COST	920.61	9,770.13	20,000.00	10,229.87	48.9
40-41-8482 UTILITIES/WATER COST	145.34	6,222.32	12,000.00	5,777.68	51.9
40-41-8483 UTILITIES/WASTE COST	311.81	2,839.21	3,000.00	180.79	94.6
40-41-8495 CHEMICALS	.00	2,154.65	3,000.00	845.35	71.8
40-41-8526 MISCELLANEOUS BANK CHARGES	.00	857.37	2,000.00	1,142.63	42.9
40-41-8527 MISCELLANEOUS SERVICES & SUPPL	159.77	897.32	1,000.00	102.68	89.7
40-41-8528 MISCELLANEOUS REIMBURSABLE	.00	447.00	.00	(447.00)	.0
40-41-8534 SPECIAL EXPENSE	.00	144.24	300.00	155.76	48.1
40-41-8535 CREDIT MEMO	.00	3,872.00	3,500.00	(372.00)	110.6
40-41-8539 COGS - COMMUNITY CENTER	.00	19.72	200.00	180.28	9.9
40-41-8540 SWIM TEAM EXPENSES	.00	3,466.69	8,000.00	4,533.31	43.3
40-41-8541 FOOD EXP	.00	411.82	400.00	(11.82)	103.0
40-41-8542 BEVERAGE EXP	19.36	317.00	400.00	83.00	79.3
40-41-8543 PROGRAM FEES	585.60	10,473.31	20,000.00	9,526.69	52.4
40-41-8548 INTER-GOVERNMENTAL CHARGES	.00	.00	200.00	200.00	.0
TOTAL L&L 8 EXPENDITURE	45,841.01	335,728.44	600,107.16	264,378.72	55.9
TOTAL FUND EXPENDITURES	45,841.01	335,728.44	600,107.16	264,378.72	55.9
NET REVENUE OVER EXPENDITURES	231,056.42	(18,808.62)	85,099.80	103,908.42	(22.1)

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 9 REVENUE</u>					
41-31-5105 PROPERTY TAXES	62,100.00	62,100.00	114,000.00	51,900.00	54.5
41-31-5177 REIMBURSEMENTS	.00	467.18	4,000.00	3,532.82	11.7
41-31-5179 MISC	.00	251.87	5,000.00	4,748.13	5.0
TOTAL L&L 9 REVENUE	62,100.00	62,819.05	123,000.00	60,180.95	51.1
TOTAL FUND REVENUE	62,100.00	62,819.05	123,000.00	60,180.95	51.1

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 9 EXPENDITURE</u>					
41-41-7000 SALARY & WAGES	163.91	7,871.50	33,424.56	25,553.06	23.6
41-41-7003 ER TAXES	100.59	760.01	3,713.84	2,953.83	20.5
41-41-7182 TRAVEL	.00	65.13	500.00	434.87	13.0
41-41-7197 TRAIN, MEET & EDUCATION	.00	54.18	300.00	245.82	18.1
41-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
41-41-7225 MEMBERSHIPS	.00	260.00	240.00	(20.00)	108.3
41-41-7271 CONSULTING SERVICES	.00	.00	4,100.00	4,100.00	.0
41-41-7286 LEGAL - GENERAL	.00	192.50	1,000.00	807.50	19.3
41-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,200.00	2,200.00	.0
41-41-7317 ADVERTISING	.00	127.48	60.00	(67.48)	212.5
41-41-7320 PUBLIC REPORTS	.00	36.34	.00	(36.34)	.0
41-41-7361 TELEPHONE - GENERAL	103.14	939.90	1,000.00	60.10	94.0
41-41-7362 TELECOM - NETWORKING	36.63	128.06	250.00	121.94	51.2
41-41-7363 TELEPHONE - CELLULAR	93.30	521.49	1,200.00	678.51	43.5
41-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	200.00	200.00	.0
41-41-7392 VEHICLE & EQUIPMENT - FUEL	47.04	1,109.99	2,500.00	1,390.01	44.4
41-41-7393 VEHICLE & EQUIPMENT SUP & REP	30.25	264.73	750.00	485.27	35.3
41-41-7406 GENERAL REPAIRS	.00	116.68	100.00	(16.68)	116.7
41-41-7409 INFO SYSTEM - MAINTENANCE	.00	494.90	1,000.00	505.10	49.5
41-41-7410 EQUIPMENT MAINTENANCE	.00	527.93	1,000.00	472.07	52.8
41-41-7413 MISCELLANEOUS SMALL TOOLS	.00	474.44	600.00	125.56	79.1
41-41-7414 EQUIPMENT REPAIR	.00	.00	500.00	500.00	.0
41-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	500.00	500.00	.0
41-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	500.00	500.00	.0
41-41-7424 POSTAGE	.00	.00	50.00	50.00	.0
41-41-7425 OFFICE SUPPLIES	.00	346.83	500.00	153.17	69.4
41-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
41-41-7440 FACILITY MAINTENANCE - LANDSCA	3,020.10	20,041.53	25,250.00	5,208.47	79.4
41-41-7441 BUILDING MAINTENANCE	.00	472.41	2,100.00	1,627.59	22.5
41-41-7451 INSURANCE - LIABILITY	.00	.00	1,200.00	1,200.00	.0
41-41-7469 PERSONAL PROTECTIVE EQUIPMENT	183.98	578.84	1,500.00	921.16	38.6
41-41-7481 UTILITIES/ELECTRICAL COST	41.89	315.62	1,350.00	1,034.38	23.4
41-41-7482 UTILITIES/WATER COST	190.16	18,221.16	20,000.00	1,778.84	91.1
41-41-7483 UTILITIES/WASTE COST	.00	.00	100.00	100.00	.0
41-41-7527 MISCELLANEOUS SERVICES & SUPPL	88.40	221.98	500.00	278.02	44.4
41-41-7532 MISCELLANEOUS	.00	50.00	.00	(50.00)	.0
41-41-7534 SPECIAL EXPENSE	.00	.00	500.00	500.00	.0
41-41-7542 TAXES & ASSESSMENTS	.00	20.27	1,000.00	979.73	2.0
41-41-7545 REVENUE COLLECTION	.00	404.28	600.00	195.72	67.4
TOTAL L&L 9 EXPENDITURE	4,099.39	54,618.18	111,488.40	56,870.22	49.0
TOTAL FUND EXPENDITURES	4,099.39	54,618.18	111,488.40	56,870.22	49.0
NET REVENUE OVER EXPENDITURES	58,000.61	8,200.87	11,511.60	3,310.73	71.2

Water & Wastewater Combined Budget v Actuals ending December 31, 2014

		Description	Budget	Actuals	Remaining
20-41-7000	21-41-7000	Salary & Wages	\$ 483,757.13	\$ 340,169.71	\$ 143,587.42
20-41-7001	21-41-7001	Overtime	\$ 5,000.00	\$ -	\$ 5,000.00
20-41-7003	21-41-7003	ER Taxes	\$ 53,750.78	\$ 27,740.74	\$ 26,010.04
20-41-7030	21-41-7030	Group Insurance	\$ 38,100.00	\$ 63,196.29	\$ (25,096.29)
20-41-7045	21-41-7045	Workers Comp	\$ 50,000.00	\$ 1,799.48	\$ 48,200.52
20-41-7060	21-41-7060	457 B Plan	\$ 30,000.00	\$ 12,870.09	\$ 17,129.91
20-41-7150	21-41-7150	Temporary Employees	\$ 8,400.00	\$ -	\$ 8,400.00
20-41-7165	21-41-7165	Board of Directors Compensatio	\$ 41,400.00	\$ 12,295.00	\$ 29,105.00
20-41-7181	21-41-7181	Travel & Meetings - BOD	\$ 6,000.00	\$ 1,956.11	\$ 4,043.89
20-41-7182	21-41-7182	Travel	\$ 5,000.00	\$ 8,670.49	\$ (3,670.49)
20-41-7196	21-41-7196	Training & Education - BOD	\$ 2,000.00	\$ 1,385.00	\$ 615.00
20-41-7197	21-41-7197	Train, Meet & Education	\$ 7,000.00	\$ 5,159.00	\$ 1,841.00
20-41-7210	21-41-7210	Dues & Subscriptions	\$ 2,650.00	\$ 63.00	\$ 2,587.00
20-41-7225	21-41-7225	Memberships	\$ 18,000.00	\$ 7,087.00	\$ 10,913.00
20-41-7255	21-41-7255	TODB Sponsored Events	\$ 6,000.00	\$ 1,768.81	\$ 4,231.19
20-41-7271	21-41-7271	Consulting Services	\$ 383,300.00	\$ 146,291.84	\$ 237,008.16
20-41-7272	21-41-7272	Waste Water Service Contract	\$ 1,223,574.44	\$ 610,606.16	\$ 612,968.28
20-41-7275	21-41-7275	Preventative & Corrective	\$ 107,000.00	\$ 40,759.97	\$ 66,240.03
20-41-7276	21-41-7276	Contract Mailing	\$ 15,000.00	\$ 6,361.61	\$ 8,638.39
20-41-7277	21-41-7277	Veolia W Large Replacement	\$ 100,000.00	\$ 11,378.77	\$ 88,621.23
20-41-7286	21-41-7286	Legal - General	\$ 80,000.00	\$ 36,315.86	\$ 43,684.14
20-41-7288	21-41-7288	Legal - Litigation	\$ 75,000.00	\$ 322.50	\$ 74,677.50
20-41-7301	21-41-7301	Annual Audit Services	\$ 31,000.00	\$ 18,000.00	\$ 13,000.00
20-41-7316	21-41-7316	Election Expense	\$ 12,000.00	\$ 7,415.48	\$ 4,584.52
20-41-7317	21-41-7317	Advertising	\$ 1,000.00	\$ -	\$ 1,000.00
20-41-7318	21-41-7318	Public Relations	\$ -	\$ 1,097.00	\$ (1,097.00)
20-41-7319	21-41-7319	Internet Website	\$ 500.00	\$ 8,400.00	\$ (7,900.00)
20-41-7345	21-41-7345	Public Communications and Noti	\$ 6,000.00	\$ 1,899.00	\$ 4,101.00
20-41-7361	21-41-7361	Telephone - general	\$ 14,000.00	\$ 8,724.53	\$ 5,275.47
20-41-7362	21-41-7362	Telecom - networking	\$ 2,700.00	\$ 2,636.70	\$ 63.30
20-41-7363	21-41-7363	Telephone - cellular	\$ 7,000.00	\$ 2,204.10	\$ 4,795.90
20-41-7376	21-41-7376	Road/Construction Materials (s	\$ 3,000.00	\$ 1,060.60	\$ 1,939.40
20-41-7391	21-41-7391	Diesel Fuel	\$ 10,000.00	\$ 1,741.93	\$ 8,258.07
20-41-7392	21-41-7392	Vehicle & Equipment - Fuel	\$ 10,000.00	\$ 4,170.04	\$ 5,829.96
20-41-7393	21-41-7393	Vehicle & Equipment Sup & Rep	\$ 11,000.00	\$ 4,200.47	\$ 6,799.53
20-41-7404	21-41-7404	Water Meter and Registers	\$ -	\$ 17,001.77	\$ (17,001.77)
20-41-7405	21-41-7405	General Repairs - Pumps	\$ 30,000.00	\$ 11,846.44	\$ 18,153.56
20-41-7406	21-41-7406	General Repairs	\$ 550,000.00	\$ 264,486.27	\$ 285,513.73
20-41-7407	21-41-7407	NTR/SIP Testing - RWQCB	\$ 5,000.00	\$ -	\$ 5,000.00
20-41-7408	21-41-7408	Special Equipment	\$ 3,000.00	\$ 1,890.64	\$ 1,109.36
20-41-7409	21-41-7409	Info System - Maintenance	\$ 15,000.00	\$ 8,092.70	\$ 6,907.30
20-41-7410	21-41-7410	Equipment Maintenance	\$ 9,000.00	\$ 1,688.28	\$ 7,311.72
20-41-7411	21-41-7411	Software Hosting	\$ -	\$ 9,695.48	\$ (9,695.48)
20-41-7412	21-41-7412	Computer Equipment & Supplies	\$ 6,000.00	\$ 3,623.79	\$ 2,376.21
20-41-7413	21-41-7413	Miscellaneous Small Tools	\$ 5,000.00	\$ 759.44	\$ 4,240.56
20-41-7414	21-41-7414	Equipment Repair	\$ 1,000.00	\$ -	\$ 1,000.00
20-41-7415	21-41-7415	Computer Software	\$ 10,000.00	\$ 1,528.97	\$ 8,471.03
20-41-7421	21-41-7421	Cleaning Supplies (household i	\$ 2,000.00	\$ -	\$ 2,000.00
20-41-7422	21-41-7422	Minor Equipment (furniture <\$1	\$ 500.00	\$ 3,109.02	\$ (2,609.02)
20-41-7423	21-41-7423	Office Furniture	\$ 500.00	\$ -	\$ 500.00
20-41-7424	21-41-7424	Postage	\$ 2,500.00	\$ 1,577.02	\$ 922.98
20-41-7425	21-41-7425	Office Supplies	\$ 6,000.00	\$ 5,746.44	\$ 253.56
20-41-7437	21-41-7437	Rent Public Meetings	\$ 500.00	\$ -	\$ 500.00
20-41-7439	21-41-7439	Equipment Rental/Leasing	\$ 5,000.00	\$ 482.06	\$ 4,517.94
20-41-7440	21-41-7440	Facility Maintenance - Landsca	\$ 4,000.00	\$ 6,500.00	\$ (2,500.00)
20-41-7441	21-41-7441	Building Maintenance	\$ 25,000.00	\$ 6,804.46	\$ 18,195.54
20-41-7451	21-41-7451	Insurance - Liability	\$ 49,000.00	\$ -	\$ 49,000.00

20-41-7453	21-41-7453	Insurance - Property	\$ 26,000.00	\$ 464.42	\$ 25,535.58
20-41-7466	21-41-7466	Permits & Fees	\$ 40,000.00	\$ 39,983.02	\$ 16.98
20-41-7468	21-41-7468	NPDES NOV Fines	\$ 25,000.00	\$ -	\$ 25,000.00
20-41-7469	21-41-7469	Personal Protective Equipment	\$ 1,700.00	\$ 191.50	\$ 1,508.50
20-41-7470	21-41-7470	Safety Equipment & Supplies	\$ -	\$ 1,771.98	\$ (1,771.98)
20-41-7481	21-41-7481	Utilities/Electrical Cost	\$ 775,000.00	\$ 370,694.11	\$ 404,305.89
20-41-7483	21-41-7483	Utilities/Waste Cost	\$ -	\$ 3,148.79	\$ (3,148.79)
20-41-7495	21-41-7495	Chemicals	\$ 50,000.00	\$ 22,007.24	\$ 27,992.76
20-41-7510	21-41-7510	Freight	\$ 2,500.00	\$ -	\$ 2,500.00
20-41-7511	21-41-7511	UPS/Courier	\$ 800.00	\$ 303.74	\$ 496.26
20-41-7526	21-41-7526	Miscellaneous Bank Charges	\$ 2,500.00	\$ 2,334.89	\$ 165.11
20-41-7527	21-41-7527	Miscellaneous Services & Suppl	\$ 3,000.00	\$ 2,557.49	\$ 442.51
20-41-7528	21-41-7528	Miscellaneous Reimbursable	\$ 1,000.00	\$ -	\$ 1,000.00
20-41-7530	21-41-7530	Unrecoverable Charges	\$ 1,000.00	\$ 201.46	\$ 798.54
20-41-7532	21-41-7532	Miscellaneous	\$ -	\$ 7,623.26	\$ (7,623.26)
20-41-7533	21-41-7533	Bad Debt	\$ 5,000.00	\$ 2,798.77	\$ 2,201.23
20-41-7534	21-41-7534	Special Expense	\$ -	\$ 4,050.04	\$ (4,050.04)
20-41-7535	21-41-7535	Credit Memo	\$ 5,000.00	\$ 6,142.20	\$ (1,142.20)
20-41-7537	21-41-7537	Debt Service	\$ 827,437.00	\$ 562,956.04	\$ 264,480.96
20-41-7540	21-41-7540	Contribution to Reserves	\$ 82,000.32	\$ -	\$ 82,000.32
20-41-7542	21-41-7542	Taxes & Assessments	\$ 1,934.00	\$ 16,550.00	\$ (14,616.00)
20-41-7545	21-41-7545	Revenue Collection	\$ 6,000.00	\$ 5,144.48	\$ 855.52
20-41-7546	21-41-7546	Investment Fee	\$ -	\$ -	\$ -
20-41-7547	21-41-7547	Data Processing/Payroll Wire T	\$ 2,600.00	\$ 560.00	\$ 2,040.00
20-41-7548	21-41-7548	Accounting (A/P, A/R, GL)	\$ 2,000.00	\$ -	\$ 2,000.00
20-41-7549	21-41-7549	Public Works - Permits	\$ 12,000.00	\$ 3,428.02	\$ 8,571.98
20-41-7550	21-41-7550	Property Taxes	\$ 3,000.00	\$ 8,220.94	\$ (5,220.94)
20-41-7587	21-41-7587	Developer Deposit Reimbursment	\$ -	\$ 2,160.50	\$ (2,160.50)
TOTAL			\$ 5,453,603.67	\$ 2,805,872.95	\$ 2,647,730.72

MONTHLY OPERATIONS REPORT

January 2015

Town of Discovery Bay, CA

1981 Days of Safe Operations

88,527 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar Weekly Safety Topics Fire Extinguisher Haz Comm.	4.0
Operations	
CP 1&2 SCADA Screen Pump Seal Training	3.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH) 4 Qtr & Annual Reports

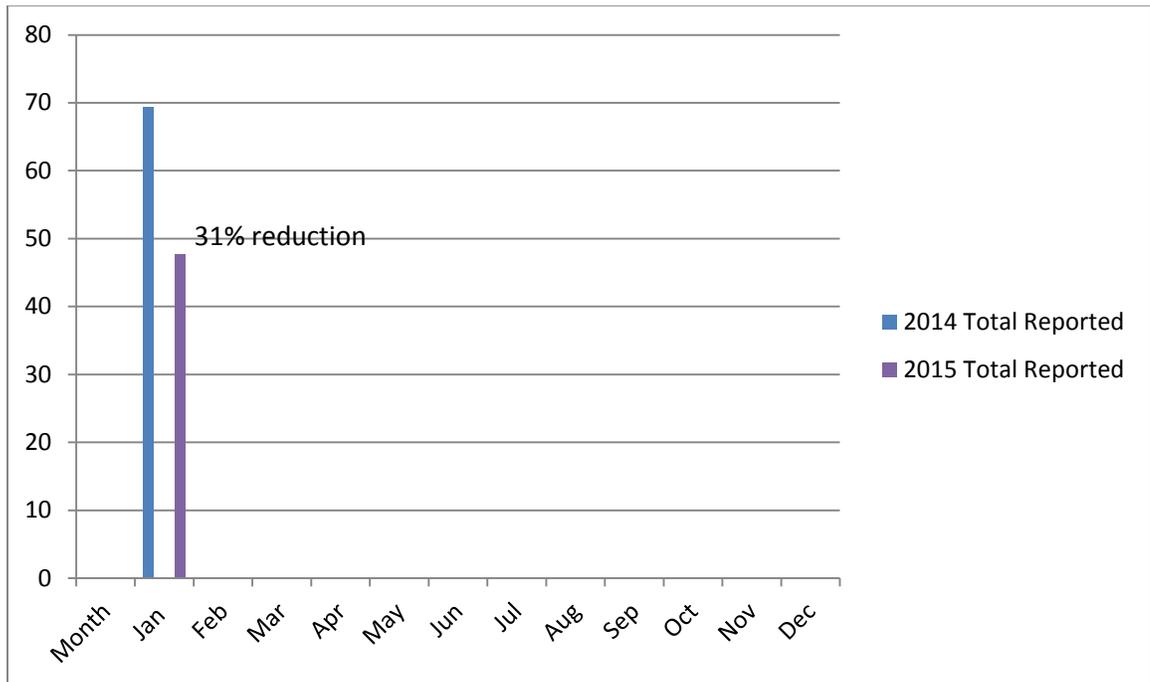
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	47.6	0	0

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

2015 Water Production Table (MG) by Month

January	February	March	April	May	June
47.6					
July	August	September	October	November	December



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20	0	0	0

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>December Lab Data</i>	<i>January Lab Data</i>
Flow, MG Effluent, monthly total		49.7	40.6
Flow, MG Daily Influent Flow, avg.	N/A	1.31	1.31
Flow, MG Daily Discharge Flow, avg.	2.1	1.60	1.40
Effluent BOD ₅ , lbs/d, monthly avg.	350	50	30
Effluent TSS, lbs/d, monthly avg.	525	40	62
Effluent BOD ₅ , mg/L, monthly avg.	20	4	3
Effluent TSS, mg/L, monthly avg.	30	3	5
Total Coli form 7 day Median Max	23	2	2
Total Coli form Daily Maximum	240	22	4.5
% Removal BOD ₅ , monthly avg.	85% min.	98	99
% Removal, TSS, monthly avg.	85% min.	97	96
Electrical Conductivity, umhos/cm annual avg.	2100	2043	1940

Wastewater Laboratory Analysis

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
0	None	0	N/A

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
15	0	0	0

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

15	0	78	0	33.4
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COLLECTION:

- Flushed 0 ft. of sanitary sewer lines, YTD **19613** ft. **30%** completed
- CCTV **17900** ft. **27%** completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **83** YTD
- Flushing will resume in Feb 2015
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
251	311

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
31	13

Call & Emergency Responses

Call Outs	Emergencies
16	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1981	85

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



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item I



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item J



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item K



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 9, 2014**



MEETING CALLED: Chair Mike Bruno called the meeting to order at 10:00 am at the Byron Airport Office.

PRESENT: Roger Bass, District II
Mike Bruno, Chair, CCC Airports Business Association
DeWitt Hodge, Member at Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1

ABSENT: Janet Kaiser, Diablo Valley College
Keith McMahon, City of Concord
Rudi Raab, District I
Russell Roe, District V

STAFF: Keith Freitas, Director of Airports

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

Jim Gwerder working with the Mariposa Energy Project commented that the plant is running, they are having no issues and things are going well. Tom Weber questioned what percent of the time the plant is running. Jim responded that he did not know.

**APPROVAL OF
MINUTES:**

Tom Weber motioned to have the minutes amended to reflect which members expressed concerns and those that voiced their opinions during the meeting; seconded by Ronald Reagan. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

Moved to approve amended minutes by Ronald Reagan; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

PRESENTATION/SPECIAL REPORTS – Aviation Advisory Committee (AAC) Tenant Recognition Award

Ron Reagan presented the AAC Tenant Recognition Award to Randy Howell, founder/owner and director of the Patriot Jet Team Foundation, for their work with the local schools and at the Byron Airport.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Byron Area Aerobatic Box Noise Complaints

Mike Bruno commented that he had invited an aerobatic pilot to attend the meeting but the pilot had been called out of state to do an interview with the FAA.

- The aerobatic practice area is designed for use by any aerobatic pilot.
- Most of the aerobatics being performed are from the Livermore Airport as they have an aerobatic flight school.
 - There may be a few pilots from Buchanan Field and Byron Airports that utilize that box.
- The problem is the Airports' themselves do not have jurisdiction over that airspace and do not have the ability to regulate it.
 - Jurisdiction of airspace belongs to the Federal Government or FAA.
- Although the pilots at both Buchanan Field and Byron Airports can be educated about the closeness and proximity to the residential areas; the Airports do not have any oversight with pilots from other airports.
- An awareness campaign was proposed for Buchanan Field and Byron Airports.
 - As a courtesy, the campaign should be extended to the Livermore Airport so they are also aware of the community concerns being brought to Airport staff's attention.

Motion was made to draft a letter advising Buchanan Field and Byron Airport tenants of the aerobatic flight concerns being expressed by community members adjacent to the aerobatic practice area near Brentwood; additional letters advising nearby airports of the community concerns will also be sent. **Moved by Derek Mims, seconded by Ed Young. Approved**

unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

c. Byron Airport General Plan Land Uses

A brief update was given as this item had been previously discussed.

- The Byron Airport General Plan Land Use issue was discussed at the last Airport Committee meeting.
- The item is progressing through the process.
- Department of Conservation and Development (DCD) staff specifically heard the comments about making the opportunities for development at Byron Airport similar to what is already established at Buchanan Field.
- Will take several months to go through the process and could take a year to a year and a half to finish out the environmental component.

d. Economic Development Working Group Update

A brief overview was given on the purpose of the Economic Development Working Group.

- Currently pulling all the ideas together that have been discussed together
 - i. Some of the suggestions include:
 - Lowering rates and amending leases for aviation businesses
 - Lower rates for tiedown/hangar tenants
 - Finding ways to bring more pilots and the community to the airports.
- Items will be prioritized for each airport and those lists will then go through the AAC and the Airport Committee.

e. Fiscal Year 2013/14, 100% Budget Review

Keith Freitas gave a brief overview of the final Fiscal Year 2013/14 budget.

- Revenues exceed budgeted expectations and expenses came in well below budget.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Airport Committee met in September.

- Primary discussion was the Byron General Plan Amendment for Byron Airport.

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

Ed Young asked about getting a new Airport Rescue and Fire Fighting (ARFF) truck or fire suppression for Byron Airport as the current ARFF truck is getting pretty old.

- One of the Operations Leads is doing a cost analysis on whether the ARFF truck should be replaced, refurbished, or disposed of.
 - If the Byron Airport ARFF truck is disposed of the second ARFF truck at Buchanan Field could be moved to Byron Airport.

- The analysis should be complete by the end of the year.

c. Airport Land Use Commission (ALUC) Update

Next meeting scheduled for late October early November.

- The sustainable farm in the field across Highway 4 from Buchanan Field Airport, on Sanitary District land, is on the agenda.

d. AAC Announcements

- Mike Bruno, Tom Weber and Supervisor Mitchoff's office have been working to get some consistent representation for Diablo Valley College.

e. Airport Staff Announcements

AAC was asked to adjourn the meeting in memory of Robert Gray who was a long time pilot/tenant of Buchanan Field Airport.

FUTURE AGENDA ITEMS

ADJOURNMENT: The meeting was adjourned by the Chair at 12:00 pm.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
January 8, 2015**



- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:01 am at the Director of Airports Office.
- PRESENT:** Roger Bass, District II
Mike Bruno, Chair, CCC Airports Business Association
DeWitt Hodge, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, District III
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
- ABSENT:** Russell Roe, District V
- STAFF:** Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Natalie Olesen, Administrative Analyst
- OPENING COMMENTS
BY CHAIR:** Mike Bruno welcomed those in attendance and asked for introductions.
- PUBLIC COMMENT
PERIOD:** None
- APPROVAL OF
MINUTES:** Moved by Tom Weber; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: Keith McMahon and Rudi Raab. Absent: Russell Roe.
- APPROVAL OF
CONSENT ITEMS:** Moved by Tom Weber; seconded by Roger Bass. Approved unanimously Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Russell Roe.

PRESENTATION/SPECIAL REPORTS –

a. Byron Airport and Buchanan Field Construction Projects 2015

1. Byron Airport

- Pavement rejuvenation and airfield signage project
 - Project includes stripping the markings, resealing the pavement, painting new markings and installing new airfield signs.
 - Estimated project will take 45 days
 - We have applied for Federal Aviation Administration (FAA) funding in 2015
 - Plan on doing bid in early 2015 and anticipate doing the project later in the year
 - Winds could close Airport during construction

The funding and status of the Byron Airport runway extension was questioned. Airport responded that the FAA requires that Airports demonstrate an existing demand before they will support this type of project. Airport staff is currently working on providing this analysis.

2. Buchanan Field

- Top priority is the East Ramp hangar pavement and drainage corrections
 - Project will cost approximately \$1.3 million
 - Project is FAA grant eligible but not a priority so the funds will come out of the Airport Enterprise Fund
 - There is flexibility in the project timing
 - Lyme treating process can take six (6) to eight (8) weeks to dry sub base.
 - Tenants may be out of the hangars for several months; anticipate abating rent during that time.
 - The AAC asked where the tenants would be moved to during the East Ramp work. Airport staff responded that there is available space in the tie-downs, transient ramp, and other areas (plus Byron Airport if that is preferred/convenient choice).
- Fiscal Year 16/17: Taxiway Echo lighting and pavement to complete and Taxiway Kilo pavement. Supported by the FAA.
- Fiscal Year 18/19: Runways 32R/14L complete overlay anticipated; eligible and supported by the FAA

It was asked if the East Ramp hangars were painted. Response was that the cost increased significantly (estimated at \$450,000, actual \$1,500,000) due to lead abatement; tenants prioritized the pavement work.

- The East Ramp hangars are a shell and can last a long time and that it may be more cost effective to re-skin them versus painting.
- Looking at creative opportunities to increase the number of hangars, like providing land for portable tenant hangars.
- Duane Allen stated it would be better to have the hangar doors prioritized over painting.

The AAC asked that since the debt service has been paid off, what that money is being used for. This item will be added to a future meeting.

b. New Final Airport Video

CCTV put the 1st video together.

Tom Weber commented that he likes the message of not taking money from the General Fund and giving back to the community while showing diversity and strengths of each airport. The AAC agreed that the video hit its target of showing off the two airports.

Suggestion was made to put the video on "You Tube".

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Review Draft Letter to Pilots/Airport Managers Regarding Byron Area Aerobatic Box Training

Keith Freitas gave a quick recap of the background:

- Community concern about aerobatics near an area of Brentwood.
- AAC direction was to put a letter out to tenants and other local airports to make them aware of issue.

Natalie Olesen related that aerobatic complaints are down in general.

- Letter was drafted and it will be refined and then sent to our tenants and to other local airports; color maps and charts will be attached.
 - Some of the airports that will receive the letter will include Livermore, New Jerusalem, Tracy, Palo Alto and others along the Bay.
- AAC was asked to take a look at the letter and give any feedback/comments before finalizing.
- AAC members were asked to send comments to Airport staff to incorporate and the letter will then be brought back to the next AAC meeting.
 - Change to the letter was requested in the second paragraph to "respectfully" requests ...

A community member asked how to get the "box" moved. The response was that it most likely would not happen as it's an airspace and logistics issue. The airspace is FAA jurisdiction.

Activity is further from community than perceived; but it is visible and audible and therefore deceiving. The perception from the ground is that the activity is closer than it actually is.

Recommendations were made:

1. For the AAC representative to take this item to their respective representative groups to bring this item to them to provide further outreach and information dissemination.
2. Move the Byron meeting up in order to get local feedback after the letter goes out; invite those who were at the Byron Meeting.
3. Might be a good time to get press/media to help get word out.
 - Need to be careful because if you highlight a noise issue it could become a bigger noise issue.

What is difficult about this whole issue is that activity is not associated with Byron Airport.

- Livermore Airport has the largest aerobatic school in the area.

c. AAC Protocol

Mike Bruno reported that after the Byron AAC Meeting it was determined that there needed to be some meeting protocol established.

- In order to have process and information disseminated in a more organized manner the following protocol will be used:
 - Chair will introduce an agenda item and then hand off to the subject matter expert to provide background and details.
 - The Chair will then provide time for questions and responses; starting in an orderly manner of AAC members.
 - The item will then be opened for public comment.
 - The AAC members will then have a chance to ask clarifying questions; the Chair will recognize each member prior to their question.
 - The Chair will close the public comment period and the matter will be referred back to the AAC for discussion/action.
- Want to make sure that the protocol is not so rigid that it will not allow for interactive discussion in the matter; members just need to be recognized by the Chair before they speak.

d. New Airport Video – “How to Become a Pilot”

- The next video will focus on becoming a pilot.
- Working with stakeholders at both airports to be involved.
 - Pilot clubs/Associations and flight schools have been asked to participate.
- Stakeholders will help determine subject matter and information to be disseminated in video.
- Will include other groups that work with youth and others to highlight their programs.
- Goal is to show how diverse the topic is; any person can do it and here’s how you can go about getting there.

e. AAC Positions Due to Expire March 2015

- Asking those with terms expiring to be proactive if they desire to be reappointed.
- Two (2) solicitations have gone out for the At-Large position whose term expires on March 1, 2015; no one has yet applied.
- Board Member representatives will have their Supervisor’s staff process the Board Orders for approval of the appointments.
- At-Large positions will have candidates interviewed by the Internal Operations Committee; their staff will process the Board Orders for the appointment.
- Diablo Valley College, the City of Concord and City of Pleasant Hill will submit letters for their representative appointments to Airport staff who will then process the Board Orders.
- Members can only hold over for 60 days after their term expires.

f. Staff Changes

- Number of active staff has declined over the last few years and is now down to a staff of 10 (from peak of 18).
- Announced Natalie Olesen’s promotion to Administrative Analyst.

- Jake Allred will be coming to our division for community relations/environmental component.
 - Working to hire a new clerical and operations staff.
 - Will be reevaluating work programs for administration staff and will let stakeholders know if there are any changes.
 - Also looking to fill three (3) operation staff positions.
- g. E-Pay System**
- Announced that the Airports finally have an E-Pay System.
 - 2.25% surcharge for credit card payments.
 - No charge for debit/bank payment.
- h. New Marketing Mugs**
Distributed newest marketing element; the Airport mugs.

UPDATES/ANNOUNCEMENTS

- a. Airport Committee Update**
None
- b. What is happening at Buchanan Field & Byron Airports/Other Airports**
- Parcel C has gone out for solicitation and Airport staff is now trying to move forward.
 - Parcel is in both the County and City of Concord.
 - A tax share agreement needs to be negotiated; been trying for 10 years but City of Concord staff turnover has been an issue.
 - ARFF truck analysis is not yet complete.
- c. Airport Land Use Commission (ALUC) Update**
Tom Weber reported:
- He has nominated Ronald Reagan to be his proxy on the ALUC.
 - The Sustainable Farm is under the ALUC's consideration; will come back to ALUC as a study session.
- d. AAC Announcements**
AAC members, particularly those who represent East County, were asked to get word out to parties to apply for soon to be vacant AAC At-Large Position.
- e. Airport Staff Announcements**
Airport staff was asked about status of Byron Utility Analysis. Airport staff responded it helped staff to determine remaining capacity and to understand options for the future.

FUTURE AGENDA ITEMS/COMMENTS

- Dewitt Hodge commented that he had spoken to a pilot, who lives in Walnut Creek, about why he has his experimental aircraft based at Livermore Airport. The pilot's response was that he did not want to be at Buchanan Field or the Byron Airport because it was too restrictive.
 - Dewitt also commented that he believes there is a large experimental aircraft group at the County Airports and he questioned what the airports could do to assist them.

- Mike Bruno commented that this issue is being discussed by the Economic Development Incentive Program.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:40 am.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday January 5, 2015 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

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

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:30 P.M.)

ROLL CALL: (6:30 P.M.)

Directors Present: Bryant, Cooper, Johansen, Michaelson, Morgan, Pope, Smith, Young

Directors Absent: Kenny

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS: (6:31 P.M.)

A.1 Administration of Oath of Office for Directors Bryant and Young, who have been reappointed to the Board of Directors by the Brentwood City Council

Chief Henderson administered the Oath of Office to Director Bryant and Director Young.

PUBLIC COMMENTS: (6:33 P.M.)

There were two (2) Public Speakers – Gil Guerrero, Mark Whitlock

CONSENT CALENDAR: (6:37 P.M.)

C.1 Approve Minutes from December 1, 2014 Regular Board of Directors Meeting

Motion by: Director Young to approve Consent Calendar Item C.1

Second by: Director Smith

Vote: Motion carried: 8:0:0

Ayes: Bryant, Cooper, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Kenny

DISCUSSION ITEMS

(6:37 P.M.)

D.1 Selection of District Board Officers: President, Vice President for the 2015 Calendar Year

Motion by: Director Smith to select District Board Officers: President Joel Bryant and Vice President Ronald Johansen for the 2015 Calendar Year

Second by: Director Young

Vote: Motion carried: 8:0:0

Ayes: Bryant, Cooper, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Kenny

(6:40 P.M.)

D.2 Receive Operational Update for December 2014

Chief Henderson gave an Operational Update for December 2014

There was one (1) Public Speaker – Vince Wells

INFORMATIONAL STAFF REPORTS: (6:58 P.M.)

1. Receive Update on Potential Fire Suppression Benefit Assessment and Related Timeline

Chief Henderson provided an informational update related to a work being done by the District's consultant NBS to prepare for distribution of an updated draft engineer's report for consideration by the board. The anticipated timeline was outlined as follows:

01/15/2015 – The Finance Community to receive draft Engineers Report

01/23/2015 – Submittal of final comments to NBS

02/02/2015 – Presentation of the Engineers Report to the Board of Directors

03/13/2015 – If pursued, mailing of benefit assessment ballots to be mailed out

04/27/2015 – If pursued, public hearing and opening and tabulation of ballots

2. Receive Update on Outreach Plan for Potential Benefit Assessment

Chief Henderson provided an informational update related to a work being done by the District's consultant TBWB on an updated outreach plan focused on public education surrounding a potential fire suppression assessment proceeding to include:

- Updated talking points
- Update FAQ's
- Updated fact sheets
- Social media messages
- A draft mail for consideration at the January 26 Outreach and Education Committee meeting, with mail-out planned for after the February 2nd Board meeting

3. Receive Update on Temporary Closure and Re-opening of Knightsen Fire Station

Chief Henderson provided an update on repairs conducted at the Knightsen station during a temporary closure beginning October 24, 2014, including the following information:

- Effective January 1, 2015, Station 94 reopened.
 - All repairs were conducted on schedule.
 - Issues related to the water system, septic system and mold in the station have all been addressed and relevant tests for bacteria and mold have been re-run and come back clean.
 - There was great staff cooperation during the closure at all levels.
 - Staff is developing a new plan for regular, ongoing inspection of the facilities to guard against future similar problems going unnoticed.
4. Receive Update on Transfer of Administrative Services from Contra Costa County to City of Brentwood

Chief Henderson provided an informational update related to the transfer of administrative services for the District, including the following:

- The last County Accounts Payable transmittal was done on 12/24/2014
- The last County Payroll (for December time) will be run on 01/10/2015
- Accounts Payable transmittals through the City of Brentwood started today
- The first Payroll through the City of Brentwood is scheduled for 01/13/2015
- All Benefits moved out of Contra Costa County as of 12/31/2014
- Staff and Legal Counsel are still working on finalizing the CalPERS Health contract for consideration by the Board at its next meeting.

DIRECTORS' COMMENTS: (7:15 P.M.)

President Bryant thanks ECCFPD for participation in the holiday parades and the outstanding job our firefighters did throughout the busy holiday season.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:16 P.M.)

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:16 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representatives: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME Local 2700, and East Contra Costa Battalion Chiefs Association
2. Conference With Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9: East Contra Costa County Firefighters Association v. East Contra Costa Fire Protection District. Unfair Practice Charge No. SF-CE-1020-M

REPORT ON THE CLOSED SESSIONS: (8:32 P.M.)

No reportable action for item number 1

No reportable action for item number 2

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: February 2, 2015:
(8:33 P.M.)**

**Motion by: Director Michaelson to adjourn to the next Regular Board Meeting
scheduled on February 2, 2015**

Second by: Director Young

Ayes: Bryant, Cooper, Johansen, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained:

Absent: Kenny

dj. ac.

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

JOINT EXERCISE OF POWERS AGENCY

October 9, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Wade Harper at 6:42 P.M.

ROLL CALL

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

ABSENT: None

STAFF: Dale Dennis, Program Manager
Stephen Siproth, Deputy County Counsel

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Piepho, seconded by Director Romick, the Authority adopted the Consent Items, as follows, by the following vote:

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

- A. APPROVED minutes of the July 17, 2014 meeting.
- B. APPROVED a \$175,660 amendment to the Consulting Services Agreement with PDM Group Inc. (Dale Dennis) to continue to provide Program Manager Services through June 30, 2016, the existing term of the contract, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. APPROVED a \$72,664 amendment to the Consulting Services Agreement with L. Lucy Owens for right-of-way services for SR4 (formerly SR4 Bypass) related projects and extend the term to April 30, 2015; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

- D. APPROVED the Second Amendment to Amended Agreement between the Contra Costa Water District and the Authority related to the Balfour Road Interchange project and the Los Vaqueros Pipeline (LVP), that revises the deadline for allowing the LVP to remain in place and related approvals; and AUTHORIZED the Secretary or designee to execute the Second Amendment on behalf of the Authority, substantially in the form attached to the staff report dated October 9, 2014.
- E. AUTHORIZED Authority staff to commence the process to sell surplus property identified as a portion of Assessor's Parcel No. APN 019-110-050 located on the south side of Sand Creek Road in the City of Brentwood and shown on Exhibit "A" attached to the staff report dated October 9, 2014, at public auction, pursuant to California Government Code Section 25363 et seq.

DETERMINATION ITEMS

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

Program Manager Dale Dennis reported that the SR4/SR160 connector ramps were moving forward with construction on schedule; the Sand Creek Road Interchange project was also moving forward on schedule and should be completed by the end of the year; the Balfour Road Interchange project design was moving forward to a potential June 2015 award date for the construction; and for the Sand Creek Road Interchange project, westbound traffic would be shifted to the new bridge on October 24, 2014.

BOARDMEMBER COMMENTS

Directors Taylor and Piepho expressed concern about the trash and refuse that had been collecting along the former SR4 Bypass in specifically-identified areas and requested a clean-up. Mr. Dennis advised that the party or parties responsible for the clean-up would be identified and a request made.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 6:46 P.M. to the next meeting scheduled for Thursday, November 13, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

4. a.

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

JOINT EXERCISE OF POWERS AGENCY

November 13, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Vice Chair Robert (Bob) Taylor at 6:30 P.M.

ROLL CALL

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

ABSENT: Chair Wade Harper (Antioch)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Piepho, seconded by Director Romick, the Authority adopted the Consent Items, as follows, by the following vote:

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

- A. APPROVED Addendum #11 to the Final Environmental Impact Report (FEIR) for the State Route 4 Bypass Project, specific to Phase 1 of the Balfour Road Interchange Project.

DETERMINATION ITEMS

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

Program Manager Dale Dennis reported that the SR4/SR160 Connector Ramps project was on schedule with an estimated completion date of March 2016.

Mr. Dennis also reported that the SR4/Sand Creek Road Interchange project had been completed, and both bridges and travel ways had been completed in both directions. The SR4/Balfour Road Interchange project was still moving forward with the construction schedule anticipated to start in June 2015.

BOARDMEMBER COMMENTS

Vice Chair Taylor commended the clean-up of the trash and refuse that had been collecting along the former SR4 Bypass.

Director Piepho noted that the area to be cleaned up was the City of Brentwood and Brentwood had performed the cleanup of the area.

CORRESPONDENCE

There was no correspondence.

Directors wished everyone a Happy Thanksgiving.

ADJOURNMENT

Vice Chair Taylor adjourned the meeting of the State Route 4 Bypass Authority at 6:33 P.M. to the next meeting scheduled for Thursday, December 11, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item N



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item O