



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday

May 4, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday May 4, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. AREA AGENCIES REPORTS / PRESENTATION

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

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report – No Report
4. Special Districts Report**

**These meetings are held Quarterly

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 for April 20, 2016
2. Approval of DRAFT minutes of regular meeting for April 20, 2016
3. Approve Register of District Invoices

F. PRESENTATIONS

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

G. BUSINESS AND ACTION ITEMS

1. Consider approving the revised lease terms, and authorizing the General Manager to sign a lease on behalf of the District for the closed fire station at 1535 Discovery Bay Boulevard
2. Consider approving the partial re-opening of the Ravenswood Splash Pad
3. Consider providing comments to Contra Costa County regarding the exchange of property tax revenues related to the Byron-Bethany Irrigation District Detachment

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

1. Recreation Program Update – Mac Kaiser

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

1. Update of the Community Center Flag Pole Lighting
2. Receive the DRAFT Annual Water Quality Report/Consumer Confidence Report – Reporting year 2015

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. S - Letter to LAFCO - Agricultural and Open Space Preservation Policy 04-18-2016
2. R - Letter from LAFCO-TODB- Letter of Support-2016 Transparency Certificate of Excellence 04-25-2016
3. R – Contra Costa County Clerk-Recorder-Elections Department regarding the General Election 04-26-2016

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of May 18, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay 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."



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There are no written materials for agenda items listed below:

- C.** AREA AGENCIES REPORTS / PRESENTATION
- D.** COMMITTEE/LIAISON REPORTS
- G-3** AGENDA REPORT— PROVIDED PRIOR TO THE MEETING
G-3 Consider providing comments to Contra Costa County regarding the exchange of property tax revenues related to the Byron-Bethany Irrigation District Detachment
- H.** INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I.** PRESIDENT REPORT AND DIRECTORS' COMMENTS
- K.** GENERAL MANAGER'S REPORT – Discussion and Possible Action
K-1 Update of the Community Center Flag Pole Lighting
K-2 Receive the DRAFT Annual Water Quality Report/Consumer Confidence Report – Reporting year 2015
- L.** DISTRICT LEGAL COUNSEL REPORT
- M.** SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O.** PUBLIC RECORD REQUESTS RECEIVED
- P.** FUTURE AGENDA ITEMS



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday, April 20, 2016

SPECIAL MEETING 6:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

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 President Pease
Roll Call – All present with the exception of Director Steele

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

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

D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Catherine Kutsuris
Unrepresented Employee: All TODB Employees

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 7:04 p.m. to the Regular Meeting on April 20, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-22-16

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 20, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order - 7:00 p.m. by President Pease

Pledge of Allegiance – Led by Director Leete

Roll Call – All Present with the exception of Director Steele

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

None

C. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for April 6, 2016

2. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

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

D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of March 2016

Project Manager Berney Sadler – Provided the details of the March 2016 Monthly Operations Report. There was discussion between the Board and the Project Manager.

E. BUSINESS AND ACTION ITEMS

1. Notice of Completion and Release of Retention for Plant No. 2 Secondary Improvements Project Interim General Manager Kutsuris – The General Manager reported that after the issuance of the agenda report it was found that the item is not complete. The General Manager requested that the Notice of Completion be pulled and brought back when the project is concluded.

Motion by: Director Simon to remove the Notice of Completion and Release of Retention for Plant No. 2 Secondary Improvements Project due to not being complete; bring back to the Board once the project is complete.

Second by: Director Graves

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

2. Wastewater Master Plan Plant No. 1 Update – Regarding the relative cost to maintain Plant No. 1 or to move facilities to Plant No. 2 – Accept Report from Stantec Inc.
Interim General Manager Kutsuris – Provided the details of the analysis prepared by Stantec and explained that further analysis is warranted.
Motion by: Director Graves to accept the report from Stantec, Inc. and not to adopt as an amendment to the Master Plan and bring back after further analysis.
Second by: Director Simon
Vote: Motion Carried - AYES: 4 – President Pease, Vice-President Leete, Director Graves, Director Simon, NOES: 0, ABSENT: 1 – Director Steele

F. INFORMATIONAL ITEMS ONLY - NONE

None

G. PRESENTATIONS

1. East County Volunteers For Equal Protection Hal Bray – Funding for East Contra Costa County Fire Protection District
Hal Bray East County Volunteers For Equal Protection – Provided a presentation regarding possible funding for the East Contra Costa County Fire Protection District. There was discussion between the Board and Mr. Bray.
2. Gustavo "Gus" Vina – Fire and Medical Services Task Force
Mr. Gustavo "Gus" Vina – Provided the details of the Fire and Medical Services Task Force, and their community engagement and possible funding options for medical and fire services. There was discussion between the Board and Mr. Vina.
There were 3 Public Comment Speakers – comments regarding the funding for East Contra Costa County Fire Protection District:
Jack Weir, President Contra Costa Taxpayers Association, Bob Mankin, David Piepho.
President Pease – Requested Legal Counsel provide a report on steps necessary to reallocate taxes and an opinion on the possibility of an MOU between agencies to reallocate taxes to benefit fire services.
Legal Counsel Attebery - Stated that the item has already been directed – have dealt with this issue in terms of the LAFCO – detachment issue.
Hugh Henderson Chief East Contra Costa Fire Protection District – Stated that their Legal Staff is working on a White Paper and will share the information with the District.

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

President Pease – Provided the details of the Contra Costa County Special Districts Association meeting on April 18, 2016

I. MANAGER'S REPORTS – Discussion and Possible Action

1. Update Board on implementation of Special PG&E Funding Projects
Parks and Landscape Manager Miller – Provided the details of the Special PG&E Funding Projects regarding the small and large dog fencing, water station, benches, and picnic tables for the Dog Park; the ADA access gate to the swimming pool; south rolling access gate; and the archery poles for back drop. There was discussion between the Interim General Manager, the Board and the Parks and Landscape Manager.

Interim General Manager – Stated that Brian has been working very hard and doing an exceptional job – projects coming in right within budget and no change orders. Also, noted that Clipper Drive landscaping reflects the talent and hard work of our landscaping group.

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

1. Fire Hydrant Access
Interim General Manager Kutsuris – Provided the details of Fire Hydrant Access – working on a policy that will be brought back to the Board.

Interim General Manager Provided additional details regarding Earth Day, on Saturday, April 24; thanked the Board for the completion of their training for Harassment and Ethics Compliance in order to complete the application for the District of Distinction and the District of Transparency; Recreation – requesting that Mac Kaiser attend the next meeting to provide an update and from there do monthly report updates during high peak season; Fire Station – productive meeting with the Fire Chief; Veolia Contract is being wrapped

up and expect to have signed either this week or early next week.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Park and Recreation Sub-Committee meeting – President Pease stated that there was not a meeting.
2. Finance Committee meeting – Vice-President Leete provided the details of the meeting in regards to the DRAFT Budget.

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes 02-11-2016
2. R – Contra Costa County Aviation Advisory Committee meeting minutes 03-10-2016
3. R – East Contra Costa Fire Protection District meeting minutes 03-07-2016
4. R – Contra Costa Special District Association Legislative Update 04-18-2016 meeting

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

None

P. ADJOURNMENT

The meeting adjourned at 8:32 p.m. to the next Regular meeting of May 4, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-25-16

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



Town of Discovery Bay

"A Community Services District"
AGENDA REPORT

Meeting Date

May 04, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Catherine Kutsuris, Interem General Manager *C. Kutsuris*

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 \$ 130,224.55

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

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

Previous Relevant Board Actions for This Item

Attachments

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

AGENDA ITEM: E-3

Request For Authorization To Pay Invoices (RFA)
For The Meeting On May 04, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Delta Debris Box Service	1176160	Landscape Reimb (Z8,Z9,Z57,Z61)	03/31/16	\$403.00
Office Depot	831766001001	Landscape Reimb (Z57,Z61)	03/30/16	\$86.95
Watersavers Irrigation Inc.	1678687-00	Landscape Reimb (Z61)	04/07/16	\$53.91
			Contra Costa County	
			Sub-Total	\$543.86

Water

Aflac	1988	Supplemental Insurance April 2016	04/25/16	\$273.75
Alhambra	13710019 041516	Bottle Water Service	04/15/16	\$8.35
Badger Meter	80006281	Beacon Cellular Data Charges Mar 2016	04/12/16	\$2,142.95
Big Dog Computer	BDC33212	Conversion And Migration Of Software	04/18/16	\$340.24
Big Dog Computer	BDC33213	Remote Support Laptop	04/21/16	\$13.00
Bill Pease	APRIL 2016	Expense Report April 2016	04/28/16	\$138.00
Bob Murray & Associates	6696	Professional Services	04/15/16	\$600.00
Chris Steele	APRIL 2016	Expense Report April 2016	04/27/16	\$46.00
Cintas	185550841	Uniforms	04/06/16	\$11.19
Cintas	185551713	Uniforms	04/13/16	\$11.19
Cintas	185552610	Uniforms	04/20/16	\$11.19
County Of Contra Costa, Dept of Info Tec	10236	Data Processing Mar 2016	04/18/16	\$19.40
Delta Debris Box Service	1176146	20 Yd Bin	03/31/16	\$106.20
Discovery Locks & More, Inc.	13758	Padlocks Keyed	04/13/16	\$151.03
Discovery Pest Control	178522	Pest Control	04/08/16	\$27.20
Fastenal Company	CABRE14436	General Repairs	03/30/16	\$57.98
J.W. Backhoe & Construction, Inc.	2568	Water Leak Dolphin Pl	04/15/16	\$1,047.06
J.W. Backhoe & Construction, Inc.	2569	Water Leak WWTP#1	04/15/16	\$2,689.19
J.W. Backhoe & Construction, Inc.	2570	Water Leak Dune Point	04/15/16	\$1,530.73
Kleinfelder, Inc.	1102891	Vehicle Storage Facility	04/12/16	\$1,914.19
Lesley Marable	APRIL 2016	Expense Report April 2016	04/21/16	\$40.16
Luhdorff & Scalmanini	31725	General Engineering Services Mar 2016	03/27/16	\$4,160.00
Mail Stream	520296	Prop 218 Notices	04/27/16	\$1,286.37
Mark Simon	APRIL 2016	Expense Report April 2016	04/27/16	\$138.00
Office Depot	831762964001	Office Supplies	03/30/16	\$4.33
Office Depot	831763395001	Office Supplies	03/30/16	\$23.43
Pacific Gas & Electric	1521433231-2/041216	Electric & Gas Bill 03/12/16-04/11/16	04/12/16	\$3,434.81
Pacific Gas & Electric	2943721807-5/040816	Electric & Gas Bill 03/10/16-04/07/16	04/08/16	\$11,537.75
Peelle Technologies, Inc.	TODB2605	Software Installation	04/18/16	\$420.00
ReliaStar Life Insurance Company	457(B) 04/30/16	457(b) 04/15/16-/04/30/16	04/30/16	\$397.77
Robert Leete	APRIL 2016	Expense Report April 2016	04/27/16	\$138.00
SDRMA	19606	Ancillary Benefits May 2016	04/27/16	\$435.24
Some Gave All	APRIL 2016	Expense Report April 2016	04/28/16	\$245.83
TASC	450775312003/0516	IRS Sec 125 Health Savings Plan	05/04/16	\$241.66
Univar	SJ739535	Chemicals Delivered 04/07/16	04/07/16	\$200.75
Univar	SJ739536	Chemicals Delivered 04/07/16	04/07/16	\$281.05
Verizon Wireless	9762841135	Cell Phone Bill March 2016	03/26/16	\$134.83

Water **Sub-Total** **\$34,258.82**

Wastewater

Aflac	1988	Supplemental Insurance April 2016	04/25/16	\$410.63
Alhambra	13710019 041516	Bottle Water Service	04/15/16	\$12.52
Big Dog Computer	BDC33212	Conversion And Migration Of Software	04/18/16	\$510.36
Big Dog Computer	BDC33213	Remote Support Laptop	04/21/16	\$19.50
Bill Pease	APRIL 2016	Expense Report April 2016	04/28/16	\$225.40
Bob Murray & Associates	6696	Professional Services	04/15/16	\$900.00
Calco Fence, Inc.	16-105	Dog Park Gate PGE Funded	04/06/16	\$9,111.00
Calco Fence, Inc.	16-106	Vehicle Access Gate PGE Funded	04/06/16	\$2,531.00
Calco Fence, Inc.	16-107	ADA Swimming Pool Gate PGE Funded	04/13/16	\$2,111.00
Chris Steele	APRIL 2016	Expense Report April 2016	04/27/16	\$69.00
Cintas	185550841	Uniforms	04/06/16	\$16.78
Cintas	185551713	Uniforms	04/13/16	\$16.78
Cintas	185552610	Uniforms	04/20/16	\$16.78
Comcast	8155400350232938/416	Internet Service WWTP#2	04/03/16	\$120.92
Comcast	8155400350232946/416	Internet Service WWTP#1	04/03/16	\$95.87
County of Contra Costa Public Works Dept	919021	Encroachment Permit	04/12/16	\$463.21
County Of Contra Costa, Dept of Info Tec	10236	Data Processing Mar 2016	04/18/16	\$29.10
Delta Debris Box Service	1176146	20 Yd Bin	03/31/16	\$159.30
Discovery Locks & More, Inc.	13758	Padlocks Keyed	04/13/16	\$226.55
Discovery Pest Control	178522	Pest Control	04/08/16	\$40.80
Kleinfelder, Inc.	1102891	Vehicle Storage Facility	04/12/16	\$2,871.30
Lesley Marable	APRIL 2016	Expense Report	04/21/16	\$60.24
Mail Stream	520296	Prop 218 Notices	04/27/16	\$1,929.57

Mark Simon	APRIL 2016	Expense Report April 2016	04/27/16	\$207.00
Office Depot	831762964001	Office Supplies	03/30/16	\$6.50
Office Depot	831763395001	Office Supplies	03/30/16	\$35.15
Pacific Gas & Electric	1181942262-4/040716	Eclectic & Gas Bill 03/09/16-04/06/16	04/07/16	\$2,871.88
Pacific Gas & Electric	7312115758-7/041216	Electric & Gas Bill 03/11/16-04/10/16	04/12/16	\$26,451.07
Paul Berson	3021-10	Scada Project-Radios	04/17/16	\$600.00
Peelle Technologies, Inc.	TODB2605	Software Installation	04/18/16	\$630.00
ReliaStar Life Insurance Company	457(B) 04/30/16	457(b) 04/15/16-/04/30/16	04/30/16	\$596.65
Robert Leete	APRIL 2016	Expense Report April 2016	04/27/16	\$207.00
SDRMA	19606	Ancillary Benefits May 2016	04/27/16	\$652.87
SDRMA	52845	Property/Liability Insurance	04/05/16	\$1,018.17
Some Gave All	APRIL 2016	Expense Report April 2016	04/28/16	\$368.75
TASC	450775312003/0516	IRS Sec 125 Health Savings Plan	05/04/16	\$362.49
Town of Discovery Bay CSD	42516	Reimbursement for PGE Funded Project	04/25/16	\$394.28
Verizon Wireless	9762841135	Cell Phone Bill March 2016	03/26/16	\$202.24
Watersavers Irrigation Inc.	1683233-00	Front Lights Community Center PGE Funded	04/18/16	\$427.30

Wastewater Sub-Total \$56,978.96

Community Center

Community Center Sub-Total \$0.00

Grand Total \$91,781.64

Request For Authorization To Pay Invoices (RFA)
For The Meeting On May 04, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 041516	Community Center-Bottle Water Service	04/15/16	\$57.69
Brentwood Press & Publishing	184843	Community Center-Advertising	04/08/16	\$100.00
Cintas	185550841	Uniforms	04/06/16	\$18.49
Cintas	185550841	Community Center-Mats	04/06/16	\$40.44
Cintas	185551713	Uniforms	04/13/16	\$27.89
Cintas	185551713	Community Center-Mats	04/13/16	\$40.44
Cintas	185552610	Uniforms	04/20/16	\$27.89
Cintas	185552610	Community Center-Mats	04/20/16	\$40.44
Commercial Tree Care	24793	Cornell Park Tree Pruning	04/14/16	\$625.00
Contra Costa Fire Equipment	5650	Community Center-Extinguisher Service	04/19/16	\$117.34
Delta Debris Box Service	1176146	20 Yd Bin	03/31/16	\$265.50
Department of Justice	160341	Community Center-Pre-Employment Screening	04/06/16	\$98.00
Discovery Bay River Otters Booster Club	2016	Community Center-Swim Team	04/18/16	\$10,525.00
Discovery Pest Control	178091	Community Center-Pest Control	04/08/16	\$79.00
Henson Plumbing, Inc.	50342	Community Center-Restroom Service Call	04/19/16	\$475.00
Lincoln Equipment, Inc.	SI288107	Community Center-Pool Chemicals	04/21/16	\$907.19
Office Depot	831313030001	Community Center-Office Supplies	03/28/16	\$131.04
Office Depot	831313203001	Community Center-Office Supplies	03/26/16	\$35.10
Pacific Gas & Electric	0869258994-1/040716	Electric & Gas Bill 03/10/16-04/07/16	04/07/16	\$387.53
Pacific Gas & Electric	5702839598-6/040816	Community Center-Electric & Gas Bill 03/09/16-04/06/16	04/08/16	\$1,038.20
Pacific Gas & Electric	5939734421-5/041516	Electric & Gas Bill 03/17/16-04/15/16	04/15/16	\$7,689.30
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 03/01/16-03/31/16	03/31/16	\$783.38
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 03/01/16-03/31/16	03/31/16	\$20.85
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 03/01/16-03/31/16	03/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 03/01/16-03/31/16	03/31/16	\$234.96
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 03/01/16-03/31/16	03/31/16	\$314.49
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 03/01/16-03/31/16	03/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 03/01/16-03/31/16	03/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 03/01/16-03/31/16	03/31/16	\$55.94
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 03/01/16-03/31/16	03/31/16	\$5.13
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 03/01/16-03/31/16	03/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 03/01/16-03/31/16	03/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 03/01/16-03/31/16	03/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 03/01/16-03/31/16	03/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 03/01/16-03/31/16	03/31/16	\$6.04
Town of Discovery Bay, CSD	446	Payroll Reimbursement March 2016	04/15/16	\$11,804.37
Town of Discovery Bay, CSD	449	Waste Utility Bill Reimbursement March 2016	04/25/16	\$100.00
U.S. HealthWorks	2893597-CA	Community Center-Pre-Employment Screening	04/08/16	\$25.00
Univar	SJ396544	Community Center-Pool Chemicals	04/05/16	-\$160.00
Univar	SJ736290	Community Center-Pool Chemicals	03/18/16	\$815.55
Verizon Wireless	9762841135	Cell Phone Bill March 2016	03/26/16	\$89.34
Verizon Wireless	9762841135	Community Center-Cell Phone Bill March 2016	03/26/16	\$89.36
Total				\$36,996.09

Request For Authorization To Pay Invoices (RFA)
For The Meeting On May 04, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185550841	Uniforms	04/06/16	\$38.48
Cintas	185551713	Uniforms	04/13/16	\$35.41
Cintas	185552610	Uniforms	04/20/16	\$35.41
Pacific Gas & Electric	0403377952-3/040716	Electric & Gas Bill 03/09/16-04/06/16	04/07/16	\$47.94
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 03/01/16-03/31/16	03/31/16	\$55.94
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 03/01/16-03/31/16	03/31/16	\$126.09
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 03/01/16-03/31/16	03/31/16	\$11.18
Town of Discovery Bay, CSD	447	Payroll Reimbursement March 2016	03/15/16	\$946.99
Town of Discovery Bay, CSD	450	Waste Utility Bill Reimbursement March 2016	04/25/16	\$60.00
Verizon Wireless	9762841135	Cell Phone Bill March 2016	03/26/16	\$89.38
			Total	\$1,446.82



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 4, 2016

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Dina Breitstein, Finance Manager *[Signature]*

Agenda Title

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

Recommended Action

Receive and Comment

Executive Summary

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

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

Fiscal Impact:

Amount Requested \$TBD

Sufficient Budgeted Funds Available?: Yes,

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

Previous Relevant Board Actions for This Item

July 1, 2015 Award of Contract to Bartle Wells Associates

Attachments

Draft Rate Studies – Provided prior to the meeting

AGENDA ITEM: F-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 4, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Same

Agenda Title

Lease of closed fire station at 1535 Discovery Bay Boulevard

Recommended Action

Approve the revised lease for 1535 Discovery Bay Boulevard, and authorize the Interim General Manager to sign the lease on behalf of the District.

Background:

On March 2, 2016, the Board authorized lease negotiations with the East Contra Costa Fire Protection District (ECCFPD) for the closed fire station at 1535 Discovery Bay Boulevard. The existing district facilities do not provide sufficient space for the Park and Recreation maintenance functions and leasing the fire station property would cure that deficiency.

The Board authorized a lease with the following terms:

- Annual lease with the option to extend
- Monthly rent at \$1200.00
- Sufficient notice at lease termination.

In addition, there was a desire by the Board to ensure that the lease would not interfere with the Fire District in the event that ECCFPD had the funds to reopen the station.

The attached lease includes the following changes from the lease presented at the March 2, 2016 meeting:

1. Any permanent improvements to the building or property remain with the building at the termination of the lease;
2. The monthly lease cost was increased to \$1300.00 per month;
3. Cancellation of the lease was set at 90 days, and a provision was added that the District will use best efforts to vacate the property earlier in the event that the Fire District plans to reopen the station;
4. The lessee's responsibility to maintain the property was clarified.

The ECCFPD Board will be considering this lease at their May 2, 2016 agenda.

Fiscal Impact:

Amount Requested \$ 15,600 (plus utilities)

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

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

Previous Relevant Board Actions for This Item

March 2, 2016

Attachments

Proposed Lease

AGENDA ITEM: G-1

**LEASE AGREEMENT
BETWEEN THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT
AND THE TOWN OF DISCOVERY BAY**

FIRE STATION 58

This LEASE AGREEMENT (“Lease”) is made and entered into as of _____, 2016, by and between the East Contra Costa Fire Protection District, a fire protection district organized under the laws of the State of California (“Lessor”), and the Town of Discovery Bay, a community services district organized under the laws of the State of California (“Lessee”).

AGREEMENT

1. Premises. Lessor owns in fee and hereby leases and lets to Lessee, and Lessee hereby takes and leases from Lessor, subject to the terms and conditions contained herein, the improved property, including the building and all equipment, facilities, tools, and implements, (the “Premises”) located at 1535 Discovery Bay Blvd., Discovery Bay, California APN 008-200-010, more commonly referred to as Fire Station 58, and as outlined on the attached Exhibit “A.”

2. Term. The term of this Lease shall be an annual tenancy (“Term”) scheduled to commence on _____, 2016 (the “Commencement Date”).

2.1. The term of this Lease may be extended for additional periods upon the mutual written consent of the parties.

3. Rent. Lessee shall pay monthly rent (the "Rent") in the amount of \$1,300.00 in advance of the first day of each month during the Lease. Rent shall be overdue if not paid by the 10th day of the month. All rent shall be paid by Lessee to Lessor at 134 Oak Street, Brentwood, CA, or any other place or places that Lessor may from time to time designate by written notice given to Lessee. Rent for any partial month shall be prorated for that month based on a thirty (30) day month.

3.1. No security deposit is required for Lessee.

4. Utilities. Lessee shall be responsible for the cost of water, sewage, trash, gas, and electricity arising from Lessee’s use of the Premises.

5. Use/Improvements. Lessee shall have the right to use the Premises solely for office space and storage associated with the operations of Lessee.

5.1. Lessee may locate upon the Premises fixtures and equipment as are necessary in pursuit of Lessee’s permitted use of the Premises and during the Term of this Lease such shall remain the property and responsibility of Lessee. Upon termination of this Lease, any and all fixtures and permanent improvements shall remain upon the Premises and shall become

the property of Lessor unless Lessor provides Lessee notice requiring Lessee to remove any fixtures and/or permitted improvements and to restore the Premises to their configuration and condition before the improvements were made. Lessee may undertake improvements in addition to the above only (i) upon approval of the Lessor, which approval shall not be unreasonably withheld, and (ii) at Lessee's sole cost, expense, and risk. Lessee shall be responsible for all required permits and approvals including any and all associated costs, provided Lessor shall fully cooperate in this regard. Lessee shall be responsible for any damage to the Premises caused by installation, operation, and/or removal of Lessee improvements, fixtures, and equipment.

5.2. If during the Term of this Lease, or any extension hereof, the application of any statute, code or ordinance of any government, authority, agency, official or officer applicable to the Building or Premises shall make it impossible or not economical for Lessee to operate in the Premises in accordance with Paragraph 5, then Lessee or Lessor, at its option, may terminate this Lease, whereupon the Rent and all other charges payable hereunder by Lessee shall be prorated in accordance with Paragraph 3 as of such date of termination.

6. Subletting or Assignment. Lessee may not sublet or assign this Lease.

7. Lessee's Repair and Maintenance Obligations. Lessee shall repair and maintain in good order and condition (reasonable wear and tear excepted) the structural portions of the Premises, the exterior portions of the Premises and the real property, and all common areas located in or on the real property, including the parking facilities serving the Premises. The Lessee accepts the Premises in an "As Is" condition and will return the Premises to Lessor in the same or better condition in which it was at the time Lessee initially began occupancy.

8. Lessee's Covenants. Lessee covenants and agrees it shall:

8.1. Pay rent when due without notice or demand;

8.2. Maintain the Premises in a clean, safe and good condition and return the Premises to Lessor at the Termination Date in accordance with Paragraph 10 hereof;

8.3. Comply with all statutes, codes, ordinances, rules and regulations applicable to the Premises;

8.4. Give Lessor prompt notice of any accident, damage, destruction, or occurrence affecting the Premises;

8.5. At its sole cost and expense, promptly perform all maintenance and repairs to the Premises; and

8.6. Lessor shall have access to the Premises for inspection and necessary maintenance.

9. Insurance. Lessee, at its discretion, may purchase insurance for this Lease. Lessor recommends that Lessee purchase liability insurance to insure them against loss. Any insurance purchased by the Lessor covering the Premises or its contents will not provide any coverage for any property belonging to the Lessee. If the Lessee wishes such coverage for its property or for loss of Premises as a result of fire or other casualty, then Lessee will be solely responsible for purchasing same.

10. Cancellation. Notwithstanding the provisions set forth in Paragraphs 2 and 2.1 herein, Lessee and Lessor shall have the right to cancel this Lease upon giving ninety (90) days written notice of its intent to cancel to the other party. If during the Term of this Lease, Lessor receives sufficient funding to utilize the Premises as a fire station, Lessee will use its best efforts to vacate the Premises earlier than the required ninety day notice period.

11. Surrender. Upon the expiration or earlier termination of the Lease, Lessee shall surrender the Premises to Lessor in good order, condition, and repair, ordinary wear and tear excepted. Lessee shall, at its sole cost and expense, remove any and all of Lessee's personal property stored in the Premises, including furniture, furnishings, movable partitions and other fixtures, and improvements or alterations approved by Lessor. All fixtures and improvements not removed shall become the property of the Lessor.

12. Notice. All notice, demands, requests, consents, approvals, offers, statements, and other instruments or communications required or permitted to be given hereunder in writing shall be deemed to have been given when delivered or when mailed by first class mail, postage prepaid, addressed to Lessor or Lessee as follows

As to Lessee: Town of Discovery Bay
 Attention: General Manager
 Town of Discovery Bay CSD
 1800 Willow Lake Road
 Discovery Bay, CA 94505-9376

As to Lessor: Chief Hugh Henderson
 134 Oak Street
 Brentwood, CA 94513

13. Amendments. This Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purposes unless it is in writing and signed by the party against whom enforcement thereof is sought.

14. Severability. If any provision of the Lease or any application thereof shall be invalid or unenforceable, the remainder of the Lease and any other application of such provision shall not be affected thereby.

15. Governing Law. This lease shall be governed by and construed in accordance with the laws of the Town of Discovery Bay and the State of California.

16. Indemnification. Lessee shall hold harmless and indemnify Lessor from and against any and all damage or claims that may arise from Lessee's use of the Premises, except loss or damage arising from any negligent act by Lessor, its agents, or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year set forth above.

LESSOR:

Date

LESSEE:

Date

Catherine Kutsuris, Interim General Manager
Town of Discovery Bay Community
Services District



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

05/04/2016

Prepared By: Virgil Koehne, Water and Wastewater Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Possible Reopening of Ravenswood Park Splash Pad

Recommended Action

Authorize the partial reopening of the Splash Pad

Executive Summary

On January 17, 2014, Governor Brown issued a Drought Emergency Proclamation following three critically dry years in California; therefore the District passed Ordinance No. 25 Establishing Emergency Drought Regulations. At that time the District made the decision to shut down the Ravenswood Splash Pad due to the use of non-recyclable water.

The community has conserved considerably on the water usage and just last month (March) the community had a 50% reduction overall.

Staff gathered the water usage for the Splash Pad and the projected usage is nearly 0.340 million gallons per month, at about 6-hours a day for 30 days. In 2015, the Town's average summer month usage was around 88 million gallons per month (May – September). The Splash Pad is approximately 0.4% of the average summer usage. Another way to put this is that during 2015 summer months the average water reduction per month was roughly 40%, therefore with the Splash Pad in operation that number would have been approximately 39.6% reduction.

Staff proposes to open the Splash Pad for 6-hours on weekdays and for 8-hours each day on the weekends.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: G-2

County Administrator

651 Pine Street, 10th Floor
Martinez, California 94553-1229
(925) 335-1080
(925) 335-1098 FAX

David J. Twa
County Administrator

Discovery Bay CSD
Received
APR 18 2016

Contra Costa County



Board of Supervisors

John M. Gioia
1st District

Candace Andersen
2nd District

Mary N. Piepho
3rd District

Karen Mitchoff
4th District

Federal D. Glover
5th District

April 13, 2016

Catherine Kutsuris
Interim General Manager,
Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94510

Dear Ms. Kutsuris:

The Contra Costa Local Agency Formation Commission (LAFCo) has provided notice that they are in receipt of a proposal entitled “Detachment of the Byron-Bethany Irrigation District from the Discovery Bay Community Services District” (LAFCo Application #16-02). The application proposes to detach the Byron Bethany Irrigation District (BBID) from two areas in the Discovery Bay Community Services District.

Pursuant to Revenue and Taxation Code section 99(b), the LAFCo Executive Officer, after receiving LAFCo Application #16-02, gave notice of the filing to the County Assessor and County Auditor. The notice specified each local agency whose service area or responsibility will be altered by the jurisdictional change. The County Auditor, on April 1, 2016, sent a letter to affected agencies including the Discovery Bay Community Services District, providing information regarding increment tax allocations to your agency in the Tax Rate Areas proposed for detachment.

Because territory is being detached from the BBID, the local agencies whose service area or responsibility is being altered are required to negotiate an exchange of property tax revenues. Specifically, Revenue and Taxation Code section 99(b)(5) provides:

“In the event that a jurisdictional change would affect the service area or service responsibility of one or more special districts, the board of supervisors of the county or counties in which the districts are located shall, on behalf of the district or districts, negotiate any exchange of property tax revenues.

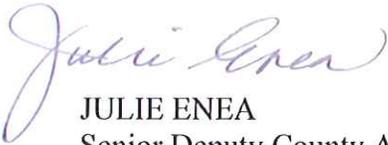
Prior to entering into negotiation on behalf of a district for the exchange of property tax revenue, the board shall consult with the affected district. The consultation shall include, at a minimum, notification to each member and executive officer of the district board of the pending consultation and provision of adequate opportunity to comment on the negotiation.”

We do not anticipate that the negotiations will result in a significant change in the allocation for most special districts.

Please accept this letter as notification and provision of adequate opportunity to comment on the negotiation. Your comments should be sent to me at the above address by May 15, 2016.

Sincerely,

DAVID TWA
County Administrator



JULIE ENEA
Senior Deputy County Administrator

cc: *Lou Ann Texeira, LAFCo Executive Officer*
Eric Gelston, Deputy County Counsel



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 4, 2016

Prepared By: Mac Kaiser, Recreation Programs Coordinator

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Recreation Program Update

Recommended Action

Accept the report on the upcoming Recreation Season

Executive Summary

Aquatics:

Providing for a safe and properly managed aquatic program for the Town of Discovery Bay is and continues to be a top priority. With the unexpected loss of a qualified candidate in February, staff has only in the last two weeks found a certified Pool Manager who has expressed an interest in assisting the Town with these operations. As the Town pool is scheduled to open Memorial Weekend with limited time remaining to appropriately manage, safely operate and staff, the Town will be forced to reduce operation for the 2016 season than what was originally programmed.

Summer Activities/Programs:

The 2016 Summer Activities Guide/Pipeline is now complete and is currently at the printer for a scheduled release date of May 12, 2016. Open registration will occur beginning May 12th with most programming beginning Monday, June 6th. Staff has contracted with a variety of instructors to provide a quality recreational experience for Town residents this Summer. A sampling of the camps and activities scheduled this summer include:

- Kidz Love Soccer, ages 2.5-10 years
- Tiny Tots, Kid's Combo, and Home School Dance & Fit classes, ages 3-13
- Beginning Archery, ages 12 years +
- IncrediFlix, 7-13 years
- British Soccer Camp, 11-16 years
- Martial Arts, 4-12 years
- Tennis, 4-18 years
- Boating Safely, 12+ years
- Babysitting, 11-17 years
- Zumba Classes, 12+ years

Special Events:

Once again staff will be offering Friday Movies in the Park starting June 10th. This popular program offers free family movies on seven Friday evenings at the Community Center this summer. Movies start at dusk and families are encouraged to bring lawn chairs and blankets. A few of this year's lineup include:

- Raiders of the lost Ark
- Cloudy with a Chance of Meatballs
- Grease – the sign-a-long version
- Tatatouille

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

None

Attachments

None

AGENDA ITEM: J-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

April 18, 2016

Contra Costa County LAFCO
Attn: Lou Ann Texiera, Executive Officer
651 Pine St, #6
Martinez, CA 94553

Re: Contra Costa LAFCO Draft Agricultural and Open Space Preservation Policy

Dear Lou Ann,

The Town of Discovery Bay received your letter explaining that the Contra Costa Local Agency Formation Commission (LAFCO) is considering adopting a policy regarding the preservation of agricultural and open space land and is requesting comments from local agencies on this matter.

The District understands that LAFCO is attempting to balance competing interest while developing this policy and believes that the project policies and guidelines are appropriate.

The District has no concerns with ensuring that any future application complies with these guidelines.

Thank you for requesting our input. Best wishes for the successful completion of the project.

Thank you,

Catherine Kutsuris, Interim General Manager
Town of Discovery Bay



Lou Ann Teixeira
Executive Officer

MEMBERS

Donald A. Blubaugh <i>Public Member</i>	Mary N. Piepho <i>County Member</i>
Federal Glover <i>County Member</i>	Rob Schroder <i>City Member</i>
Michael R. McGill <i>Special District Member</i>	Igor Skaredoff <i>Special District Member</i>
	Don Tatzin <i>City Member</i>

ALTERNATE MEMBERS

Candace Andersen <i>County Member</i>
Sharon Burke <i>Public Member</i>
Tom Butt <i>City Member</i>
Stanley Caldwell <i>Special District Member</i>

April 25, 2016

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814

**Subject: Town of Discovery Bay Community Services District – Letter of Support
Transparency Certificate of Excellence**

Please accept this letter of support of the Town of Discovery Bay Community Services District’s (TODBCSD) application for renewal of the Special District Leadership Foundation’s (SDLF) Transparency Certificate of Excellence.

Contra Costa LAFCO staff has worked with TODBCSD on various annexation proposals, on LAFCO Municipal Service Reviews/Sphere of Influence Updates, and in conjunction with the Contra Costa Special Districts Association.

Over the years, TODBCSD has worked to enhance its transparency and public service. The District’s efforts to inform and engage the public, its customers and stakeholders are commendable. The District’s website contains a wealth of information and is easy to navigate.

TODBCSD staff has provided LAFCO staff with documentation regarding the District’s efforts to promote transparency. We have reviewed the requirements for SDLF’s Transparency Certificate of Excellence, along with the District’s documents, which are accessible through its expanded and newly redesigned website. We find that TODBCSD meets these standards.

We support and commend the District’s efforts and recommend that SDLF award the Town of Discovery Bay Community Services District the SDLF’s Transparency Certificate of Excellence.

Sincerely,


Lou Ann Teixeira
LAFCO Executive Officer

c: Catherine Kutsuris, Interim General Manager, Town of Discovery Bay Community Services District

Administration
925.335.7899
925.335.7893 fax

TownOfDiscoveryBay CSD
Received

APR 29 2016

Contra Costa County
Clerk-Recorder-Elections Department

555 Escobar Street
Martinez, CA 94553

Joseph E. Canciamilla
County Clerk-Recorder
and Registrar of Voters

Scott O. Konopasek
Assistant County Registrar

Elections Division
925.335.7800
925.335.7836 fax



April 26, 2016

Rick Howard, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Rd
Discover Bay, CA 94505

Dear Rick Howard,

Our office is currently preparing for the General Election to be held on November 8, 2016. As you are aware, your district has positions that are up for election. The official filing period begins July 18, 2016 and ends August 12, 2016.

Included in this packet is a copy of the "2016 Cities, School Districts and Special Districts Guide". This guide provides information regarding important dates, candidate statement costs and the election process.

Enclosed you will find the following forms:

- Elected Officials and Terms of Office Report
- Special District Worksheet
- Sample Resolution Containing Election Order

Please complete and return to us the "Elected Officials and Terms of Office Report", "Special District Worksheet", and an executed "Resolution Containing Election Order" by July 6, 2016.

To insure we have the correct boundary lines for your district, we are requesting a district map in a Shapefile or PDF format that clearly outlines your district's boundary lines. Please provide the map or file by May 18, 2016. Maps may be emailed directly to our mapping division at precincts.mapping@vote.cccounty.us.

If you have any questions, please contact me at (925) 335-7806.

Respectfully,
JOSEPH E. CANCIAMILLA, COUNTY CLERK-RECORDER, REGISTRAR

A handwritten signature in cursive script that reads "Rosa Mena".

Rosa Mena
Election Processing Supervisor

Enclosures