



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

For the Regular Meeting of Wednesday  
May 20 2015

7:00 P.M. Regular Meeting

**New Location**  
**Community Center**  
**1601 Discovery Bay Boulevard**



# 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 May 20, 2015  
REGULAR MEETING 7:00 P.M.**

**New Location**  
**Community Center**  
**1601 Discovery Bay Boulevard, Discovery Bay, California**  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

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

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

**C. PRESENTATIONS**

1. PG&E - LS1 LED Streetlight Replacement Program for the Town of Discovery Bay

**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 for May 6, 2015
2. Approval of DRAFT minutes of regular meeting for May 6, 2015
3. Approve Register of District Invoices
4. Annual Audited Financial Statements for FY 2013-14

**F. BUSINESS AND ACTION ITEMS**

1. Request to Lease Surplus Town property to be used as a transfer station of Water Weeds that are removed from bays in Discovery Bay
2. Proposal to Amend Ordinance No. 25 Pertaining to Emergency Drought Regulations
3. Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. Fiscal Year 2015-16 and Fiscal Year 2016-17 Preliminary DRAFT Operating, Capital and Revenue Budgets

**H. VEOLIA REPORT**

1. Veolia Report – Month of April 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 – East Contra Costa Fire Protection District meeting minutes for April 6, 2015
2. R – Contra Costa County Aviation Advisory Committee meeting minutes for April 9, 2015

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

1. Adjourn to the next Regular meeting dated June 3, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



**Legend**

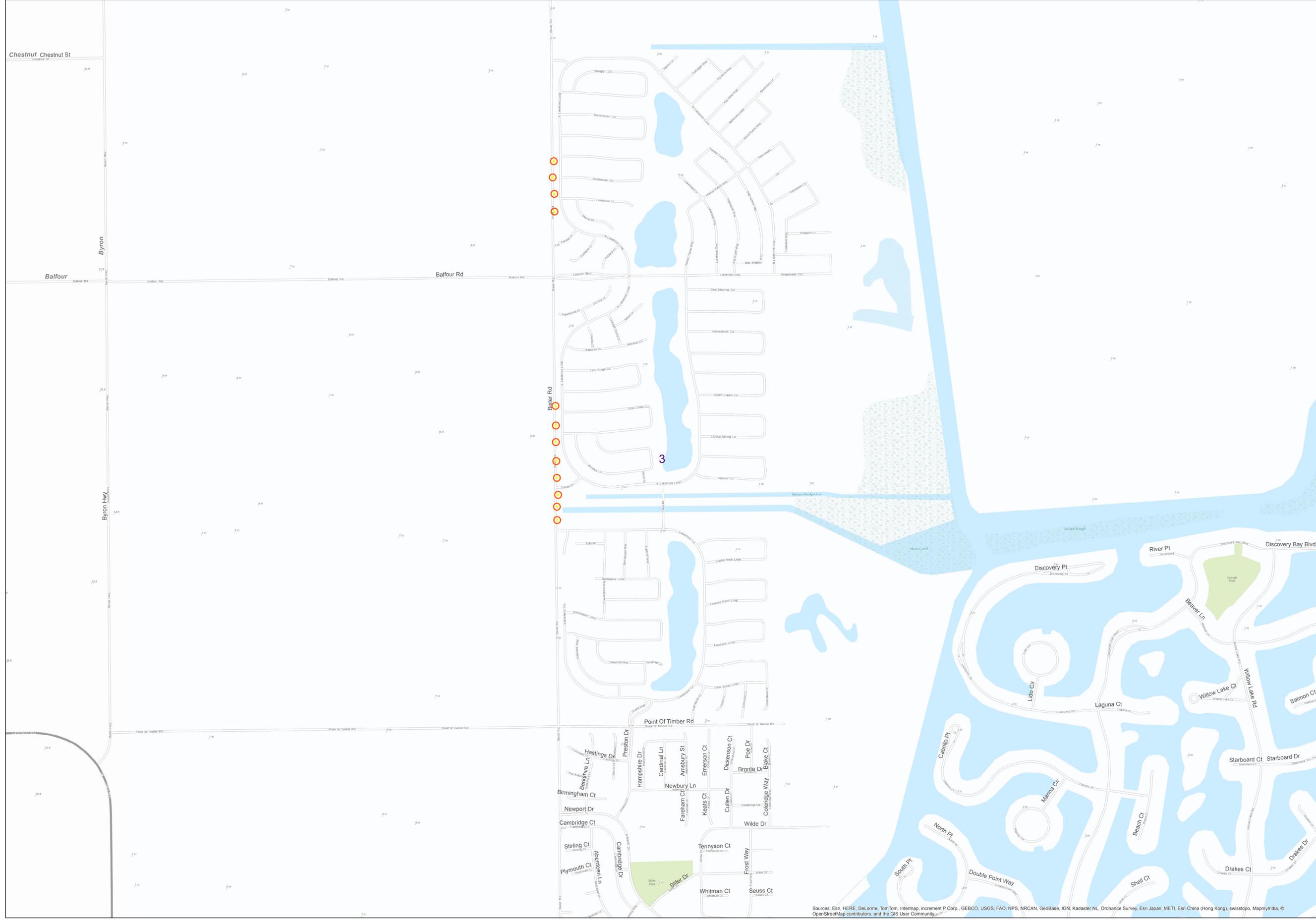
-  1 Streetlight (single and dual poles)

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



Date: 5/13/2015  
Agenda Item C-1

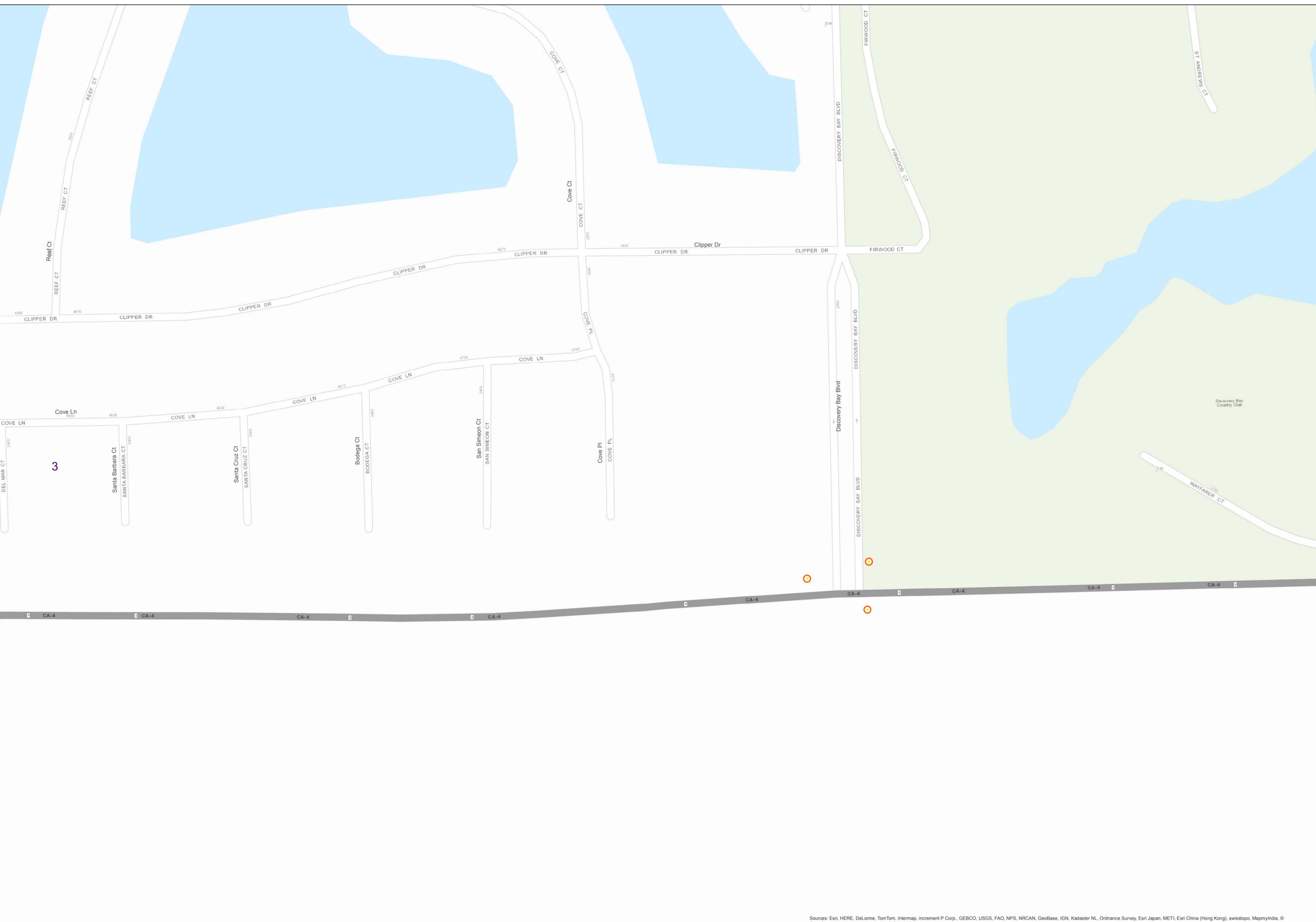
# LS2 Lights in Supervisor District 3, Disco Bay NW



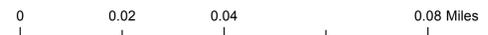


**Legend**

-  1 Streetlight (single and dual poles)



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



Date: 5/13/2015

# LS2 Lights in Supervisor District 3, Disco Bay South



**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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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 A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday May 6, 2015  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://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 6:47 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. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)  
Name of Case and Case Number: Halley v. TODBCSD #PSC 15-0276

**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 6:54 p.m. to the Regular Meeting on May 6, 2015 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05-07-15

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



# 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 REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 6, 2015  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://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** – Led by President Steele  
**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 April. 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**

**Lea Castleberry, Deputy Chief of Staff** - Provided an update of several projects surrounding Discovery Bay.

**D. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report** – No Report

**2. County Planning Commission Report** – No Report

**3. Code Enforcement Report** – No Report

**4. Special Districts Report\*\*** – No Report

*\*\*These meetings are held Quarterly*

**E. PRESENTATIONS**

**1. Contra Costa Mosquito & Vector Control District**

**Andrew Pierce** - Community Affairs Representative – Provided an update regarding the services of Contra Costa Mosquito & Vector Control District. There was discussion between the Community Affairs Representative and the Board.

**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 April 14, 2015**

**2. Approve Register of District Invoices**

3. Approve and Adopt Resolution Number 2015-06, Direction to HERWIT Engineering to prepare 2015-2016 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

**Motion by:** Director Simon to Approve the Consent Calendar

**Second by:** Vice-President Pease

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

#### **G. BUSINESS AND ACTION ITEMS**

1. Review of the FY 2013-14 "DRAFT" Audited Financial Statements for the Town of Discovery Bay  
**Mark Croce - Croce, Sanguinetti, & Vander Veen** – Provided the details of item G-1. There was discussion between the General Manager, the Board, and Mark Croce.

**General Manager Howard** – Stated the Final Audit will be brought back at the May 20, 2015 meeting under Consent

2. Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

**Recreation Program Coordinator Meewis** – Provided the details of item G-2. There was discussion between the General Manager, the Recreation Program Coordinator and the Board.

**Motion by:** President Steele to round up the dollars to even number and approve this as presented

**Second by:** Vice-President Pease

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

This item will be brought back to the Board at the May 20, 2015 Regular Board meeting.

3. Agency Comment Request – Variance Permit Application VP15-1014 – Front Yard Variance Request – 4525 Discovery Point, Discovery Bay

**General Manager Howard** – Provided the details of item G-3. There was discussion between the General Manager and the Board. The Board directed Staff to send a letter to the County with no negative comment.

#### **H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. DRAFT CCR

**General Manager Howard** – Provided the details of item H-1. There was discussion between the General Manager and the Board.

#### **I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Leete** - Commended Staff that the event at the Community Center last Saturday, May 2, 2015 was a success.

**Director Graves** – Stated that all of the Board attended the East Contra Costa County Fire Protection Special meeting.

**President Steele** – Stated that many residents attended the East Contra Costa County Fire Protection Special meeting.

**General Manager Howard** – Provided the details of a follow up email from former Director Piepho regarding the hosting of a Town Hall Meeting with respect to the Fire Station Closures. There was discussion between the General Manager and the Board.

#### **J. MANAGER'S REPORT – Discussion and Possible Action**

None

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

1. Schedule Budget Workshop – May 27, 2015 at 6:30 p.m.

**General Manager Howard** – Budget Workshop is scheduled for Wednesday, May 27, 2015 beginning at 6:30 p.m. Provided an update of the new Parks and Landscaping Manager.

2. Drought Update

**General Manager Howard** – Provided an update regarding the drought.

#### **L. DISTRICT LEGAL COUNSEL REPORT**

1. Discussion on Sub-Committee Status

**Legal Counsel Attebery** – Provided an update on item L-1. There was discussion between the General Manager, Legal Counsel, and the Board.

There was one Public Comment Speaker. The discussion continued regarding the sub-committees. Legal Counsel will bring this item back to the Board at a future meeting. Also note that the Board Sub-Committees title will change to Staff Sub-Committees.

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance – Director Leete stated that the Budget was reviewed as the General Manager had reported
2. Communications – General Manager stated that there will be a meeting scheduled in the near future
3. Parks and Recreation
4. Water and Wastewater – Vice-President Pease stated that there was a meeting and there was a tour of the Facility.
5. Waterways – General Manager stated that there will be a meeting scheduled in the near future

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

1. Water Recycling Workshop

**Q. ADJOURNMENT**

The meeting adjourned at 9:08 p.m. to the next regular meeting dated May 20, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05-11-15

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



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 20, 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** \$ 126,813.00

**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-3

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On May 20, 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>
<b>Administration</b>				
Comcast	8155400350238372/415	Landscape Reimb (Z8,Z9)	04/22/15	\$168.99
Express Labs Inc.	51405	Landscape Reimb (Z9)	04/30/15	\$55.00
I & T Backflow Testing	498	Backflow Test and Repair (Z61)	05/02/15	\$249.17
Watersavers Irrigation Inc.	1547067-00	Landscape Reimb (Z35)	03/10/15	\$360.92
Watersavers Irrigation Inc.	1573436-00	Landscape Reimb (Z61)	05/07/15	\$154.05
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$988.13</b>
<b>Water</b>				
American Retrofit Systems	1091	Board Room Relocation	04/30/15	\$80.00
Big Dog Computer	BDC33119	Software Installation	04/25/15	\$59.50
Big Dog Computer	BDC33122	Email Connectivity Issue	04/28/15	\$19.50
Big Dog Computer	BDC33123	System Maintenance	05/01/15	\$39.00
Bill Brandt Ford	131890	Oil Change	04/01/15	\$47.89
Brentwood Ace Hardware	808/043015	General Repairs	04/30/15	\$61.18
Brentwood Press & Publishing	171767	Pipeline	04/27/15	\$955.80
Brentwood Press & Publishing	172084	Water Conservation Notices	05/01/15	\$790.00
Christina Lau	4096 Regatta	Closed Account, Refund Overpayment	04/27/15	\$1.45
Corix Water Products	17513010497	Filter System, Water Conservation	04/27/15	\$4,681.52
Du-All Safety	16866	Safety Support and Training for 2014-2015	04/30/15	\$1,160.00
Express Labs Inc.	51405	DOT Testing	04/30/15	\$55.00
Fastenal Company	CABRE11520	Misc. Small Tools	03/20/15	\$350.78
Fastenal Company	CABRE11578	Misc. Small Tools	03/25/15	\$45.18
Fastenal Company	CABRE11579	Misc. Small Tools	03/25/15	\$198.38
Fastenal Company	CABRE11612	Misc. Small Tools	03/27/15	\$81.73
I & T Backflow Testing	498	Backflow Test and Repair	05/02/15	\$308.00
J.W. Backhoe & Construction, Inc.	2319	Replumb and Repair Sample Station	04/29/15	\$4,052.13
J.W. Backhoe & Construction, Inc.	2321	Repair 2 Fire Hydrants	04/29/15	\$1,566.03
J.W. Backhoe & Construction, Inc.	2322	Water Leak on Emerald Court	04/29/15	\$3,332.05
J.W. Backhoe & Construction, Inc.	2323	Water Leak on Discovery Bay Blvd	04/29/15	\$3,694.92
J.W. Backhoe & Construction, Inc.	2325	Water Leak on Spinnaker Way	04/29/15	\$2,013.85
J.W. Backhoe & Construction, Inc.	2326	Pvc Pipe WWTP#2	05/01/15	\$4,000.00
Luhdorff & Scalmanini	30639	General Engineering	03/29/15	\$792.00
Luhdorff & Scalmanini	30641	Water Level Monitoring	03/29/15	\$34.40
Luhdorff & Scalmanini	30645	Preparation of Urban Water Management Plan	03/29/15	\$2,757.50
Neumiller & Beardslee	268395	General Services	04/02/15	\$1,673.00
Neumiller & Beardslee	268397	Newport Pointe	04/17/15	\$137.60
Office Depot	766401665001	Office Supplies	04/20/15	\$9.45
Office Depot	766402053001	Office Supplies	04/24/15	\$8.24
Office Depot	766402054001	Office Supplies	04/20/15	\$13.02
Office Depot	766402055001	Office Supplies	04/18/15	\$21.97
ParcelQuest	8428-5-2015	Renewal	04/27/15	\$719.60
Patricia Cimlov-Zahares	15-009	Pipeline	05/07/15	\$524.00
Patricia Cimlov-Zahares	15-010	Water Conservation	05/07/15	\$595.00
Paul E. Vaz Trucking, Inc.	35625	Material	04/30/15	\$454.36
Paul E. Vaz Trucking, Inc.	35626	Freight	04/30/15	\$579.36
ReliaStar Life Insurance Company	#JR52 457(B) 05/15/1	457(b) 05/01/15-05/15/15	05/11/15	\$412.27
SDRMA	17053	Medical Benefits June 2015	05/04/15	\$849.46
Shawn McDonald	1453 Cullen Dr	Closed Account, Refund Overpayment	05/01/15	\$18.89
Shred-It USA-Concord	9405677956	Shredding Service	04/30/15	\$22.79
Univar	SJ679238	Chemicals Delivered 04/20/15	04/20/15	\$213.43
Univar	SJ679239	Chemicals Delivered 04/20/15	04/20/15	\$104.70
Univar	SJ681007	Chemicals Delivered 04/29/15	04/29/15	\$229.54
Upper Case Printing, Ink.	9421	Water Conservation	05/01/15	\$440.30
Veolia Water North America	40226	Reclaimed Water Credit	08/12/14	-\$1,373.36
Veolia Water North America	47316	Reclaimed Water	04/17/15	\$7,812.50
Veolia Water North America	47422	Monthly R&M March 2015	04/17/15	\$1,838.86
Verizon Wireless	9744695508	Cell Phone Bill April 2015	04/26/15	\$152.93
		<b>Water</b>	<b>Sub-Total</b>	<b>\$46,635.70</b>
<b>Wastewater</b>				
American Retrofit Systems	1086	AC Unit Repair WWTP#1	04/23/15	\$800.00
American Retrofit Systems	1091	Board Room Relocation	04/30/15	\$120.00

Big Dog Computer	BDC33119	Software Installation	04/25/15	\$89.25
Big Dog Computer	BDC33122	Email Connectivity Issue	04/28/15	\$29.25
Big Dog Computer	BDC33123	System Maintenance	05/01/15	\$58.50
Brentwood Ace Hardware	808/043015	General Repairs	04/30/15	\$34.62
Brentwood Ace Hardware	808/043015	Building Maintenance	04/30/15	\$2.92
Brentwood Press & Publishing	171767	Pipeline	04/27/15	\$1,433.70
Cintas	185509423	Uniforms	04/29/15	\$19.95
Cintas	185510247	Uniforms	05/06/15	\$9.95
Comcast	8155400350232938/515	Internet Service WWTP#2	05/03/15	\$118.75
Comcast	8155400350232946/515	Internet Service WWTP#1	05/03/15	\$93.70
Conco West Inc.	814	Sewer Manhole Repair	04/15/15	\$4,973.89
Du-All Safety	16866	Safety Support and Training for 2014-2015	04/30/15	\$1,740.00
Herwit Engineering	15-4	Professional Services April 2015	05/01/15	\$4,080.00
Herwit Engineering	DB-MP-5,6,7,12-12	Tittle 22 & Nitrate Project	05/01/15	\$23,038.00
Neumiller & Beardslee	268397	Newport Pointe	04/17/15	\$206.40
Neumiller & Beardslee	268395	General Services	04/02/15	\$2,509.50
Office Depot	766401665001	Office Supplies	04/20/15	\$14.17
Office Depot	766402053001	Office Supplies	04/24/15	\$12.36
Office Depot	766402054001	Office Supplies	04/20/15	\$19.52
Office Depot	766402055001	Office Supplies	04/18/15	\$32.95
ParcelQuest	8428-5-2015	Renewal	04/27/15	\$1,079.40
Patricia Cimlov-Zahares	15-009	Pipeline	05/07/15	\$786.00
R & B Company	S1476429.001	General Repairs	04/20/15	\$16.64
ReliaStar Life Insurance Company	#JR52 457(B) 05/15/1	457(b) 05/01/15-05/15/15	05/11/15	\$618.41
SDRMA	17053	Medical Benefits June 2015	05/04/15	\$1,274.18
Shred-It USA-Concord	9405677956	Shredding Service	04/30/15	\$34.19
Veolia Water North America	40225	Fiber WWTP#1 Credit	08/12/14	-\$7,799.13
Veolia Water North America	47314	Effluent Filtration	04/17/15	\$1,449.74
Veolia Water North America	47315	General Repairs	04/17/15	\$24.31
Veolia Water North America	47317	Large Replacement	04/17/15	\$12,447.51
Veolia Water North America	47420	RAS Control Panel WWTP#1	04/17/15	\$12,500.00
Veolia Water North America	47422	Monthly R&M March 2015	04/17/15	\$7,901.27
Veolia Water North America	QA-1459	Credit	05/12/15	-\$413.55
Verizon Wireless	9744695508	Cell Phone Bill April 2015	04/26/15	\$229.39
Watersavers Irrigation Inc.	1567087-00	Chemicals	04/22/15	\$298.38

**Community Center**

**Wastewater Sub-Total \$69,884.12**

**Community Center Sub-Total \$0.00**

**Grand Total \$117,507.95**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On May 20, 2015  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	1085	Community Center-Building Maintenance	04/23/15	\$275.00
Brentwood Ace Hardware	808/043015	Community Center-Dog Park	04/30/15	\$94.61
Brentwood Ace Hardware	808/043015	Equipment Maintenance	04/30/15	\$247.23
Brentwood Ace Hardware	808/043015	Misc. Small Tools	04/30/15	\$217.97
Brentwood Press & Publishing	171767	Community Center-Recreation Guides	04/27/15	\$2,389.50
Cintas	185509423	Uniforms	04/29/15	\$31.67
Cintas	185509423	Community Center-Mats	04/29/15	\$39.72
Cintas	185510247	Uniforms	05/06/15	\$31.67
Cintas	185510247	Community Center-Mats	05/06/15	\$37.96
Cory Cardwell	APRIL 2015	Expense Report	04/29/15	\$53.53
Department of Justice	99577	Community Center-Fingerprinting	05/05/15	\$147.00
Discovery Bay Disposal	17-0001966/043015	Com 2 Yd Bin	04/30/15	\$300.53
Discovery Bay Disposal	17-0013218/043015	Community Center-Com 2 Yd Bin	04/30/15	\$411.99
Karina Dugand	20	Community Center-Program Fees	04/30/15	\$697.50
Nancy Roberts	7	Community Center-Program Fees	05/01/15	\$262.50
Neumiller & Beardslee	268395	Community Center-General Services	04/02/15	\$1,698.50
Shanae Armstrong	APRIL 2015	Expense Report	04/17/15	\$78.28
Shanae Armstrong	APRIL 2015	Expense Report	04/29/15	\$52.68
Sheredan Hart	APRIL 2015	Expense Report	04/29/15	\$15.73
Town Of Discovery Bay CSD	380	Internet Service Reimbursement	05/12/15	\$56.33
Town Of Discovery Bay CSD	380	Community Center-Internet Service Reimbursement	05/12/15	\$56.33
Verizon Wireless	9744695508	Cell Phone Bill April 2015	04/26/15	\$121.97
Verizon Wireless	9744695508	Community Center-Cell Phone Bill April 2015	04/26/15	\$121.96
W.J. Kirk Welding	48558	Community Center-Repair	05/06/15	\$714.75
Watersavers Irrigation Inc.	1546102-00	Community Center-Landscape Maintenance	03/04/15	\$454.83
Watersavers Irrigation Inc.	1548641-00	Community Center-Landscape Maintenance Return	03/09/15	-\$351.54
Watersavers Irrigation Inc.	1569548-00	Community Center-Dog Park	04/28/15	\$21.22
Watersavers Irrigation Inc.	1572015-00	Community Center-Dog Park	05/04/15	\$21.78
			<b>Total</b>	<b>\$8,301.20</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On May 20, 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>
Big Dog Computer	BDC33128	New Employee Set Up	05/04/15	\$50.00
Brentwood Ace Hardware	808/043015	Equipment Maintenance	04/30/15	\$313.69
Brentwood Ace Hardware	808/043015	Misc. Small Tools	04/30/15	\$217.98
Cintas	185509423	Uniforms	04/29/15	\$31.07
Cintas	185510247	Uniforms	05/06/15	\$31.07
Marcos Hernandez	APRIL 2015	Expense Report	04/29/15	\$11.14
Town Of Discovery Bay CSD	381	Internet and DOT Testing Reimbursement	05/12/15	\$111.33
Verizon Wireless	9744695508	Cell Phone Bill April 2015	04/26/15	\$121.97
Watersavers Irrigation Inc.	1567094-00	Landscape Maintenance	04/22/15	\$115.60
<b>Total</b>				<b>\$1,003.85</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

May 20, 2015

**Prepared By:** Dina Breitstein, Finance Manager

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

**Agenda Title**

Annual Audited Financial Statements for FY 2013-14

**Recommended Action**

Staff recommends that the Board approve and accept the FY 2013-14 Audited Financial Statements

**Executive Summary**

Pursuant to the requirements of California Government Code §26909(b), the Town of Discovery Bay CSD is required to conduct an annual audit of its financial statements. Additionally, the audit must also be provided to the State of California Controller's Office and the Contra Costa County Auditor's Office.

On May 6, 2015, Croce, Sanguinetti, and Vander Veen presented the DRAFT year-end audit for Fiscal Year 2013-14. The draft audit contained the findings and results from the audited financial statements for the period July 1, 2013 through June 30, 2014.

At this time, it is appropriate to accept the findings of the FY 2013-14 Audited Financial Statements and direct Croce, Sanguinetti, and Vander Veen to forward the final audit to the State Controller's Office and the Contra Costa County Auditor's Office.

**Fiscal Impact:**

**Amount Requested**

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

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

May 6, 2015 DRAFT Audit Presentation by Croce, Sanguinetti, and Vander Veen

**Attachments**

Final Audit 2013/2014

**AGENDA ITEM: E-4**



CROCE, SANGUINETTI, & VANDER VEEN  
INC.

CERTIFIED PUBLIC ACCOUNTANTS

May 12, 2015

Board of Directors  
**Town of Discovery Bay Community**  
**Services District**  
1800 Willow Lake Road  
Discovery Bay, California 94505

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the **Town of Discovery Bay Community Services District** are described in Note A to the financial statements. The District implemented Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for the year ended June 30, 2014 as discussed in Note A to the financial statements. The application of existing policies was not changed during the year ended June 30, 2014. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions that have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the allowance for doubtful accounts is based on prior years' experience and management's analysis of accounts receivable. We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. We did not identify any sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Accordingly, the following material adjustments were identified during the audit and recorded by management:

##### Water Fund

- Entry of \$128,633 to adjust accounts receivable as of June 30, 2014
- Entry to record \$208,464 of depreciation expense as of June 30, 2014

##### Sewer Fund

- Entry to record \$1,040,007 of depreciation expense as of June 30, 2014

##### Lighting & Landscaping Zone 8

- Entry of \$13,308 to adjust accrued payroll liabilities as of June 30, 2014
- Entry of \$151,238 of depreciation expense as of June 30, 2014

##### Lighting & Landscaping Zone 9

- Entry to record \$11,395 of depreciation expense as of June 30, 2014

##### Financing Authority Fund

- Entry of \$69,973 to adjust accounts payable as of June 30, 2014.
- Entry to record \$17,619 of amortization expense relative to bond premium as of June 30, 2014.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 1, 2015.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of **Town of Discovery Bay Community Services District** and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Croce, Sanguinetti, & Vander Veen, Inc.*

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT

**JUNE 30, 2014**



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**CROCE, SANGUINETTI, & VANDER VEEN**

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**CERTIFIED PUBLIC ACCOUNTANTS**

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**CROCE, SANGUINETTI, & VANDER VEEN**  
INC.

CERTIFIED PUBLIC ACCOUNTANTS

## **Independent Auditors' Report**

To the Board of Directors  
**Town of Discovery Bay Community  
Services District**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District (District)** as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Croce, Sanguinetti, & Vander Veen, Inc.*

CROCE, SANGUINETTI, & VANDER VEEN, INC.  
Certified Public Accountants  
Stockton, California  
April 28, 2015

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

This narrative overview and analysis of the Town of Discovery Bay Community Services District's (District) financial activities for the fiscal year ended June 30, 2014 has been provided by the management of the District. The management's discussion and analysis is intended to serve as an introduction to the District's financial statements which follow this section and is recommended to be reviewed in conjunction with them.

### Financial Highlights

- The District's net position increased by \$753,437 over the prior year, including a \$219,426 decrease in net position of governmental activities, and a \$972,863 increase in net position of business-type activities. The District's net position is now \$43,307,613.
- Total assets of the District were \$59,192,406 with capital assets at \$40,556,920 net of accumulated depreciation. Current, non-current and other assets were \$18,635,486.
- Total liabilities were \$15,884,793 consisting of long-term liabilities of \$13,927,680 and other current liabilities of \$1,957,113.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$43,307,613 (net position). Of this amount, \$16,610,693 (unrestricted net position) may be used to meet the District's ongoing obligations, and \$26,696,920 is net investment in capital assets.
- On the current financial resources basis, the District's governmental fund revenues exceeded expenditures (including \$184,743 in capital outlay expenditures) by \$126,372. The proprietary fund revenues exceeded expenses by \$972,863.
- At year-end, there was \$1,204,037 in cash and investments to fund future governmental activities, and \$16,731,806 in cash and investments to fund future business-type activities.

### Overview of the Financial Statements

The District's financial statements are comprised of three components: government-wide financial statements, fund financial statements and notes to financial statements including required supplementary information.

Government-wide and fund financial statements present the results of operations for different functions of the District as follows:

1. **Government-wide financial statements** provide both long-term and short-term information about the District's overall financial position in a manner similar to private-sector business.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

### Overview of the Financial Statements (Continued)

The **Statement of Net Position** displays all of the District's assets and liabilities, with the difference between the two reported as net position. The **Statement of Activities** provides all current year revenues and expenses on an accrual basis of accounting regardless of when cash is received or paid. These two government-wide statements report the District's net position and how they have changed during the fiscal year. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or weakening.

The government-wide financial statements separately present the District's functions as follows:

- **Governmental activities** include services financed mainly through property taxes. The District's general, lighting and landscaping and community center services comprise its governmental activities.
  - **Business-type activities** include services financed, in whole or in part, by fees paid by those who directly benefit from the service. The District's business-type activities include providing water and wastewater services to the residents of the District.
2. **Fund financial statements** focus on the individual functions of the District, and report the District's operations in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control their resources that are legally restricted or otherwise earmarked for special purposes. The District reports its fund financial statements in the following two categories:
- **Governmental funds** are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on 1) short-term inflows and outflows of expendable resources, and 2) the resources remaining at the end of the fiscal year that are available for future use. Because the focus of governmental funds is narrower than the government-wide financial statements, a reconciliation that explains the relationship (or differences) between them is presented following each of the governmental fund statements.
  - **Proprietary funds** are used to report the same functions presented as business-type activities in the government-wide financial statements in more detail.

**Notes to the financial statements** provide additional information that is essential to a full understanding of the data provided in the financial statements.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Financial Analysis of the Government-wide Financial Statements**

A review of net position over time may serve as a useful indicator of the District's financial position. Net position represents the difference between the District's assets and liabilities. As of June 30, 2014, the District's net position was \$43,307,613, an increase of \$753,437 from prior year. The following table outlines the District's net position by function for the current and prior fiscal years.

Town of Discovery Bay Community Services District Net Position  
(rounded to the nearest dollar)  
As of June 30, 2014 and 2013

<u>Assets</u>	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>		<u>Variance</u> \$
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	
Current and other assets	\$ 1,325,288	\$ 1,518,860	\$ 9,566,165	\$ 7,681,181	\$ 10,891,453	\$ 9,200,041	\$ 1,691,412
Restricted assets	-	-	7,685,328	12,451,709	7,685,328	12,451,709	(4,766,381)
Non-current assets	-	-	58,705	60,802	58,705	60,802	(2,097)
Capital assets, net	<u>2,464,607</u>	<u>2,442,704</u>	<u>38,092,313</u>	<u>33,524,489</u>	<u>40,556,920</u>	<u>35,967,193</u>	<u>4,589,727</u>
Total assets	<u>3,789,895</u>	<u>3,961,564</u>	<u>55,402,511</u>	<u>53,718,181</u>	<u>59,192,406</u>	<u>57,679,745</u>	<u>1,512,661</u>
<u>Liabilities</u>							
Current liabilities	197,426	149,859	1,759,687	733,078	1,957,113	882,937	1,074,176
Non-current liabilities	<u>7,241</u>	<u>7,051</u>	<u>13,920,439</u>	<u>14,235,581</u>	<u>13,927,680</u>	<u>14,242,632</u>	<u>(314,952)</u>
Total liabilities	<u>204,667</u>	<u>156,910</u>	<u>15,680,126</u>	<u>14,968,659</u>	<u>15,884,793</u>	<u>15,125,569</u>	<u>759,224</u>
<u>Net Position</u>							
Invested in capital assets	2,464,607	2,442,704	24,232,313	19,374,489	26,696,920	21,817,193	4,879,727
Unrestricted	<u>1,120,621</u>	<u>1,361,950</u>	<u>15,490,072</u>	<u>19,375,033</u>	<u>16,610,693</u>	<u>20,736,983</u>	<u>(4,126,290)</u>
Total net position	<u>\$ 3,585,228</u>	<u>\$ 3,804,654</u>	<u>\$ 39,722,385</u>	<u>\$ 38,749,522</u>	<u>\$ 43,307,613</u>	<u>\$ 42,554,176</u>	<u>\$ 753,437</u>

By far the largest portion of the District's net position (62%) reflects its net capital assets (e.g., land, buildings and improvements, equipment, etc.). The District uses its capital assets to provide the services it is responsible for and those assets don't represent future expendable resources. The second largest portion of the District's net position, approximately 38%, reflects its unrestricted net position, which may be used to meet the government's ongoing obligations.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Financial Analysis of the Government-wide Financial Statements (Continued)**

The following table displays the change in the District's net position for the year ended June 30, 2014.

Town of Discovery Bay Community Services District Change in Net Position

Revenues	Governmental Activities		Business-type Activities		Total	
	2014	2013	2014	2013	2014	2013
Program revenues						
Charges for services	\$ 93,470	\$ 58,284	\$ 7,126,493	\$ 7,133,748	\$ 7,219,963	\$ 7,164,032
Operating grants and contributions	1,155	3,509	-	-	1,155	3,509
Capital grants and contributions	-	422,330	-	-	-	422,330
General revenues						
Property taxes	493,659	443,156	-	-	493,659	471,156
Assessments	110,814	112,878	-	-	110,814	112,878
Investment income	-	-	627	3,739	627	3,739
Other	409,730	121,837	284,161	4,002	693,891	125,839
Total revenues	<u>1,108,828</u>	<u>1,161,994</u>	<u>7,411,281</u>	<u>7,141,489</u>	<u>8,520,109</u>	<u>8,303,483</u>
Expenses						
General government	322,429	115,672	-	-	322,429	115,672
Community center	26,573	89,411	-	-	26,573	89,411
Lighting and landscaping						
Zone 8	844,983	775,081	-	-	844,983	775,081
Lighting and landscaping						
Zone 9	134,269	110,962	-	-	134,269	110,962
Water	-	-	2,399,050	2,438,623	2,399,050	2,438,623
Sewer	-	-	3,519,561	3,091,672	3,519,561	3,091,672
Financing authority	-	-	519,807	778,171	519,807	778,171
Total expenses	<u>1,328,254</u>	<u>1,091,126</u>	<u>6,438,418</u>	<u>6,308,466</u>	<u>7,766,672</u>	<u>7,399,592</u>
Transfers	-	-	-	-	-	-
Change in net position	(219,426)	70,868	972,863	833,023	753,437	903,891
Net position, beginning of year	<u>3,804,654</u>	<u>3,733,786</u>	<u>38,749,522</u>	<u>37,916,499</u>	<u>42,554,176</u>	<u>41,650,285</u>
Net position, end of year	<u>\$ 3,585,228</u>	<u>\$ 3,804,654</u>	<u>\$ 39,722,385</u>	<u>\$ 38,749,522</u>	<u>\$ 43,307,613</u>	<u>\$ 42,554,176</u>

The \$753,437 increase in net position is attributed to each function as follows:

**Governmental Activities**

- Charge for services increased by \$35,186 due to program fees and pool fees received as a result of the purchase of the community center.
- Capital grants and contributions decreased by \$422,330 due to grant monies received from East Bay Regional Park District Measure WW Park Bond in prior year June 30, 2013.
- Other revenue increased by \$287,893 due to an increase in reimbursements.
- Costs for salaries increased \$63,229 (41%).

(Continued)

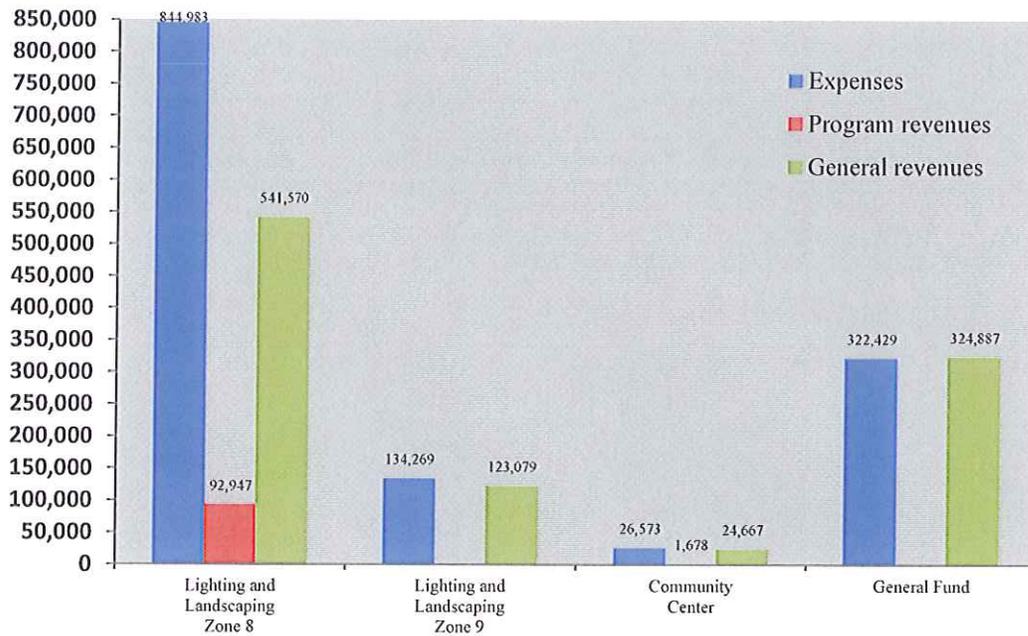
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

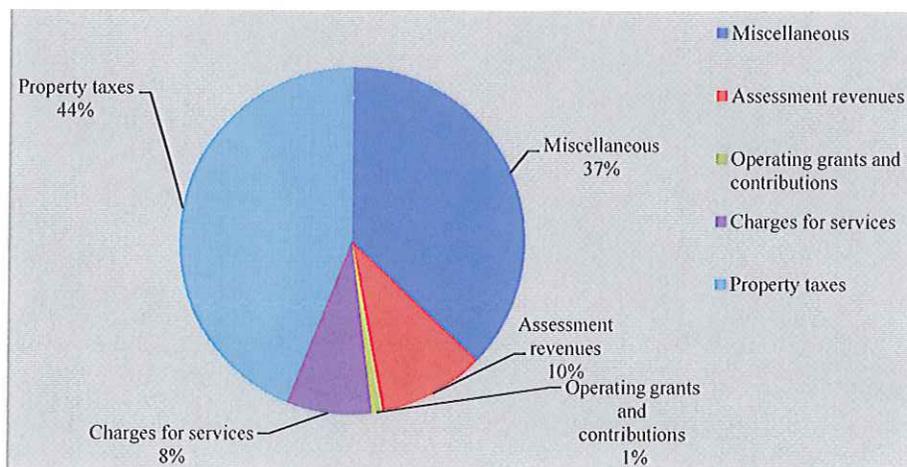
June 30, 2014

Financial Analysis of the Government-wide Financial Statements (Continued)

Expenses and Revenues - Governmental Activities



Revenues by Source - Governmental Activities



(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

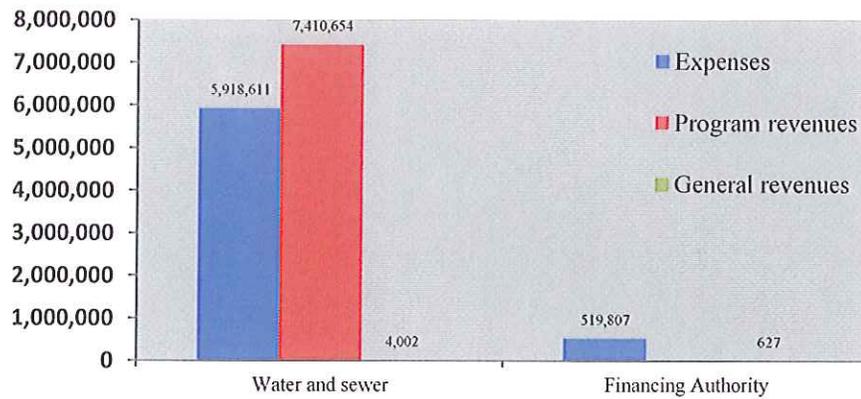
June 30, 2014

Financial Analysis of the Government-wide Financial Statements (Continued)

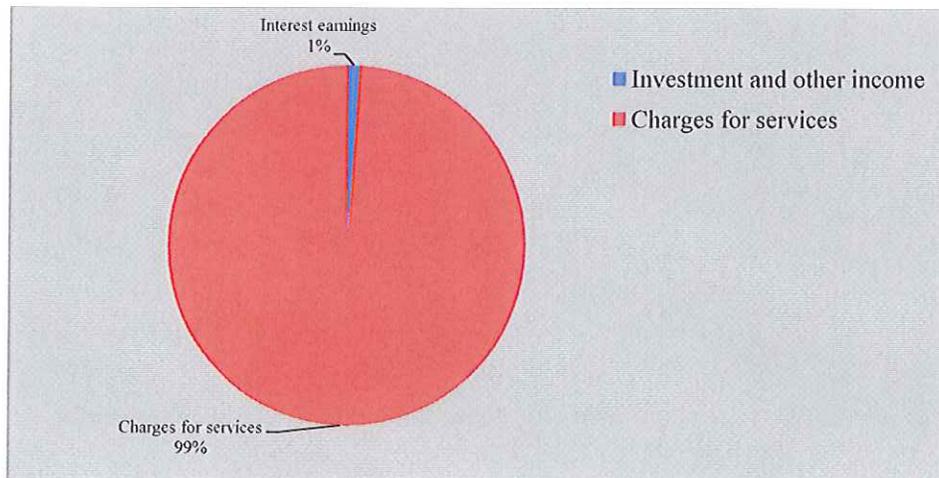
Business-type Activities

- Other revenues increased \$280,159 (70%) due to an increase in reimbursement revenue.
- Expenses increased \$129,952 (2%) primarily due to higher contract services, utilities, and consulting services and lower repairs and maintenance and depreciation.

Expenses and Revenues - Business-type Activities



Revenues by Source - Business-type Activities



# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2014

### Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### *Governmental Funds*

The focus of the District's governmental funds is to provide information on the short-term inflows and outflows and balances of current expendable resources. In particular, the *unassigned fund balance* presented in the balance sheet may serve as a useful measure of the District's resources available for spending at the end of its fiscal year.

As of the end of the current fiscal year, the District's combined governmental fund revenues exceeded expenditures by \$126,372 primarily due to increased revenues and decreased expenditures. This resulted in a \$126,372 increase in the combined ending fund balance of the District's governmental funds. The fund balance of the Lighting and landscaping Zone 8 fund increased by \$164,517, the fund balance of the Lighting and landscaping Zone 9 fund decreased by \$2,298, the fund balance of the community center fund decreased by \$5,815, and the fund balance of the general fund decreased by \$30,032. At year-end, the combined fund balance of the governmental funds was \$1,095,373, consisting of unassigned funds, which is available for spending at the government's discretion.

#### *Proprietary Funds*

The District's proprietary fund statements provide the same type of information, in more detail, on the business-type activities presented in the government-wide financial statements.

The net position of the proprietary funds increased by \$972,863 from \$38,749,522 to \$39,722,385. The net position included \$15,490,072 in unrestricted net position which has decreased by \$3,884,961 or 20% from the previous year. The decrease in unrestricted net position is primarily due to an increase in operating expenses.

### Capital Asset and Debt Administration

#### *Capital Assets*

At the end of fiscal year 2014, the District's investment in capital assets amounted to \$40,556,920 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2014

**Capital Asset and Debt Administration (Continued)**

The District's total investment in capital assets before depreciation increased by \$5,969,349 from \$45,693,758 to \$51,663,107. Significant additions to capital assets included:

- Dewatering and solar dryer #3 project (\$1,643,539)
- Belt Filter Press #3 (\$207,193)
- Influent pump station and pump station W project (1,762,896)
- Secondary process improvements - Plant #2 (\$875,636)
- Pump station F improvements (\$408,122)
- Well and pump station #7 (\$564,505)
- Cornell Park improvements and equipment (\$68,264)
- Community center improvements (\$110,685)

The following table displays the changes in District's capital assets, net of accumulated depreciation.

Town of Discovery Bay Community Services District's Capital Assets  
(net of depreciation, in rounded dollars)

	Governmental Activities		Business-type Activities		Total	
	2014	2013	2014	2013	2014	2013
Land	\$ 415,930	\$ 415,930	\$ 307,000	\$ 307,000	\$ 722,930	\$ 722,930
Buildings and improvements	2,817,767	2,663,139	1,386,202	1,355,290	4,203,969	4,018,429
Treatment and collection	-	-	30,905,120	30,167,458	30,905,120	30,167,458
Structure and improvements	-	-	6,689,926	6,689,926	6,689,926	6,689,926
Equipment	238,883	146,299	1,033,096	999,628	1,271,979	1,145,927
Office furniture and equipment	19,617	7,450	-	-	19,617	7,450
Vehicles	55,424	55,424	382,778	382,778	438,202	438,202
Construction in progress	<u>11,582</u>	<u>86,218</u>	<u>7,399,782</u>	<u>2,417,218</u>	<u>7,411,364</u>	<u>2,503,436</u>
Total	3,559,203	3,374,460	48,103,904	42,319,298	51,663,107	45,693,758
Less accumulated depreciation	<u>(1,094,596)</u>	<u>(931,756)</u>	<u>(10,011,591)</u>	<u>(8,794,809)</u>	<u>(11,106,187)</u>	<u>(9,726,565)</u>
Net capital assets	<u>\$ 2,464,607</u>	<u>\$ 2,442,704</u>	<u>\$38,092,313</u>	<u>\$33,524,489</u>	<u>\$40,556,920</u>	<u>\$35,967,193</u>

Additional information on the District's capital assets can be found in Note E of the "Notes to Financial Statements" section.

**Debt Administration**

At June 30, 2014, the District had \$13,860,000 in debt outstanding as compared to \$14,150,000 for the prior year. During fiscal year 2013, the District received Series 2012 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the water and wastewater systems. Additional information regarding the District's debt can be found in Note F of this report.

## **TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

### **Management's Discussion and Analysis**

June 30, 2014

#### **Economic Factors and Next Year's Budgets and Rates**

The District has experienced moderate growth which is expected to continue over the next 3-5 years as the economy recovers. This growth will further create demand for water and wastewater services and additional capital facilities. These demands have been addressed in the District's capital improvement program. The District is currently in the process of reviewing rates for water and wastewater services to evaluate the District's financial needs and rate structure.

#### **Contacting the District's Financial Management**

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's financial accountability and compliance with applicable laws for all those with an interest in the District's finances. Questions concerning any of the information provided in this report, or requests for additional financial information can be addressed to Town of Discovery Bay Community Services District, Attention: General Manager, 1800 Willow Lake Road, Discovery Bay, California 94505.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Net Position**

June 30, 2014

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
<b>Assets</b>			
Current assets:			
Cash and investments	\$ 1,204,037	\$ 9,046,478	\$ 10,250,515
Restricted - cash and investments	-	7,685,328	7,685,328
Accounts receivable, net of allowance for doubtful accounts	113,899	398,395	512,294
Advances on taxes	2,773	832	3,605
Due from other funds	-	120,460	120,460
Inventory	4,579	-	4,579
Non-current assets:			
Debt issuance costs-prepaid insurance, net	-	58,705	58,705
Capital assets, net of accumulated depreciation	<u>2,464,607</u>	<u>38,092,313</u>	<u>40,556,920</u>
Total assets	<u>3,789,895</u>	<u>55,402,511</u>	<u>59,192,406</u>
<b>Deferred outflows of resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	58,992	1,389,412	1,448,404
Accrued payroll	17,974	27,886	45,860
Interest payable	-	44,409	44,409
Deferred revenue	-	2,980	2,980
Due to other funds	120,460	-	120,460
Bonds payable-current	-	295,000	295,000
Non-current liabilities:			
Compensated absences	7,241	25,634	32,875
Bonds payable	-	13,565,000	13,565,000
Unamortized bond premium	<u>-</u>	<u>329,805</u>	<u>329,805</u>
Total liabilities	<u>204,667</u>	<u>15,680,126</u>	<u>15,884,793</u>
<b>Deferred inflows of resources</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Position</b>			
Net investment in capital assets	2,464,607	24,232,313	26,696,920
Unrestricted	<u>1,120,621</u>	<u>15,490,072</u>	<u>16,610,693</u>
Total net position	<u>\$ 3,585,228</u>	<u>\$ 39,722,385</u>	<u>\$ 43,307,613</u>

The accompanying notes are an integral part of this financial statement.

## STATEMENT OF ACTIVITIES

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Activities**

For the year ended June 30, 2014

		Program revenues		
	<u>Expenses</u>	<u>Charges for services</u>	<u>Operating grants and contributions</u>	<u>Capital grants and contributions</u>
<b>Governmental activities</b>				
General government	\$ 322,429	\$ -	\$ -	\$ -
Community center	26,573	523	1,155	-
Lighting and landscaping Zone 8	844,983	92,947	-	-
Lighting and landscaping Zone 9	<u>134,269</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>1,328,254</u>	<u>93,470</u>	<u>1,155</u>	<u>-</u>
<b>Business-type activities</b>				
Water	2,399,050	3,325,183	-	-
Sewer	3,519,561	3,801,310	-	-
Financing Authority	<u>519,807</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>6,438,418</u>	<u>7,126,493</u>	<u>-</u>	<u>-</u>
<b>Total government</b>	<u>\$ 7,766,672</u>	<u>\$ 7,219,963</u>	<u>\$ 1,155</u>	<u>\$ -</u>

**General revenues**

    Taxes

        Property taxes

        Homeowners property tax relief

    Assessments

    Investment income

    Other income

**Transfers**

    Total general revenues and transfers

**Change in net position**

    Net position, beginning of year

    Net position, end of year

Net (expense) revenue and changes in net position

<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Totals</u>
\$ (322,429)	\$ -	\$ (322,429)
(24,895)	-	(24,895)
(752,036)	-	(752,036)
<u>(134,269)</u>	<u>-</u>	<u>(134,269)</u>
 <u>(1,233,629)</u>	 <u>-</u>	 <u>(1,233,629)</u>
 -	926,133	926,133
 -	281,749	281,749
 <u>-</u>	<u>(519,807)</u>	<u>(519,807)</u>
 <u>-</u>	<u>688,075</u>	<u>688,075</u>
 <u>(1,233,629)</u>	<u>688,075</u>	<u>(545,554)</u>
 489,120	-	489,120
4,539	-	4,539
110,814	-	110,814
-	627	627
409,730	284,161	693,891
<u>-</u>	<u>-</u>	<u>-</u>
<u>1,014,203</u>	<u>284,788</u>	<u>1,298,991</u>
(219,426)	972,863	753,437
<u>3,804,654</u>	<u>38,749,522</u>	<u>42,554,176</u>
<u>\$ 3,585,228</u>	<u>\$ 39,722,385</u>	<u>\$ 43,307,613</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Balance Sheet  
Governmental Funds**

June 30, 2014

	<u>General fund</u>	<u>Special revenue funds</u>			<u>Total governmental funds</u>
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	
<b>Assets</b>					
Cash and investments	\$ 27,213	\$ 452,516	\$ 575,852	\$ 148,456	\$ 1,204,037
Accounts receivable	81,410	-	-	-	81,410
Advances on taxes	-	-	2,773	-	2,773
Inventory	-	4,579	-	-	4,579
Total assets	<u>\$ 108,623</u>	<u>\$ 457,095</u>	<u>\$ 578,625</u>	<u>\$ 148,456</u>	<u>\$ 1,292,799</u>
<b>Liabilities and Fund Balances</b>					
<b>Liabilities</b>					
Accounts payable	\$ 12,055	\$ 1,261	\$ 36,483	\$ 9,193	\$ 58,992
Accrued payroll	685	-	16,545	744	17,974
Due to others funds	<u>120,460</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,460</u>
Total liabilities	<u>133,200</u>	<u>1,261</u>	<u>53,028</u>	<u>9,937</u>	<u>197,426</u>
<b>Fund balances</b>					
Committed to:					
Community center	-	455,834	-	-	455,834
Lighting and landscaping Zone 8	-	-	525,597	-	525,597
Lighting and landscaping Zone 9	-	-	-	138,519	138,519
Unassigned	<u>(24,577)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(24,577)</u>
Total fund balances	<u>(24,577)</u>	<u>455,834</u>	<u>525,597</u>	<u>138,519</u>	<u>1,095,373</u>
Total liabilities and fund balances	<u>\$ 108,623</u>	<u>\$ 457,095</u>	<u>\$ 578,625</u>	<u>\$ 148,456</u>	<u>\$ 1,292,799</u>
<b>Reconciliation to statement of net position</b>					
Total governmental fund balances					\$ 1,095,373
Amounts reported for governmental activities in the statement of net position are different because:					
Accounts receivable in governmental funds are not available to pay for current period expenditures					32,489
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds					2,464,607
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds					<u>(7,241)</u>
Net position of governmental activities					<u>\$ 3,585,228</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds**

For the year ended June 30, 2014

	<u>General fund</u>	<u>Special revenue funds</u>			<u>Total governmental funds</u>
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	
<b>Revenues</b>					
Property taxes	\$ -	\$ -	\$ 483,722	\$ 5,398	\$ 489,120
Assessment income	-	-	-	110,814	110,814
Grant income	-	-	400,000	-	400,000
Homeowners property tax relief	-	-	4,539	-	4,539
Other	292,397	25,190	145,256	6,867	469,710
Contributions	-	1,155	1,000	-	2,155
Total revenues	<u>292,397</u>	<u>26,345</u>	<u>1,034,517</u>	<u>123,079</u>	<u>1,476,338</u>
<b>Expenditures</b>					
Repairs and maintenance	-	-	186,518	55,716	242,234
Utilities	-	-	142,601	13,220	155,821
Payroll	30,528	-	227,767	28,483	286,778
Other	291,901	13,181	41,396	13,391	359,869
Insurance	-	-	22,036	10,687	32,723
Professional fees	-	13,185	70,733	3,880	87,798
Capital outlay	-	5,794	178,949	-	184,743
Total expenditures	<u>322,429</u>	<u>32,160</u>	<u>870,000</u>	<u>125,377</u>	<u>1,349,966</u>
<b>Net change in fund balances</b>	(30,032)	(5,815)	164,517	(2,298)	126,372
<b>Fund balances, beginning of year</b>	<u>5,455</u>	<u>461,649</u>	<u>361,080</u>	<u>140,817</u>	<u>969,001</u>
<b>Fund balances, end of year</b>	<u>\$ (24,577)</u>	<u>\$ 455,834</u>	<u>\$ 525,597</u>	<u>\$ 138,519</u>	<u>\$ 1,095,373</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds (Continued)**

For the year ended June 30, 2014

**Reconciliation to statement of activities**

Net change in fund balances - governmental funds	\$ 126,372
Amounts reported for governmental activities in the statement of net position are different because of the following:	
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds	(162,840)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets	184,743
Change in compensated absences is recorded as an expense in the statement of activities	(190)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds	<u>(367,511)</u>
Change in net position of governmental activities	<u>\$ (219,426)</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Net Position  
Proprietary Funds**

June 30, 2014

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<b><u>Assets and Deferred Outflows of Resources</u></b>				
<b>Current assets</b>				
Cash and investments	\$ 4,164,213	\$ 4,882,265	\$ 7,685,328	\$ 16,731,806
Accounts receivable, net	217,130	181,265	-	398,395
Advances on taxes	333	499	-	832
Due from other funds	48,184	72,276	-	120,460
Total current assets	<u>4,429,860</u>	<u>5,136,305</u>	<u>7,685,328</u>	<u>17,251,493</u>
<b>Non-current assets</b>				
Debt issuance cost - prepaid insurance	-	-	58,705	58,705
Debt service - installment receivable	-	-	22,250	22,250
Capital assets, net of accumulated depreciation	5,750,639	24,947,216	7,394,458	38,092,313
Total non-current assets	<u>5,750,639</u>	<u>24,947,216</u>	<u>7,475,413</u>	<u>38,173,268</u>
<b>Deferred outflows of resources</b>				
Total assets and deferred outflows of resources	<u>\$10,180,499</u>	<u>\$30,083,521</u>	<u>\$ 15,160,741</u>	<u>\$ 55,424,761</u>
<b><u>Liabilities, Deferred Inflows of Resources and Net Position</u></b>				
<b>Current liabilities (payable from current assets)</b>				
Accounts payable	242,429	146,104	1,000,879	1,389,412
Accrued payroll	14,808	13,078	-	27,886
Interest payable	-	-	44,409	44,409
Deferred revenue	2,980	-	-	2,980
Bonds payable - current	-	-	295,000	295,000
Total current liabilities	<u>260,217</u>	<u>159,182</u>	<u>1,340,288</u>	<u>1,759,687</u>
<b>Non-current liabilities</b>				
Debt service - installment payable	-	22,250	-	22,250
Compensated absences	15,264	10,370	-	25,634
Bonds payable	-	-	13,565,000	13,565,000
Unamortized bond premium	-	-	329,805	329,805
Total non-current liabilities	<u>15,264</u>	<u>32,620</u>	<u>13,894,805</u>	<u>13,942,689</u>
<b>Deferred inflows of resources</b>				
Total liabilities, deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Position</b>				
Net investment in capital assets	5,750,639	24,947,216	(6,465,542)	24,232,313
Unrestricted				
Board designated	2,267,285	3,225,928	-	5,493,213
Undesignated	1,887,094	1,718,575	6,391,190	9,996,859
Total net position	<u>9,905,018</u>	<u>29,891,719</u>	<u>(74,352)</u>	<u>39,722,385</u>
Total liabilities, deferred inflows of resources and net position	<u>\$10,180,499</u>	<u>\$30,083,521</u>	<u>\$ 15,160,741</u>	<u>\$ 55,424,761</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Revenues, Expenses and Change in Net Position  
Proprietary Funds**

For the year ended June 30, 2014

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<b>Operating revenues</b>				
Charges for services	\$ 3,257,514	\$ 3,406,521	\$ -	\$ 6,664,035
Connection fees	67,668	351,073	-	418,741
Other	<u>133,524</u>	<u>150,637</u>	-	<u>284,161</u>
Total operating revenues	<u>3,458,706</u>	<u>3,908,231</u>	-	<u>7,366,937</u>
<b>Operating expenses</b>				
Contract services	527,607	784,231	-	1,311,838
Depreciation	208,464	1,040,007	-	1,248,471
Repairs and maintenance	499,031	394,862	-	893,893
Utilities	339,559	339,422	-	678,981
Payroll	366,309	292,445	-	658,754
Miscellaneous	160,573	196,064	-	356,637
Professional fees	104,110	170,499	-	274,609
Insurance	62,685	99,340	2,097	164,122
Permits and fees	24,997	55,639	-	80,636
Supplies	18,334	21,090	-	39,424
Chemicals	20,445	15,400	-	35,845
Directors' expenses	13,887	20,771	-	34,658
Telephone and communications	10,722	20,990	-	31,712
Memberships	7,411	12,409	-	19,820
Staff training	5,519	3,029	-	8,548
Public communication	<u>5,315</u>	-	-	<u>5,315</u>
Total operating expenses	<u>2,374,968</u>	<u>3,466,198</u>	<u>2,097</u>	<u>5,843,263</u>
<b>Operating income (loss)</b>	<u>1,083,738</u>	<u>442,033</u>	<u>(2,097)</u>	<u>1,523,674</u>
<b>Nonoperating revenues (expenses)</b>				
Investment income	-	-	627	627
Bad debt expense	(24,083)	-	-	(24,083)
Loss on asset disposal	-	(9,645)	-	(9,645)
Interest expense	-	-	(517,710)	(517,710)
Total nonoperating revenues (expenses)	<u>(24,083)</u>	<u>(9,645)</u>	<u>(517,083)</u>	<u>(550,811)</u>
<b>Operating transfers in (out)</b>	<u>(72,438)</u>	<u>(753,371)</u>	<u>825,809</u>	<u>-</u>
<b>Change in net position</b>	987,217	(320,983)	306,629	972,863
<b>Net position, beginning of year</b>	<u>8,917,801</u>	<u>30,212,702</u>	<u>(380,981)</u>	<u>38,749,522</u>
<b>Net position, end of year</b>	<u>\$ 9,905,018</u>	<u>\$ 29,891,719</u>	<u>\$ (74,352)</u>	<u>\$ 39,722,385</u>

The accompanying notes are an integral part of this financial statement.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Cash Flows  
Proprietary Funds**

For the year ended June 30, 2014

	Water <u>fund</u>	Sewer <u>fund</u>	Financing Authority <u>fund</u>	<u>Total</u>
<b>Cash flows from operating activities</b>				
Receipts from customers	\$ 3,441,222	\$ 3,931,585	\$ -	\$ 7,372,807
Payments to vendors and suppliers	(1,625,593)	(2,157,541)	911,282	(2,871,852)
Payments to employees and directors	(376,131)	(312,713)	-	(688,844)
Payments to other funds for services	(48,184)	(72,276)	-	(120,460)
Net cash provided by operating activities	<u>1,391,314</u>	<u>1,389,055</u>	<u>911,282</u>	<u>3,691,651</u>
<b>Cash flows from non-capital financing activities</b>				
Principal payments on bonds payable	-	-	(290,000)	(290,000)
Interest payments on bonds payable	-	-	(535,813)	(535,813)
Transfers in (out)	(72,438)	(753,371)	825,809	-
Net cash used in non-capital financing activities	<u>(72,438)</u>	<u>(753,371)</u>	<u>(4)</u>	<u>(825,813)</u>
<b>Cash flows from capital and related financing activities</b>				
Acquisition of capital assets	(24,171)	(123,483)	(5,678,286)	(5,825,940)
Net cash used in capital and related financing activities	<u>(24,171)</u>	<u>(123,483)</u>	<u>(5,678,286)</u>	<u>(5,825,940)</u>
<b>Cash flows from investing activities</b>				
Interest income	-	-	627	627
Net cash provided by investing activities	<u>-</u>	<u>-</u>	<u>627</u>	<u>627</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	1,294,705	512,201	(4,766,381)	(2,959,475)
<b>Cash and cash equivalents, beginning of year</b>	<u>2,869,508</u>	<u>4,370,064</u>	<u>12,451,709</u>	<u>19,691,281</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 4,164,213</u>	<u>\$ 4,882,265</u>	<u>\$ 7,685,328</u>	<u>\$16,731,806</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities</b>				
Operating income (loss)	\$ 1,083,738	\$ 442,033	\$ (2,097)	\$ 1,523,674
Adjustments to reconcile operating income (loss) to net cash provided by operating activities				
Depreciation	208,464	1,040,007	-	1,248,471
Change in assets and liabilities				
Accounts receivable	(5,055)	23,354	-	18,299
Due from other funds	(48,184)	(72,276)	-	(120,460)
Debt issuance costs - prepaid insurance	-	-	2,097	2,097
Accounts payable	160,715	(44,566)	911,282	1,027,431
Accrued payroll	2,879	4,212	-	7,091
Compensated absences	1,186	(3,709)	-	(2,523)
Deferred revenue	(12,429)	-	-	(12,429)
Net cash provided by operating activities	<u>\$ 1,391,314</u>	<u>\$ 1,389,055</u>	<u>\$ 911,282</u>	<u>\$ 3,691,651</u>

The accompanying notes are an integral part of this financial statement.

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Discovery Bay Community Services District (the District) is presented to assist in understanding the District's financial statements.

#### Description of the reporting entity

The Town of Discovery Bay Community Services District, formerly known as Discovery Bay Community Services District was formed by the residents of Discovery Bay under the authority of the Cortese-Knox Act (Gov. C. Sec. 56000). This newly formed special district was formed as a result of a petition of residents to provide services to the residents of Discovery Bay. Effective July 1, 1998, the District assumed the responsibilities, funding, and assets previously held by the dissolved Sanitation District #19. During November 1998, the residents of Discovery Bay voted to activate the latent powers of the District to include recreation; specifically, to acquire, fund, and operate a Community Center.

Effective August 13, 2003, the Local Agency Formation Commission (LAFCO) of Contra Costa County dissolved County Service Area M-8 and annexed the territory to the Town of Discovery Bay Community Services District. The District is responsible for maintaining the lighting, landscaping, and parks within Service Area M-8 of the Town of Discovery Bay.

The Town of Discovery Bay Community Services District formed an assessment district known as Ravenswood Improvement District - Discovery Bay Lighting and landscaping Zone 9 for the purpose of providing for the operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any 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. The District also provides water and sewer services to the Town of Discovery Bay.

As required by accounting principles generally accepted in the United States of America and the Governmental Accounting Standards Board, these financial statements present the government and its component units, entities for which the government is considered to be

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government.

The District's financial reporting entity is composed of the following:

Primary Government:	Town of Discovery Bay Community Services District
Blended Component Unit:	Discovery Bay Public Financing Authority

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 14, *The Financial Reporting Entity*.

#### Blended Component Units

The Town of Discovery Bay Community Services District (the District) and the Byron Bethany Irrigation District entered into a Joint Exercise of Powers Agreement dated July 1, 2012, forming the Discovery Bay Public Financing Authority (the Authority). The Authority is authorized to borrow money for the purpose of assisting the District in financing various public capital improvements and facilities. The Authority issued revenue bonds in order to fund such expenditures. The Authority is controlled by the District and has the same governing body as the District, which also performs all accounting and administrative functions for the Authority. The financial activities of the Authority have been included (termed "blended") in these financial statements in the business-type activities.

#### Government-wide financial statements

The Statement of Net Position and Statement of Activities display information about the primary government, the District and its blended component unit. These statements include the financial activities of the overall District government, except for fiduciary activities.

Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the District and for each function

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

*Fund financial statements*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into two major categories: governmental and proprietary. The District presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and enterprise categories. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

*Governmental Funds*

The General Fund is the primary operating fund of the District and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds are used to account for the proceeds of the specific revenue sources that are either legally restricted to expenditures for specified purposes or designated to finance particular functions or activities of the District. The reporting entity includes the following special revenue funds, all of which are reported as major funds:

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

<u>Fund</u>	<u>Brief description</u>
Community Center	Accounts for revenues and expenditures of acquiring, funding, and operating a community center.
Lighting and landscaping Zone 8	Accounts for revenues and expenditures related to maintenance of street lighting and landscaping facilities and services; local parks and recreation facilities and services; parkway facilities and services; and open space facilities and services Zone 8.
Lighting and landscaping Zone 9	Accounts for revenues and expenditures related to operation and maintenance of landscaping, parks and open space in the subdivision known as Ravenswood.

#### Proprietary Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise funds, all of which are reported as major funds:

<u>Fund</u>	<u>Brief description</u>
Water Fund	Accounts for the activities of providing water services to the residents of the District. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Sewer Fund	Accounts for the activities associated with operating and maintaining the Districts collection and treatment of wastewater. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt service, and billing and collection.
Financing Authority Fund	Accounts for facilitating the financing of public capital improvements and facilities for the District's water and wastewater system. All activities necessary to provide such services are accounted for in this fund, including administration, operations, capital improvements, maintenance, financing and related debt, and billing and collection.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The District's operating revenues include all revenues derived from water and sewage services. The enterprise funds also recognize as operating revenue, the portion of tap fees, connection fees and impact fees intended to recover the cost of connecting new customers to the system. Operating expenses include all costs related to water and sewage services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses, except for capital contributions, which represent capital contributions collected for the acquisition or construction of capital assets.

In accordance with GASB Statement No. 62, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the District applies all GASB pronouncements currently in effect as well as FASB Statements and Interpretations, APB Opinions, and ARBs of the Committee on Accounting Procedures issued on or before November 30, 1989.

#### Measurement focus

In the government-wide Statement of Net Position and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

#### Basis of accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

#### Cash and investments

For the purpose of financial reporting "cash and cash equivalents" includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less.

Restricted cash and cash equivalents includes proceeds from the 2012 enterprise revenue bonds related to special projects, which are estimated for capital projects and repayment of bonds.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2014

Note A - Summary of Significant Accounting Policies (Continued)

Accounts receivable

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The District provides for losses on accounts receivable using the allowance method. The allowance is based on historical experience and management's evaluation of outstanding accounts receivable.

Inventory

Inventory held in the special revenue fund is carried at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Capital assets

Capital assets are reported in the applicable governmental or business-type activities columns of the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost. The District's policy is to capitalize all assets with costs exceeding certain minimum thresholds and with useful lives exceeding two years.

Depreciation has been provided on capital assets and is charged as an expense against operations each year. The total amount of depreciation taken over the years is reported on the statement of net position as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets.

Structures and improvements	5-50 years
Equipment	5-25 years
Vehicles	5 years

Major outlays for capital assets and improvements are capitalized as projects are constructed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Compensated absences

Compensated absences are accrued as earned by employees, and consist of accruals for vacation time. The District's liability for compensated absences is reported in the Statement of Net Position for governmental activities in the government-wide financial statements.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

#### Net position

Equity in the financial statements is classified as net position and displayed in three components as follows:

- a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to these assets.
- c. Unrestricted - Amounts not required to be reported in other components of net position.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

#### Fund balances

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable - Amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.

Restricted - Amounts constrained regarding use from restrictions externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or by restrictions imposed by law through constitutional provisions or enabling legislation.

Committed - Amounts constrained regarding use for specific purposes pursuant to requirements imposed by formal action of the District's highest level of decision making authority.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2014

### Note A - Summary of Significant Accounting Policies (Continued)

Assigned - Amounts constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors, District manager or their designee.

Unassigned - Amounts that have not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the District's policy to use committed resources first, then assigned, and then unassigned as they are needed.

#### Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - Amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - Sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.
3. Interfund reimbursements - Repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - Flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note A - Summary of Significant Accounting Policies (Continued)**

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances - Amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities - Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effects of interfund services between funds, if any, are not eliminated in the Statement of Activities.

Property taxes

Property taxes and property assessments were levied January 1, 2013, assessed July 1, 2013 and were payable in two installments on December 10, 2013 and April 10, 2014. The County of Contra Costa bills and collects property taxes on behalf of the District.

Utility sales

Utility sales are billed on a monthly basis. Estimated unbilled utility revenue through June 30 has been accrued at year-end for the enterprise funds.

Contributed capital

Effective August 13, 2003, the District recorded contributed capital to transfer funds from County Service M-8 to Lighting and landscaping Zone 8. The Lighting and landscaping Zone 8 district became the responsibility of the District on August 13, 2003. The contributed capital represents all capital assets and assets transferred to the District.

The District has received \$18,757,813 of noncash capital contributions from developers consisting of water and sewer infrastructure.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2014

Note A - Summary of Significant Accounting Policies (Continued)

Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the basic financial statements and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

Budgetary accounting

The District does not adopt appropriated budgets. However, the District does adopt non-appropriated budgets annually, which are approved by the Board of Directors.

Long-lived assets

Long-lived assets to be held and used are reviewed for impairment whenever events or changes in circumstances indicate that the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the fair value of the asset. Long-lived assets to be disposed of are reported at the lower of carrying amount or fair value less costs to sell.

New accounting pronouncements

The District implemented Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for the year ended June 30, 2014. This Statement amends or supersedes the accounting and financial reporting guidance for certain items previously required to be reported as assets or liabilities. In addition, it amends or supersedes requirements for the determination of major funds and addresses other statement of net position and governmental funds balance sheet presentation issues.

Note B - Cash and Investments

Cash and investments as of June 30, 2014 are classified in the accompanying financial statements as follows:

Statement of net position:

Cash and investments	\$ 10,250,515
Restricted cash and investments	<u>7,685,328</u>
Total cash and investments	<u>\$ 17,935,843</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

Cash and investments as of June 30, 2014 consist of the following:

Deposits with financial institutions	\$	1,588,162
Contra Costa County Treasurer		8,655,571
Investments		<u>7,692,110</u>
		<u>\$ 17,935,843</u>

<u>Investment Type</u>	<u>Carrying value</u>	<u>Fair value</u>
Certificate of Deposit	\$ 6,782	\$ 6,782
Mutual Funds	<u>7,685,328</u>	<u>7,685,328</u>
	<u>\$ 7,692,110</u>	<u>\$ 7,692,110</u>

The District maintains a cash and investment pool that is available for use by all funds except for the Lighting and landscaping fund whose investments were directed by Contra Costa County. Each fund type's portion of this pool is displayed on the statement of net position and balance sheet as "cash and investments". Cash balances from all participating funds are combined and invested to the extent possible, pursuant to the Board of Directors approved Investment Policy and guidelines, and the California Government Code Section 53600.

The Government Code and the District's Investment Policy allow investments in the following instruments:

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Local Agency Bonds	N/A	None	None
U.S. Treasury Bills, Notes or Bonds	N/A	None	None
State Registered Warrants, Notes, or Bonds	N/A	None	None
Notes and bonds of other Local California Agencies including pooled investment accounts	N/A	None	None
U.S. Agencies	N/A	None	None

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

<u>Investment Type</u>	<u>Maximum Maturity</u>	<u>Authorized Limit%</u>	<u>Required Rating</u>
Bankers Acceptances	270 days	40%	None
Prime Commercial Paper	180 days	15% or 30%	A1/P1
Negotiable Certificates of Deposit	N/A	30%	None
Repurchase and Reverse Repurchase Agreements	N/A	None/20%	None
Medium Term Corporate Notes	5 years	30%	A
Money Market Mutual Funds	N/A	15%	2-AAA
Collateralized Bank Deposits	N/A	None	None
Mortgage Pass-Through Securities	5 years	30%	AA
Funds held under the Terms of a Trust Indenture or other contract	*	*	*

\*Such funds may be invested according to the provisions of those indentures or agreements.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Totals</u>	<u>12 months or less</u>	<u>13 - 24 months</u>	<u>25-36 months</u>	<u>37 - 48 months</u>	<u>49 - 60 months</u>	<u>More than 60 months</u>
Certificate of Deposit	\$ 6,782	\$ -	\$ 6,782	\$ -	\$ -	\$ -	\$ -
Mutual Funds	<u>7,685,328</u>	<u>7,685,328</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 7,692,110</u>	<u>\$ 7,685,328</u>	<u>\$ 6,782</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	Rating as of Fiscal Year End					As of Investment
				AAA	AA	A	Not Rated		
Certificate of Deposit	\$ 6,782	N/A	\$ -	\$ -	\$ -	\$ -	\$ 6,782	1%	
Mutual Funds	<u>7,685,328</u>	N/A	-	<u>7,685,328</u>	-	-	-	99%	
Total	<u>\$ 7,692,110</u>	N/A	\$ -	<u>\$ 7,685,328</u>	\$ -	\$ -	<u>\$ 6,782</u>	<u>100%</u>	

Concentration of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in certain types of investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note B - Cash and Investments (Continued)**

*Deposits with financial institutions and Contra Costa County Treasurer*

Cash on deposit in commercial accounts is insured by the Federal Deposit Insurance Corporation (FDIC). Cash held by the Contra-Costa County Treasury is pooled with other County deposits for investment purposes by the County Treasurer in accordance with the investment policy of the County Treasurer (see County Treasurer's investment policy at <http://www.co.contra-costa.ca.us/>). The Pool has established a treasury oversight committee to monitor and review the management of public funds maintained in the Pool.

Participants' equity in the investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed investment income. Investment income is prorated to individual funds based on their average daily cash balances. The value of the District shares in the Pool, which may be withdrawn, is determined on an amortized cost basis, which is different than the fair value of the District's position in the Pool. The District's investment in the Pool is unrated, stated at cost which approximates fair value, available upon demand and considered cash equivalents.

**Note C - Accounts Receivable, Net**

The accounts receivable, net balance consists of the following balances as of June 30, 2014:

	<u>General</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Accounts receivable	\$ 113,899	\$ 246,602	\$ 185,489	\$ 545,990
Allowance for uncollectible	_____ -	_____ (29,472)	_____ (4,224)	_____ (33,696)
Accounts receivable, net	<u>\$ 113,899</u>	<u>\$ 217,130</u>	<u>\$ 181,265</u>	<u>\$ 512,294</u>

**Note D - Interfund Transactions**

Interfund transactions consist of the following:

*Transfers between funds*

Resources may be transferred from one District fund to another with approval. The purpose of the majority of transfers is to reimburse a fund which has made an expenditure on behalf of another fund. Less often, a transfer may be made to open or close a fund.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note D - Interfund Transactions (Continued)**

Transfers between funds during the year ended June 30, 2014 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
General fund	\$ -	\$ 120,460
Major Proprietary Funds		
Water fund	48,184	-
Sewer fund	<u>72,276</u>	<u>-</u>
Total interfund transfers	<u>\$ 120,460</u>	<u>\$ 120,460</u>

In general, the District uses interfund transfers to:

- Transfer unrestricted revenues collected in the water and sewer fund to help finance various programs and capital projects accounted for in other funds
- Fund operations (move revenues from the funds that collect them to the funds that statute or budget requires to expend them)
- Fund interdepartmental cost reimbursement
- Fund capital projects

The effect of the interfund activity has not been eliminated from the government-wide financial statements as the amounts relate to transfers between governmental and business-type activities. The transfers have resulted from deposits made by Contra Costa County into the Sewer and Water Fund for revenues of the General Fund.

**Note E - Capital Assets**

Capital asset activity for the year ended June 30, 2014, is as follows:

	<u>Balance June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance June 30, 2014</u>
<b>Governmental activities</b>					
Nondepreciable capital assets					
Land	\$ 415,930	\$ -	\$ -	\$ -	\$ 415,930
Construction in progress	<u>86,218</u>	<u>-</u>	<u>-</u>	<u>(74,636)</u>	<u>11,582</u>
Total nondepreciable capital assets	<u>502,148</u>	<u>-</u>	<u>-</u>	<u>(74,636)</u>	<u>427,512</u>
Depreciable capital assets					
Equipment	146,299	73,067	-	19,517	238,883
Buildings and improvements	2,663,139	99,509	-	55,119	2,817,767
Office furniture and equipment	7,450	12,167	-	-	19,617
Vehicles	<u>55,424</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,424</u>
Total depreciable capital assets	2,872,312	184,743	-	74,636	3,131,691
Less accumulated depreciation	<u>(931,756)</u>	<u>(162,840)</u>	<u>-</u>	<u>-</u>	<u>(1,094,596)</u>
Net depreciable capital assets	<u>1,940,556</u>	<u>21,903</u>	<u>-</u>	<u>74,636</u>	<u>2,037,095</u>
Net capital assets	<u>\$ 2,442,704</u>	<u>\$ 21,903</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,464,607</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note E - Capital Assets (Continued)**

	<u>Balance</u> <u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance</u> <u>June 30, 2014</u>
<b>Business-type activities</b>					
Nondepreciable capital assets					
Land	\$ 307,000	\$ -	\$ -	\$ -	\$ 307,000
Construction in progress	<u>2,417,218</u>	<u>5,683,610</u>	<u>-</u>	<u>(701,046)</u>	<u>7,399,782</u>
Total nondepreciable capital assets	<u>2,724,218</u>	<u>5,683,610</u>	<u>-</u>	<u>(701,046)</u>	<u>7,706,782</u>
Depreciable capital assets					
Buildings and improvements	1,355,290	19,929	-	10,983	1,386,202
Treatment and collection	30,167,458	47,599	-	690,063	30,905,120
Structures and improvements	6,689,926	-	-	-	6,689,926
Equipment	999,628	74,802	(41,334)	-	1,033,096
Vehicles	<u>382,778</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>382,778</u>
Total depreciable capital assets	39,595,080	142,330	(41,334)	701,046	40,397,122
Less accumulated depreciation	<u>(8,794,809)</u>	<u>(1,248,471)</u>	<u>31,689</u>	<u>-</u>	<u>(10,011,591)</u>
Net depreciable capital assets	<u>30,800,271</u>	<u>(1,106,141)</u>	<u>(9,645)</u>	<u>701,046</u>	<u>30,385,531</u>
Net capital assets	<u>\$ 33,524,489</u>	<u>\$ 4,577,469</u>	<u>\$ (9,645)</u>	<u>\$ -</u>	<u>\$ 38,092,313</u>

Depreciation expense was charged to function and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

**Governmental activities:**

Lighting and landscaping Zone 8	\$ 151,238
Lighting and landscaping Zone 9	11,395
Community center	<u>207</u>
Total depreciation expense - Governmental activities	<u>\$ 162,840</u>

**Business-type activities:**

Water	\$ 208,464
Sewer	<u>1,040,007</u>
Total depreciation expense - Business-type activities	<u>\$ 1,248,471</u>

**Note F - Long-Term Debt**

The District generally incurs long-term debt to finance projects or purchase assets which will have useful lives equal to or greater than the related debt.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note F - Long-Term Debt (Continued)**

**Government-Wide Financial Statements**

Long-term debt and other financial obligations are reported as liabilities in the appropriate activities. Bond premiums are deferred and amortized over the life of the bonds using the straight-line method.

**Fund Financial Statements**

The Governmental Fund Financial Statements do not include the long-term debt, as this liability is not payable in the current period. The face amount of debt issued and any premiums received are reported as other financing sources.

Proprietary Fund Financial Statements use the same principles as those used in the Government-Wide Financial Statements.

**Bond Issuance Costs and Premiums**

For proprietary fund types, bond premiums are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium. With the implementation of Government Accounting Standards Board (GASB) Statement No. 65, the bond issuance costs, other than prepaid insurance, are required to be expensed in the year incurred.

Current year business-type transactions and balances

The District's debt issues and transactions are summarized below and discussed in detail thereafter:

	<u>Original Amount</u>	<u>Balance June 30, 2013</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance June 30, 2014</u>	<u>Due within one year</u>
Business-type Activity Debt						
Discovery Bay Public Financing Authority Series 2012 Enterprise Revenue Bonds	\$ 14,150,000	\$ 14,150,000	\$ -	\$ (290,000)	\$ 13,860,000	\$ 295,000
Unamortized Premium	362,346	347,423	-	(17,618)	329,805	-
Totals	<u>\$ 14,512,346</u>	<u>\$ 14,497,423</u>	<u>\$ -</u>	<u>\$ (307,618)</u>	<u>\$ 14,189,805</u>	<u>\$ 295,000</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note F - Long-Term Debt (Continued)**

2012 Enterprise Revenue Bonds

In August 2012, the Discovery Bay Public Financing Authority issued \$14,150,000 in enterprise revenue bonds Series 2012 to finance the acquisition and construction of certain improvements to the water and wastewater systems.

Pursuant to an Installment Purchase Agreement between the Authority and the District, the District has pledged the net revenues of the District's municipal water enterprise and wastewater enterprise.

The bonds carry coupon interest rates ranging from 1.00%-5.00% and are scheduled to mature in fiscal year 2043. Interest is payable semi-annually on December 1<sup>st</sup> and June 1<sup>st</sup> each year, while principal installments ranging from \$290,000 to \$805,000 are payable each year on December 1<sup>st</sup>.

Annual debt service requirements for business-type debt are shown below:

For the year ending June 30,	Business-type Activities	
	Principal	Interest
2015	\$ 295,000	\$ 529,471
2016	305,000	521,675
2017	310,000	516,054
2018	310,000	512,502
2019	315,000	508,131
2020-2024	1,725,000	2,389,794
2025-2029	2,055,000	2,070,959
2030-2034	2,465,000	1,650,715
2035-2039	3,065,000	1,047,713
2040-2043	<u>3,015,000</u>	<u>273,733</u>
Total	<u>\$ 13,860,000</u>	<u>\$ 10,020,747</u>

**Note G - Deferred Compensation Plan**

Employees of the District may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation plan is available to all full-time employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death or unforeseeable emergency. Total employee contributions to the plan during the year ended June 30, 2014 were \$25,497.

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note H - Compensated Absences**

Employees accrue vacation leave based on length of service. Accumulated vacation leave is subject to maximum accruals for all employees. As of June 30, 2014, the District's accrued liability for accumulated unused vacation leave is \$32,875. Employees are paid for their accumulated unused vacation leave upon separation from service. The liability is expected to be liquidated with future resources and not with expendable available financial resources.

**Note I - Joint Venture (Joint Powers Agreement)**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; risk of loss to employees; and natural disasters.

In order to insure for risks of loss, the District participates in a joint venture under a joint powers agreement with the Special Districts Risk Management Authority (SDRMA). The relationship between the District and the SDRMA is such that the SDRMA is not a component unit of the District for financial reporting purposes.

The SDRMA arranges for and provides property, liability and worker's compensation coverage for its member districts. The Town of Discovery Bay Community Services District participates in all programs.

Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the SDRMA. The District's share of surpluses and deficits cannot be determined, although District management does not expect such amounts, if any, to be material in relation to the financial statements.

The District is covered by the following types of insurance through the SDRMA as of June 30, 2014:

<u>Coverage</u>	<u>Limits of liability</u>
General liability	\$ 10,000,000
Public officials and employees errors	10,000,000
Personal liability coverage for board members	500,000
Employment practices liability	10,000,000
Employee benefits liability	10,000,000
Employee dishonesty coverage	400,000
Auto liability	10,000,000
Uninsured/underinsured motorists	750,000
Property coverage	1,000,000,000
Boiler and machinery	100,000,000
Statutory workers' compensation	Statutory

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2014

**Note J - Governing Board**

The powers of the District are exercised by a Board of Directors consisting of five directors each elected for a term of four years by the qualified electors within the District.

As of June 30, 2014, the members of the District's Board of Directors were as follows:

<u>Director</u>	<u>Term expires</u>
Kevin Graves	December 2014
Chris Steele	December 2014
Marianne Wiesen	December 2014
Bill Pease	December 2016
Mark Simon	December 2016

**Note K - Contingencies and Commitments**

The District is involved in litigation arising in the ordinary course of operations that, in the opinion of management, will not have a material effect on the financial condition of the District. In addition, the District has entered into construction and service contracts with various companies. Many of the contracts are considered fixed fee arrangements. However, work under these contracts could be discontinued at the direction of the District. Therefore, it is the opinion of management that a fixed commitment does not exist.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 20, 2015

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

### Agenda Title

Request to Lease Surplus Town property to be used as a transfer station of Water Weeds that are removed from bays in Discovery Bay

### Recommended Action

As Necessary

### Executive Summary

Staff recently received a request from the Discovery Bay Community Foundation (DBCF) and Delta Seaweed Removal (DSR), a local seaweed removal company based out of Discovery Bay to utilize unused/surplus property at either Wastewater Treatment Plant No. 1 or 2, to be used as an offloading, temporary storage, and eventual removal site.

Historically, local seaweed removal businesses have been permitted to use a small portion of property on Cecchini Ranch immediately east of the Discovery Bay Yacht Harbor for dumping weeds. Recently, however, the owners of the property have told weed removal businesses that they no longer have access to the site.

The DBCF has teamed with DSR to coordinate and remove sea weed from around residential docks. Please see attached letter from the DBCF.

There are two locations that could be utilized for this type of operation – one at Plant 1 and one at Plant 2. See attached site maps.

Plant 1 offers direct access off of Channel Road and into a secure and isolated location. The site in question was originally planned for a second oxidation ditch at the plant, but has gone unused. This site would be used to unload a barge of weeds, spread out to quicken drying time, and remove to a landfill at a later date. This is a preferable location as the operator does not have to cross a state highway, eliminating any traffic safety hazards. This area is closer to homes and odor issues could be problematic. However, prevailing winds commonly come out of the north and west, pushing any odors away from homes and off to the east. The sewage treatment plant has been at that location since the 1970's and odor issues from that facility have only occasionally generated complaints from neighbors.

Plant 2 offers a sizeable location that would allow for the dumping of weeds that could be offloaded and tilled into the fields, with no odor issues. The site is preferable to Plant 1 with the exception of the need to cross Highway 4. Potential traffic impacts could potentially result in an undesirable situation. At this site, the weeds would be offloaded and tilled into the soil once they are dried.

The terms of a proposed lease would be annual, with escape clauses for both parties, standard lease terms, and an established monthly rate.

If the Board desires to proceed with this action, staff will bring a lease agreement to the next Board meeting on June 3, 2015.

Staff is looking for feedback and input at this time.

### Fiscal Impact:

**Amount Requested \$ N/A**

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

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

### Previous Relevant Board Actions for This Item

N/A

### Attachments

Site Maps

**AGENDA ITEM: F-1**





© 2015 Google

Google earth

1939

Imagery Date: 6/9/2014 37°53'16.61" N 121°35'09.25" W elev -7 ft eye alt 2478 ft



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 20, 2015

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

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

*RH*

### Agenda Title

Proposal to Amend Ordinance No. 25 Pertaining to Emergency Drought Regulations

### Recommended Action

That the Board introduce amendments to Emergency Drought Regulations Ordinance No. 25 as drafted; and set July 1, 2015 for the adoption of Ordinance No. 25 amending Emergency Drought Regulations in the Town of Discovery Bay.

### Executive Summary

On September 3, 2014 the Town's Board of Directors adopted Ordinance No. 25 establishing Emergency Drought Regulations throughout Discovery Bay. On October 4, 2014 Ordinance No. 25 became effective implementing emergency drought regulations.

Water year 2014/15 is shaping up to be the driest year on record in California. As a result, the Governor issued an Executive Order calling for mandatory water restrictions throughout California.

In addition to the emergency regulation passed by the state in 2014, and based upon the Governor's Executive Order, the State Water Board adopted new regulations on May 5, 2015. It is recommended that those new regulations be amended and incorporated into Ordinance No. 25. Those new regulations are underlined, as follows:

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
  - a) Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;
  - b) Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
  - c) All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.
  - d) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
  - e) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

"Continued to the next page"

f) The irrigation with potable water of ornamental turf on public street medians.

6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.

A copy of Ordinance #25 is attached, as is a Draft Amended Ordinance #25 that would bring Ordinance #25 in compliance with state law. Also included is the new language from the state that was adopted on May 5, 2015.

If adopted by the Board at a Public Hearing on July 1, 2015, Amended Ordinance #25 will become effective thirty days later, on August 1, 2015.

**Fiscal Impact:**

**Amount Requested \$ N/A**

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

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

**Previous Relevant Board Actions for This Item**

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the state of California

September 3, 2015 adoption of Ordinance No. 25

**Attachments**

Ordinance No. 25 Proposed Emergency Drought Regulations adopted September 3, 2014

Draft Amended Ordinance #25

State Water Board Emergency Water Conservation Regulations Fact Sheet

Office of Administrative Law final Regulations (Handed out prior to the meeting)



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

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

**SECTION 1. Short Title**

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

**SECTION 2. Purpose**

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

**SECTION 3. Water Shortage Emergency Declaration**

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

**SECTION 4. Regulations**

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
  - a. Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;

- b. Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
- c. All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.

**SECTION 5. Enforcement**

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

**SECTION 6. Violation**

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of this Ordinance. Failure to comply with any condition of this Ordinance after the issuance of a Notice of Violation shall be punishable by a fine of \$25 for a first violation, a fine of \$50 for a second violation, a fine of \$100 for a third violation, and a fine of \$500 for a fourth violation and any subsequent violation thereafter. Each day upon which any condition of this Ordinance is violated shall constitute a separate violation.

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

**SECTION 7. Severability**

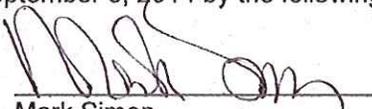
The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

**SECTION 8. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 3rd day of September, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

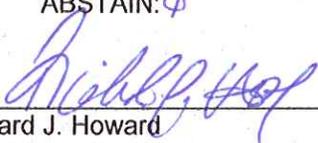
**CERTIFICATION**

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on September 3, 2014 by the following vote:



Mark Simon  
Board President

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0



Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

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

**SECTION 1. Short Title**

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

**SECTION 2. Purpose**

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

**SECTION 3. Water Shortage Emergency Declaration**

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

**SECTION 4. Regulations**

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:

- a) Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;
  - b) Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
  - c) All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.
  - d) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
  - e) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
  - f) The irrigation with potable water of ornamental turf on public street medians.
6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.

#### **SECTION 5. Enforcement**

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

#### **SECTION 6. Violation**

The General Manager, or his/her designee, may issue a Notice of Violation to any person who fails to comply with any conditions of this Ordinance. Any person, business, association or other parties violating this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25 for a first violation, a fine of \$50 for a second violation in any 6-month period, and a fine of \$100 for each additional violation in any 6-month period.

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

#### **SECTION 7. Severability**

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

#### **SECTION 8. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 1<sup>st</sup> day of July, 2015, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on July 1, 2015 by the following vote:

---

V. Chris Steele  
Board President

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Richard J. Howard  
Board Secretary

DRAFT

## Mandatory Water Conservation Regulation Go Into Effect

An [emergency regulation](#) to increase conservation practices for all Californians became effective July 29, 2014. The new conservation regulation targets outdoor urban water use. In some areas of the State, 50 percent or more of daily water use is for lawns and outdoor landscaping. This regulation establishes the minimum level of activity that residents, businesses and water suppliers must meet as the drought deepens and will be in effect for 270 days unless extended or repealed.

### **Prohibitions for ALL urban water users in California:**

- The application of potable water to any driveway or sidewalk.
- Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures.
- Using a hose that dispenses potable water to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle.
- Using potable water in a fountain or decorative water feature, unless the water is recirculated. Recycled water is not mandated, but encouraged for fountain use.

### **Requirements for Urban Water Suppliers (serving >3000 connections):**

- Implement water shortage contingency plans to a level where restrictions on outdoor irrigation are mandatory.
- Urban water suppliers without a plan, or without an adequate plan, must either mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.
- Report monthly water production beginning August 15. Include an estimate of the gallons per capita per day used by residential customers beginning with the October 15 report.

### **Requirements for Other Water Suppliers (serving <3000 connections):**

- Mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.

## **Assessing Compliance**

- Individual Prohibitions – evaluating alleged violations and taking enforcement action is primarily a local discretionary action.
- Water Suppliers – compliance will be evaluated based on multiple factors including implementation of the required actions, the content of the monthly reports (Urban Water Suppliers), and other relevant information.

## **Tips for Implementing the New Regulations**

- Notify and educate staff, ratepayers and the community at large about the prohibitions.
- Inform ratepayers of the requirements of the stage of the Water Shortage Contingency Plan required by the regulations.
- Access the water conservation resources clearinghouse, a partnership of the State of California and the Association of California Water Agencies at either <http://www.saveourh2o.org/> or <http://saveourwater.com/>

## **Contact Information**

- Report State Agency water waste at <http://www.saveourh2o.org/report-water-waste>
- Contact the State Water Board's drought hotline for questions on drought-related activities including general questions on the emergency regulations: (916) 341-5342.

More information on the emergency regulation can be found at the [Conservation Regulation Portal](#).

*(This fact sheet was last updated July 29, 2014)*



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 20, 2015

**Prepared By:** Dan Meewis, Recreation Programs Coordinator

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

### Agenda Title

Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

### Recommended Action

Approve and Adopt Resolution No. 2015-07 to Revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities

### Executive Summary

On May 6, 2015 staff presented to the Board a number of park and facility fee revisions for consideration. After a lengthy discussion, and at the request of the Board, staff has revised earlier recommendations of the fees and is returning to you for deliberation. On Tuesday, May 12, 2015 staff also met with the Parks and Recreation sub-committee.

The following was presented to the Board on May 6, 2015, and continues to be appropriate for this discussion as well.

The Town of Discovery Bay Community Services District Board of Directors (Board) approved and adopted the current Park Rules & Regulations and Reservation policies and forms on July 16, 2013 and revisions thereafter on January 8, 2014 & May 7, 2014.

Since the time of adoption of the latest revision, staff has had multiple inquires about the rental of the entire Community Center facility. This has included the use of the entire inside of the Community Center, as well as the entire grounds. The current fees related to our Discovery Bay Community Center were set for individually renting a specific room or area of the Community Center.

The Park and Facility Rental Fee Schedule had several changes. First, The Facility Rental Fee Schedule has added new rates to rent the entire Community Center based on whether the renter wanted just inside the Community Center or the entire grounds of the Community Center including the BBQ area and Event Lawn. Options to include the swimming pool have also been added. The Park Rental Fee Schedule has also been revised to add the Community Center's Event Lawn, with revised fees to the Community Center's BBQ area, and Cornell Park's Shaded Picnic Area.

To assist the Board in determining the Market Rate for these facilities and the viability of the fees, a picnic area comparison spreadsheet was created and attached herein.

### Fiscal Impact:

Amount Requested - None.

### Previous Relevant Board Actions for This Item

May 7, 2014 - Approval and Adoption of revised Park Rules & Regulations and Reservation Forms and Fees

May 6, 2015 - Approval and Adoption of revised Park Rules & Regulations and Reservation Forms and Fees (Bring back to the Board)

### Attachments

1. Revised Park Fees 05.13.15;
2. DRAFT Facility Fee Schedule 05.13.15
3. Facility Rental Comparison Worksheet 5.13.15
4. Resolution No. 2015-07

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**PARKS RENTAL  
FEE SCHEDULE**

Park Area	Hourly		Half Day (6 Hour)		Daily (Operating Hours)		Deposit
Cornell Park – Tennis Court <b>OR</b> Pickle Ball (Single Courts)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$50.00*			
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$100.00			
Cornell Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00			
Cornell Park – Shaded Picnic Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00			
Cornell Park – Bocce Ball Courts	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00*			
Cornell Park – Horse Shoe Pits	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00*			
Ravenswood Park - Covered Picnic Tables Area 1 <b>or</b> Area 2	Resident: \$6.00 Non-Resident: \$9.00	Resident: \$30.00 Non-Resident: \$45.00	Resident: \$60.00 Non-Resident: \$90.00	\$50.00			
Ravenswood Park – Soccer Field	Resident: \$4.00 Non-Resident: \$6.00	Resident: \$20.00 Non-Resident: \$30.00	Resident: \$35.00 Non-Resident: \$50.00	\$50.00			
Community Center – Tennis Courts (Single Court Fees)	Resident: \$5.00 Non-Resident: \$8.00	Resident: \$25.00 Non-Resident: \$40.00	Resident: \$50.00 Non-Resident: \$75.00	\$50.00*			
Community Center – BBQ Area	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00			
Community Center – Event Lawn	Resident: \$10.00 Non-Resident: \$15.00	Resident: \$50.00 Non-Resident: \$75.00	Resident: \$80.00 Non-Resident: \$150.00	\$50.00			

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

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

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

Non-Profit groups shall present verified non-profit status at the time of the reservation request.

Long-term rentals: Fees and other terms will be outlined in a separate Memorandum of Understanding.

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

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

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

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



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

Indoor Facilities	Week Day (M-F) 2 Hour Minimum	Week End 2 Hour Minimum	Deposit
<b>Community Center – Reception Area Capacity: 80</b>	Resident \$30.00 /Hour Non-Resident \$40.00 / Hour Commercial \$50.00 / Hour	Resident \$35.00 / Hour Non-Resident \$45.00 / Hour Commercial \$60.00 / Hour	\$250.00
<b>Community Center – Arts Room or Multi-Purpose Room Capacity: 30</b>	Resident \$25.00 / Hour Non-Resident \$35.00 / Hour Commercial \$40.00 / Hour	Resident \$30.00 / Hour Non-Resident \$40.00 / Hour Commercial \$50.00 / Hour	\$250.00
<b>Community Center – Swimming Pool Up to 60 People</b>	Resident \$120.00 /Hour Non-Resident \$150.00 /Hour Commercial \$195.00 /Hour	Resident \$120.00 /Hour Non-Resident \$150.00 /Hour Commercial \$195.00 /Hour	\$250.00
<b>Community Center – Swimming Pool 60 - 140 People</b>	Resident \$135.00 /Hour Non-Resident \$165.00 /Hour Commercial \$210.00 /Hour	Private \$135.00 /Hour Non-Profit \$165.00 /Hour Commercial \$210.00 /Hour	\$250.00
Multiple Facilities	Week Day (M-F)	Week End	Deposit
<b>Entire Community Center – Indoor Only</b>	Resident \$80.00 /Hour Non-Resident \$110.00 /Hour Commercial \$130.00 /Hour	Resident \$95.00 /Hour Non-Resident \$125.00 /Hour Commercial \$160.00 /Hour	\$500
<b>Event Lawn &amp; BBQ Area</b>	Resident \$20.00 /Hour Non-Resident \$30.00 /Hour Commercial \$40.00 /Hour	Resident \$20.00 /Hour Non-Resident \$30.00 /Hour Commercial \$40.00 /Hour	\$100
<b>Entire Community Center Indoor/Outdoor NO POOL</b>	Resident \$100.00 /Hour Non-Resident \$140.00 /Hour Commercial \$170.00 /Hour	Resident \$115.00 /Hour Non-Resident \$155.00 /Hour Commercial \$200.00 /Hour	\$500
<b>Entire Community Center Indoor/Outdoor Pool 1 Lifeguard</b>	Resident \$220.00 /Hour Non-Resident \$290.00 /Hour Commercial \$365.00 /Hour	Resident \$235.00 /Hour Non-Resident \$305.00 /Hour Commercial \$395.00 /Hour	\$500
<b>Entire Community Center Indoor/Outdoor Pool 2 Lifeguards</b>	Resident \$235.00 /Hour Non-Resident \$305.00 /Hour Commercial \$380.00 /Hour	Resident \$250.00 /Hour Non-Resident \$320.00 /Hour Commercial \$410.00 /Hour	\$500



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
FACILITY RENTAL FEE SCHEDULE**

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

Long-term, or reoccurring rentals (more than 16 hours) will be considered only if space and schedule allow. Pricing and terms will be negotiated by Staff, with final approval by General Manager.

Reservations for multiple items (ex., two rooms) will receive a 15% discount off the second rental. Rental must be for the same time period and will apply to the room with the lowest rate.

All indoor Facility Rentals require a 2-hour minimum.

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

Swimming pool rentals are only available during non-recreational swim and/or aquatics programming hours. You may check availability with the Recreation Programs Coordinator.

Swimming pool rentals require a 3-hour minimum.

Swimming pool rental fee for Groups under 60 includes one (1) lifeguard.

Swimming pool rental fee for Groups between 60 and 140 (maximum capacity) includes two (2) lifeguards.

Lifeguards are required for pool rentals.

**Facility Rental Comparison**

**Current Category and Rates**

**Prices as of May 2014**

	Reception Area					
	Current DB Rates	Comp. Avg.	Antioch	Tracy	Brentwood	Oakley
Capacity	80	120	120	130-250	N/A	N/A
(Private) Hourly Rate - W/E	\$ 45.00	\$ 86.25	\$ 67.50	\$ 105.00		
(Private) Hourly Rate -W/D	\$ 37.50	\$ 68.75	\$ 67.50	\$ 70.00		
(Non-Profit) Hourly Rate - W/E	\$ 34.50	\$ 63.75	\$ 67.50	\$ 60.00		
(Non-Profit) Hourly Rate - W/D	\$ 28.50	\$ 53.75	\$ 67.50	\$ 40.00		
(Commercial) Hourly Rate - W/E	\$ 59.00	\$ 108.75	\$ 67.50	\$ 150.00		
(Commercial) Hourly Rate - W/D	\$ 49.00	\$ 83.75	\$ 67.50	\$ 100.00		
Deposit - Non Alcohol Event	\$ 200.00	\$ 450.00	\$ 500.00	\$ 400.00		
Deposit - Alcohol Event	\$ -	\$ 400.00	\$ -	\$ 800.00		

	Multi-Purpose / Conference Room / Arts					
	Current DB Rates	Comp. Avg.	Antioch	Tracy	Brentwood	Oakley
Capacity	30	43	35	40		55
(Private) Hourly Rate - W/E	\$ 35.00	\$ 53.00	\$ 70.00	\$ 47.00	\$ 60.00	\$ 35.00
(Private) Hourly Rate -W/D	\$ 29.00	\$ 43.85	\$ 70.00	\$ 32.00	\$ 38.40	\$ 35.00
(Non-Profit) Hourly Rate - W/E	\$ 26.50	\$ 43.50	\$ 70.00	\$ 27.00	\$ 42.00	\$ 35.00
(Non-Profit) Hourly Rate - W/D	\$ 22.00	\$ 37.45	\$ 70.00	\$ 18.00	\$ 26.80	\$ 35.00
(Commercial) Hourly Rate - W/E	\$ 45.75	\$ 69.00	\$ 70.00	\$ 68.00	\$ 78.00	\$ 60.00
(Commercial) Hourly Rate - W/D	\$ 38.00	\$ 59.35	\$ 70.00	\$ 45.00	\$ 62.40	\$ 60.00
Deposit - Non Alcohol Event	\$ 200.00	\$ 275.00	\$ 500.00	\$ 200.00	\$ 250.00	\$ 150.00
Deposit - Alcohol Event	\$ -	\$ 275.00	\$ -	\$ 600.00	\$ 500.00	\$ -

**Facility Rental Comparison**

**Suggested Category/Rate Changes**

**Prices as of May 2015**

	Reception Area						
	Current DB Rates	Suggested Rate*	Comp. Avg.	Antioch	Tracy	Brentwood	Oakley
Capacity	80		75	75	130-250	N/A	N/A
(Resident) Hourly Rate - W/E	\$ 45.00	\$ 35.00	\$ 99.67	\$ 71.00	\$ 105.00	\$ 123.00	
(Resident) Hourly Rate -W/D	\$ 37.50	\$ 30.00	\$ 79.80	\$ 71.00	\$ 70.00	\$ 98.40	
(Non-Resident) Hourly Rate - W/E	\$ 45.00	\$ 45.00	\$ 88.77	\$ 71.00	\$ 60.00	\$ 135.30	
(Non-Resident) Hourly Rate - W/D	\$ 37.50	\$ 40.00	\$ 73.07	\$ 71.00	\$ 40.00	\$ 108.20	
(Commercial) Hourly Rate - W/E	\$ 59.00	\$ 60.00	\$ 126.97	\$ 71.00	\$ 150.00	\$ 159.90	
(Commercial) Hourly Rate - W/D	\$ 49.00	\$ 50.00	\$ 99.63	\$ 71.00	\$ 100.00	\$ 127.90	
Deposit - Non Alcohol Event	\$ 200.00	\$ 200.00	\$ 383.33	\$ 500.00	\$ 400.00	\$ 250.00	
Deposit - Alcohol Event	\$ -	\$ -	\$ 433.33	\$ -	\$ 800.00	\$ 500.00	

	Multi-Purpose / Conference Room / Arts						
	Current DB Rates	Suggested Rate*	Comp. Avg.	Antioch	Tracy	Brentwood	Oakley
Capacity	30		43	35	40		55
(Resident) Hourly Rate - W/E	\$ 35.00	\$ 30.00	\$ 53.38	\$ 70.00	\$ 47.00	\$ 61.50	\$ 35.00
(Resident) Hourly Rate -W/D	\$ 29.00	\$ 25.00	\$ 44.08	\$ 70.00	\$ 32.00	\$ 39.30	\$ 35.00
(Non-Resident) Hourly Rate - W/E	\$ 35.00	\$ 40.00	\$ 58.65	\$ 70.00	\$ 47.00	\$ 67.60	\$ 50.00
(Non-Resident) Hourly Rate - W/D	\$ 29.00	\$ 35.00	\$ 48.80	\$ 70.00	\$ 32.00	\$ 43.20	\$ 50.00
(Commercial) Hourly Rate - W/E	\$ 45.75	\$ 50.00	\$ 69.48	\$ 70.00	\$ 68.00	\$ 79.90	\$ 60.00
(Commercial) Hourly Rate - W/D	\$ 38.00	\$ 40.00	\$ 56.50	\$ 70.00	\$ 45.00	\$ 51.00	\$ 60.00
Deposit - Non Alcohol Event	\$ 200.00	\$ 200.00	\$ 275.00	\$ 500.00	\$ 200.00	\$ 250.00	\$ 150.00
Deposit - Alcohol Event	\$ -	\$ -	\$ 275.00	\$ -	\$ 600.00	\$ 500.00	\$ -



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2015-07**

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

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

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

WHEREAS, The Town of Discovery Bay Community Services District previously adopted revisions to those documents on January 8, 2014 and May 7, 2014, respectively; and

WHEREAS, It is necessary to revise the fee schedule for park and facility usage; and

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

SECTION 1. That the Board adopt Facility Rental Fee Schedule, the Swimming Pool Fee Schedule, and the Park Rental Fee Schedule, all of which are attached and included as a part of this Resolution.

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

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF May 2015.

Chris Steele  
Board President

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I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a special meeting, held on May 20, 2015, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Richard J. Howard, Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

May 20, 2015

**Prepared By:** Dina Breitstein, Finance Manager

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

### Agenda Title

Fiscal Year 2015-16 and Fiscal Year 2016-17 Preliminary DRAFT Operating, Capital and Revenue Budgets

### Recommended Action

Discuss and Receive Input and Comments and Direction to the preliminary Fiscal Year 2015-16 and Fiscal Year 2016-17 Preliminary DRAFT Operating, Capital and Revenue Budgets.

### Executive Summary

The preparation of the Preliminary DRAFT Fiscal Year 2015-16 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Budget Review Subcommittee has met and reviewed the proposed spending plans and revenue estimates. The Parks and Recreation Subcommittee has also met with staff and reviewed the Parks, Landscape and Recreation budgets.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast as has been the case for the past two budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to more accurately plan for future capital expenses. While the Board is presented with a two year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

The FY 2015-16 unconstrained projected water and wastewater expenditures are \$9,987,000, not including fiscal constraints for the required NPDES mandated Title 22 Filtration project (and other associated capital projects 5,7,10 & 12) in the amount of \$7,071,000, for a total of \$17,058,000. The Filtration project is constrained, indicating that there is not an identified revenue source for those projects. Once financing has been identified, the district will then be prepared to match expenditures with anticipated revenues of \$17,051,983. The current projected Operating Budget for FY 2015-16 is 1.1% more than the current year budget. However, exclusive of Debt Service in the amount of \$832,000, the overall increase to the Operating budget is 1.1%. Overall, the Operating budget is projected at \$5,329,243 net of debt service. The current year adopted Operating budget is \$5,274,805 net of debt service.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a CPI rate increase. The current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, March 2015, 12-month analysis table is 4.5%. For the FY 2015-16 year, a proposed rate increase of 4.0% is proposed, consistent with the four-year rate structure adopted by the Board of Directors in August 2013.

Water related revenue impacts are negatively impacted by the ongoing 4 year drought. Residents have been conserving water, and thus revenues are lower than anticipated. Subsequently, water related revenues are lower for the coming fiscal year than had been projected in prior years. Staff will be able to provide a better view of that scenario at the Budget Workshop on May 27, 2015.

The Five (5) Year Capital Improvement Program Budget was prepared using the Water and Wastewater Master Plans as the primary project list. For FY 2015-16, the proposed CIP is \$10,890,740 (less carryover encumbrances from prior year projects that will be re-budgeted).

-Continued-

As has happened in the past, the Parks, Landscape and Recreation budgets will continue to be constrained.

The next steps in the process include a Budget Workshop on Wednesday May 27, 2015, an optional Board Review on June 3, 2015 with final adoption by the Board of Directors on June 17, 2015. If necessary, the Board could delay adoption until Wednesday July 1, 2015 if additional time is needed or if additional information is warranted.

At this time, staff is only providing the budget for review. The Budget Workshop will provide a more in-depth review of the budget and the overall planning for FY 2015-16 and FY 2016-17.

**Fiscal Impact:**

**Amount Requested** None at this time.

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

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

**Attachments**

1. FY 2015-16 and FY 2016-17 Operating, Five Year Capital Improvement Program, and Revenue Budgets

**AGENDA ITEM: G-1**



*Town of Discovery Bay Community Services District  
Contra Costa County, California*

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**FISCAL YEAR 2015-17  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM  
PROPOSED BUDGET**





**Mission Statement**

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.

**Board of Directors**

Chris Steele, President  
Bill Pease, Vice President  
Kevin Graves, Director  
Mark Simon, Director  
Robert Leete, Director

**District Management**

Rick Howard, General Manager  
Rod Attebery, District Counsel  
Virgil Koehne, Water and Wastewater Manager  
Dina Breitstein, Finance Manager  
Brian Miller, Parks and Landscape Manager  
Sue Heintz, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road  
Discovery Bay, CA 94505  
925-634-1131  
[www.todb.ca.gov](http://www.todb.ca.gov)

*\*Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*

*Town of Discovery Bay Community Services District  
Contra Costa County, California  
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# Town of Discovery Bay CSD Organization

- ❖ At a Glance
- ❖ Salary & Wages
- ❖ Organizational Chart
- ❖ Authorized Positions



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***The Town of Discovery Bay Community Service District: At a Glance***

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

***District Form of Government***

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

### **Population**

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

### **Water Services**

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

### **Wastewater Services**

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

### **Parks and Landscaping Services**

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

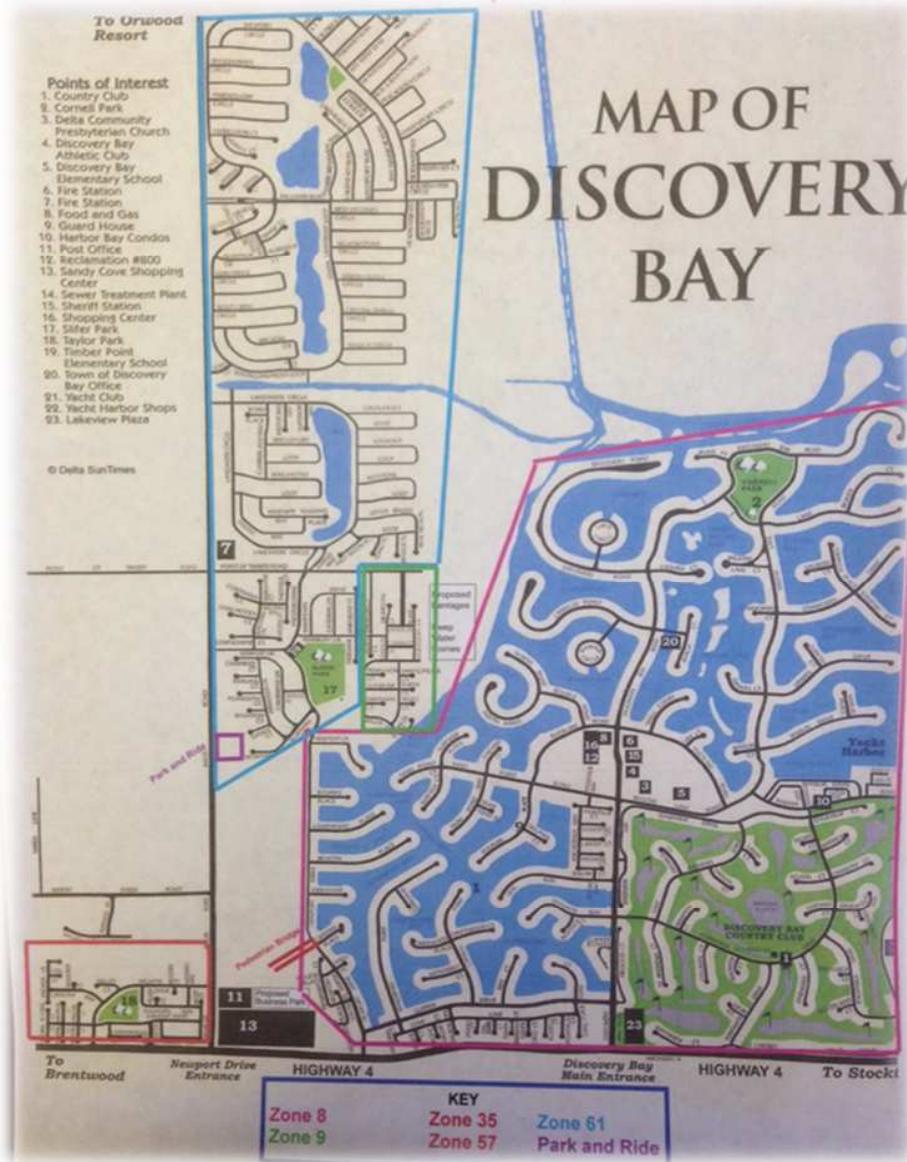
Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

**Town of Discovery Bay Community Services District  
Contra Costa County, California**



**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Salary & Wages**

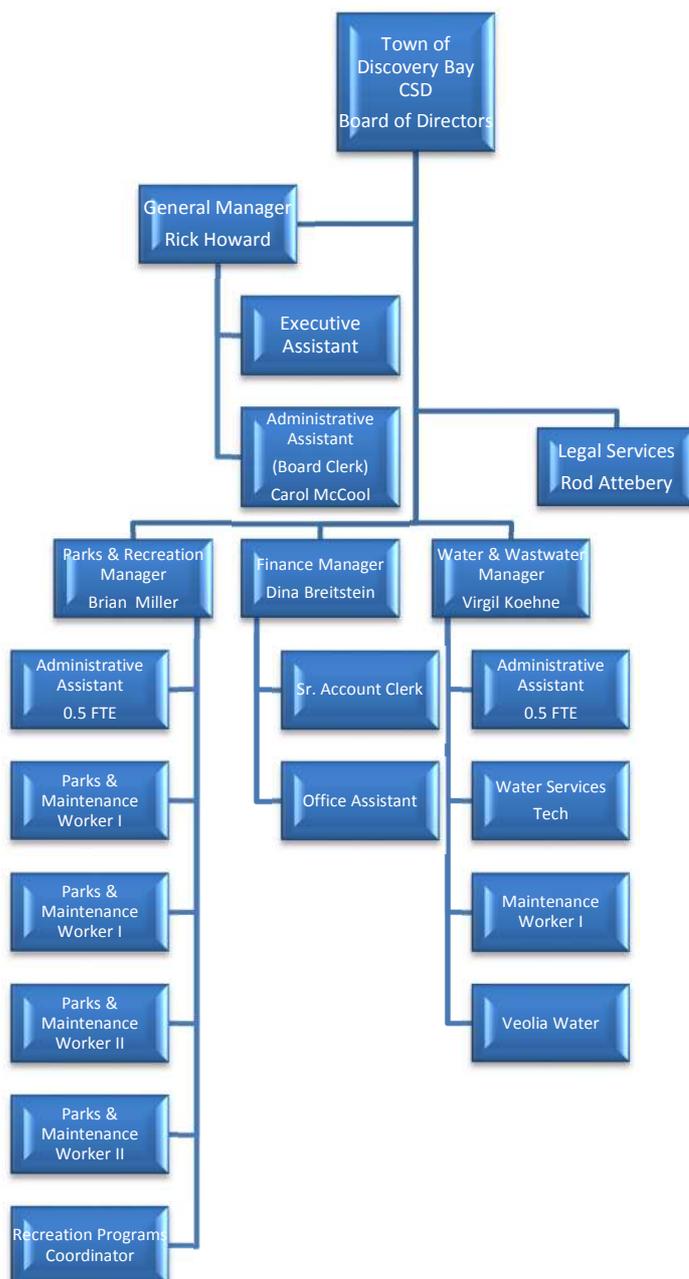


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

**Salary Schedule**

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Organizational Chart**





**FY 2014-15 Authorized Positions  
 Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position			
Title	FY 2013-14	FY 2014-15	FY 2015-16
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	0	0
Parks & Recreation Manager	0	1	1
Finance Manager	1	1	1
Administrative Assistant	2	1	1
Admin Assistant/ Board Clerk	0	1	1
Recreation Program Coordinator	1	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	1
Maintenance Worker Trainee	1	1	0
Water Services Technition I	1	0	0
Water Services Technition II	0	1	1
Maintenance Worker	0	1	1
Parks & Maintenance Worker I	0	2	2
Parks & Maintenance Worker II	1	2	2
<b>Totals</b>	<b>18</b>	<b>22</b>	<b>21</b>



# Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary



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<b>Department:</b>	<b>General Manager</b>
<b>Program Area:</b>	<b>Administration</b>

**Program Description:**

The Town of Discovery Bay Administration Department is comprised of the Administrative and Operational functions of the Town. The directly elected five-member Board of Directors sets legislative policy and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

**Accomplishments, 2014-2015:**

- Implemented Emergency Drought Regulations in Discovery Bay.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Rolled out water conservation program and marketing campaign.
- Transitioned Board meeting location from the District Office to the Community Center.

**Objectives, 2015-2016:**

- Provide management and oversight of the District’s Capital Improvement Program.
- Conduct a 360° Review of the Organizations Operational Efficiencies.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District’s Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit, including the Filtration and Denitrification Projects.
- Implement and Install Water Meter Program System Wide.
- Develop Rebate Programs aimed at water use efficiencies.





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<b>Department:</b>	<b>Financial Services</b>
<b>Program Area:</b>	<b>Administration</b>

**Program Description:**

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

**Accomplishments, 2014-2015:**

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords

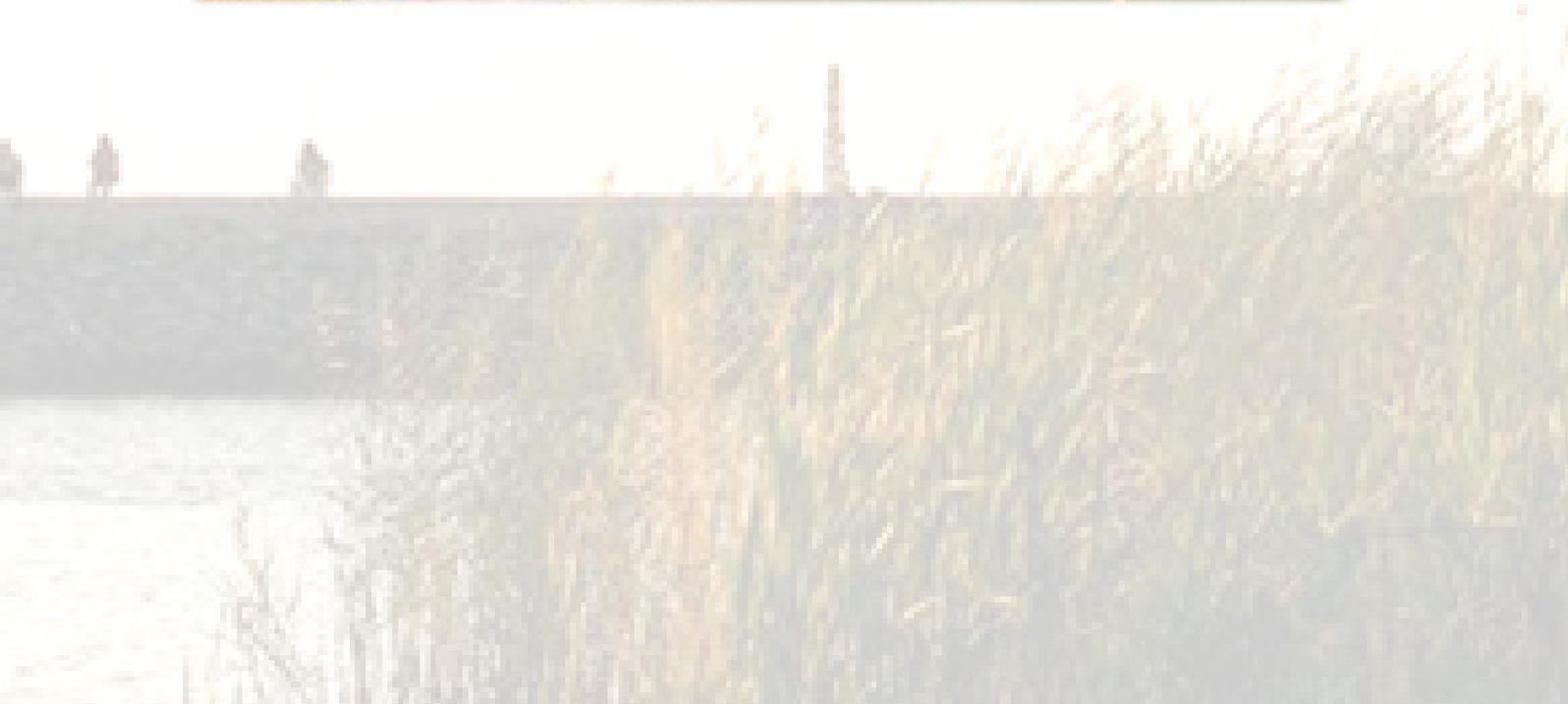
**Objectives, 2015-2016:**

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review and implement new Meters, Meter readers and software
- Implement new meter project for Discovery Bay West
- Reorganize and rewrite water utility ordinance
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords according to new ordinance.

*Town of Discovery Bay Community Services District  
Contra Costa County, California*



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<b>Department:</b>	<b>Public Services</b>
<b>Program Area:</b>	<b>Water Quality</b>

**Program Description:**

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

**Accomplishments, 2014-2015:**

- Well #7 Project winding down with completion and operational status anticipated for late summer, 2015.
- Distributed Consumer Confidence Report with no violations noted.
- Initiated Water Reduction Programs aimed at consumer conservation.

**Objectives, 2015-2016:**

- Begin Water Meter Installation Project for system wide implementation.
- Bring Well 7 online.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.





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<b>Department :</b>	<b>Public Services</b>
<b>Program Area:</b>	<b>Wastewater</b>

**Program Description:**

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

**Accomplishments, 2014-2015:**

- Completed Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Completed Lift Station F rehabilitation project.
- Continue towards a late summer 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Completed the Booster Pump Station Project and reclaimed water intertie.
- Finished Design for Filtration Project

**Objectives, 2015-2016:**

- Begin Water Meter Installation Project for system wide implementation.
- Begin construction on Filtration Title 22 Tertiary Treatment Project.
- Work on finding alternate solutions to our Salinity issue.
- Finalize 2012 Revenue Bond Projects
- Identify Funding Source(s) for Filtration Project

*Town of Discovery Bay Community Services District  
Contra Costa County, California*





<b>Department:</b>	<b>Parks &amp; Landscaping Services</b>
<b>Program Area:</b>	<b>Parks &amp; Landscaping</b>

**Program Description:**

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

**Accomplishments, 2014-2015**

- Completed transition from contract maintenance to in-house parks and landscape services.
- Completed 6 (of 8) Tennis Court Renovations at Community Center
- Completed Swimming Pool Renovation at Community Center
- Opened first off-leash Dog Park in Discovery Bay
- Hosted Earth Day 2015

**Objectives, 2015-2016:**

- Implement Weather-Trac Irrigation Network throughout Discovery Bay.
- Monitor water consumption ensuring compliance with emergency water regulations.
- Explore “wetting” and other water based alternatives to help aid in the efficient use of irrigation.





<b>Department:</b>	<b>Parks &amp; Landscaping Services</b>
<b>Program Area:</b>	<b>Recreation Services</b>

**Program Description:**

Recreation Services provides community based and age appropriate recreational programming for Discovery Bay residents non-residents alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

**Accomplishments, 2014-2015:**

- Completed first full year of recreational programming and distributed four Activity Guides to every mailbox in Discovery Bay.
- Completed renovation to 6 of the 8 Community Center tennis courts.
- Completed swimming pool re-plastering project for improved community wide use
- Completed Off-leash dog park at the Community Center
- Coordinated a series of timely and family oriented events, including the annual Earth Day Family Festival, the Live Laugh Learn Senior Fair, and the Festival of the Trees that takes place in late November.
- Updated facility rental policies and fee structure to be more competitive with other local agencies, yet placing an emphasis on Discovery Bay residents and organizations.
- Established alcohol use policy for rentals and events at TODB owned facilities.
- Established a variety of party planning packages, including comprehensive all-inclusive birthday party packages at the Community Center
- Established a Volunteer Policy and Program
- Offered first in-house programs with District staff ( Swim Lessons, TODB Camp & Little Sluggers Baseball)

**Objectives, 2015-2017:**

- Continue to provide enhanced community based and age appropriate recreational programming
- Create a brand for the Community Center and recreation department to help build awareness
- Improve marketing to help increase event and program participation of Discovery Bay residents
- Develop & implement adult/youth sports leagues & tournaments
- Develop & implement new special events
- Establish Youth Advisory Commission
- Build stronger community relationships with local groups and organizations



# Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

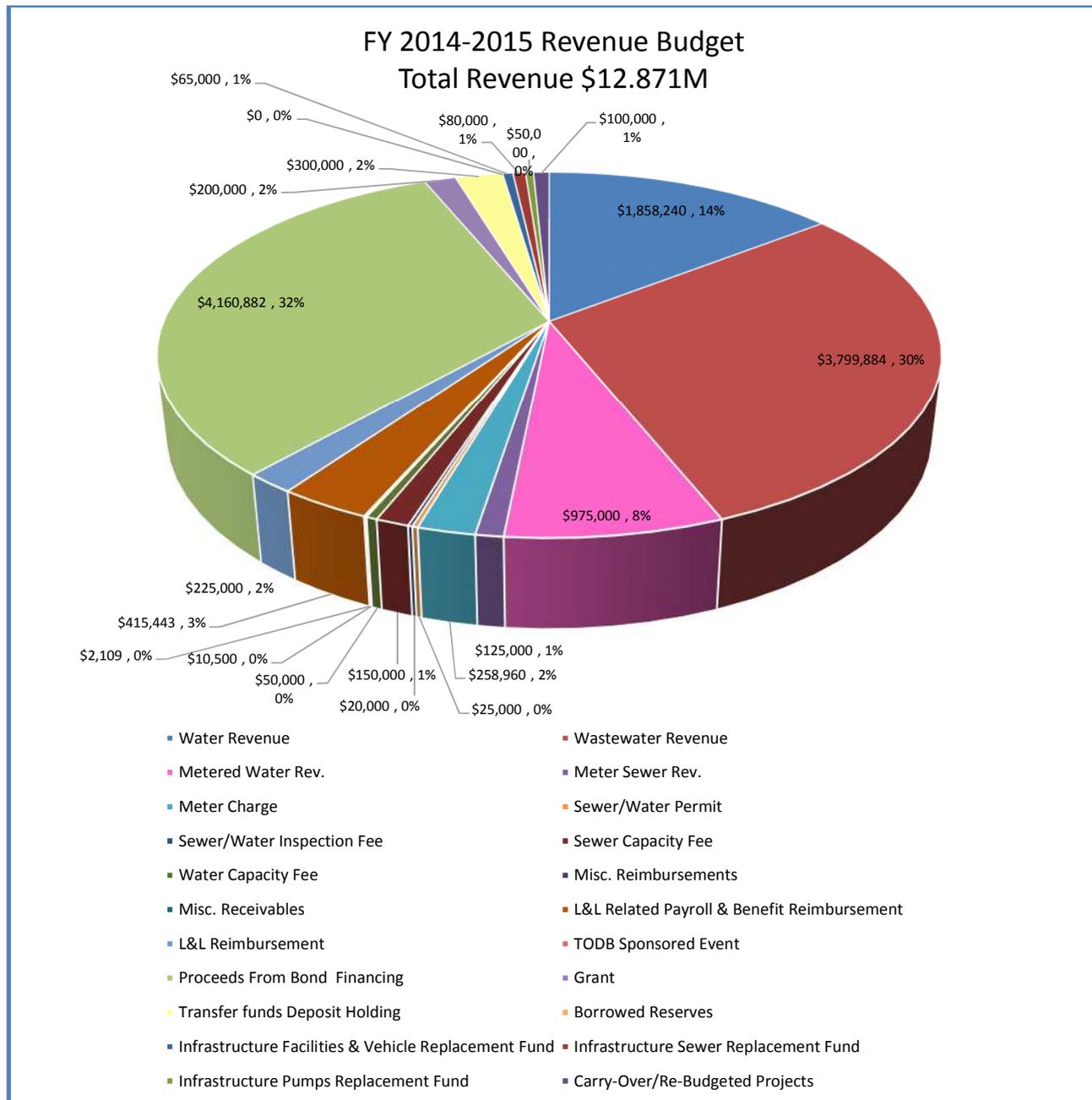
**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Revenues – “Where the money comes from”**



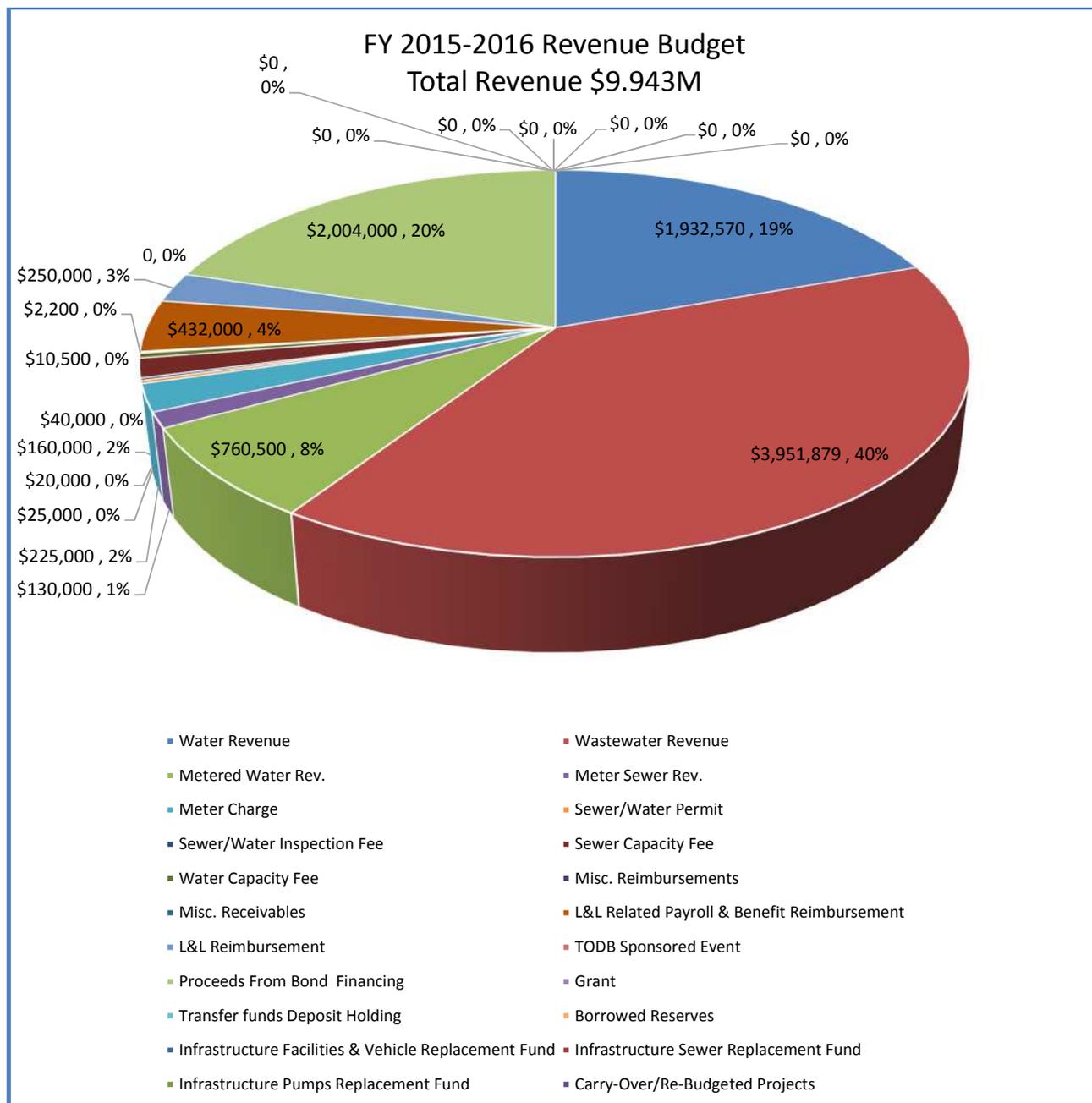
The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

<b>Revenue Projections</b>			<i>As of March 2015</i>		
<b>Fiscal Year</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
<b>Account Description</b>	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000		\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee			\$16,200	\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account	\$76,005	\$300,000			
Borrowed Reserves					
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
<b>Grand Total Revenue</b>	<b>\$13,209,215</b>	<b>\$12,871,018</b>	<b>\$9,964,861</b>	<b>\$9,953,649</b>	<b>\$8,102,567</b>



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Revenue Budget**



**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Operating & Capital Reserves**



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

<b>Reserves</b>	<b>FY 13/14</b>	<b>FY 14/15 Actual as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Water & Wastewater Reserves	\$4,098,213	\$4,180,000	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$230,000	\$280,000	\$330,000
Draw Down*	(\$35,527)	(\$40,856.76)		
<b>Reserves Total</b>	<b>\$4,098,213</b>	<b>\$4,180,213</b>	<b>\$4,180,213</b>	<b>\$4,180,213</b>
<b>Infrastructure Replacement Total</b>	<b>\$1,358,473</b>	<b>\$1,879,143</b>	<b>\$2,404,143</b>	<b>\$2,929,143</b>
<b>Total Reserves</b>	<b>\$5,456,686</b>	<b>\$6,059,356</b>	<b>\$6,584,356</b>	<b>\$7,109,356</b>

\*Reserve Draw-Down Detail FY 14/15

\*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Operations and Maintenance Budget**



The Operations and Maintenance Budget for the Fiscal Year 2015/16 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 15/16 the O&M budget remains essentially the same as FY 14/15. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,161,243 in FY 15/16 and \$6,179,370 in FY 16/17 for a total of \$12,340,613 over two years. This represents an increase of \$67,206 or 1% over FY 14/15. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year.

Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,040,500	\$5,007,230
<b>Total</b>	<b>\$6,094,037</b>	<b>\$4,193,518</b>	<b>\$6,161,243</b>	<b>\$6,179,370</b>

Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
<b>Total Budget</b>	<b>\$6,094,037</b>	<b>\$4,193,518</b>	<b>\$6,161,243</b>	<b>\$6,179,370</b>

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
<b>Operation &amp; Maintenance</b>				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
<b>General Fund Total</b>	<b>\$640,443</b>	<b>\$207,477</b>	<b>\$676,000</b>	<b>\$676,000</b>

<b>Water Division</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
<b>Board of Directors</b>				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
<b>Consulting Services</b>				
Consulting Services	\$153,320	\$54,161	\$100,000	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
<b>Operations &amp; Maintenance</b>				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$6,800	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
<b>Water Fund Total</b>	<b>\$1,954,930</b>	<b>\$1,661,781</b>	<b>\$2,195,305</b>	<b>\$2,231,140</b>

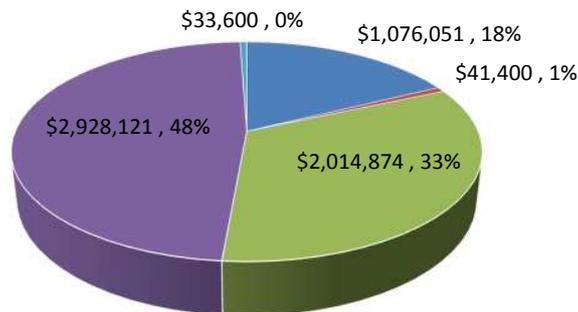
<b>Wastewater Division</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
<b>Board of Directors</b>				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
<b>Consulting Services</b>				
Consulting Services	\$229,980	\$173,714	\$163,500	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
<b>Operations &amp; Maintenance</b>				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
<b>Wastewater Fund Total</b>	<b>\$3,498,664</b>	<b>\$2,318,079</b>	<b>\$3,290,438</b>	<b>\$3,294,230</b>

**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Operations and Maintenance Budget**



**FY 2014/2015 Operations & Maintenance Budget**

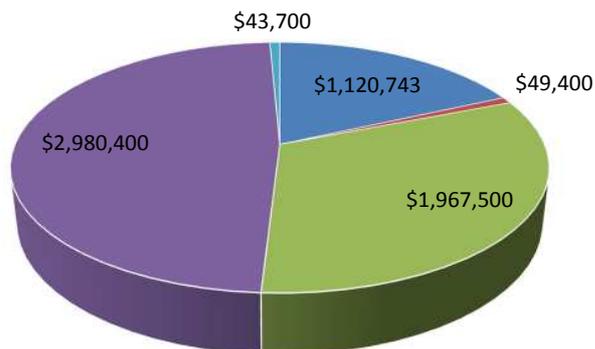
Total Expenditures \$6.094M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

**FY 2015/2016 Operations & Maintenance Budget**

Total Expenditures \$6.161M



- Salary & Wages
- Board of Directors
- Consulting
- Operations & Maintenance
- Inter-Governmental Charges

***Town of Discovery Bay Community Services District  
Contra Costa County, California  
Capital Improvement Program Budget***



The Capital Improvement Program for Fiscal Year 2015/2017 is valued at \$15,890,740 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$10,000,740 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$350,000 for the approved Building and Improvements, \$15,000 for Equipment purchases and \$525,000 for Infrastructure replacement Funds.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

***Wastewater– Capital Improvements and Structures & Replacements***

For FY 2015/2016 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$9,742,740; of which is \$2,004,000 is allocated to the construction work of the Wastewater Master plan which will be financed and \$7,070,740 is allocated for growth induced projects. \$668,000 is allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, upgrade of Ox Ditch #2, Sandblast Epoxy Clarifier #1, Plant 1 Headworks Cleaning; and rehab transfer station Plant 1&2.

***Water Capital Improvements and Structures & Replacements***

For FY 2015/2016 The CIP for Domestic Water production includes 2 projects at total combined cost of \$258,000. The CIP projects include replacing 8-in Mainline on with new 16in C905 on Willow Lake Rd and Strom Drain repairs at the Newport Water Treatment plant.

***Equipment: Capital***

The district plans to purchase a portable light trailer in fiscal year 2015/2016 in the amount of \$15,000.

***Vehicle: Capital***

There are no planned vehicle purchases listed for FY 2015/2016 at this time.

Building and Improvements

For FY 2015/2016 there are 2 planned Building & Improvement projects totaling \$350,000. These projects included \$150,000 for district offices design and \$200,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2.

Infrastructure Replacement Fund

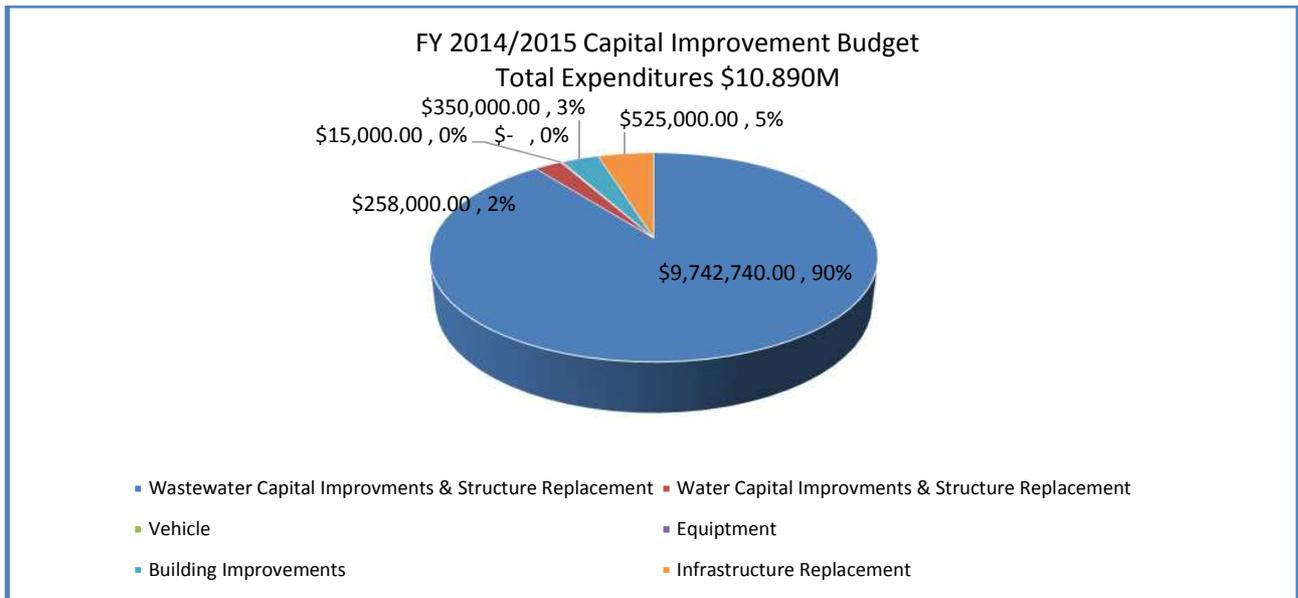
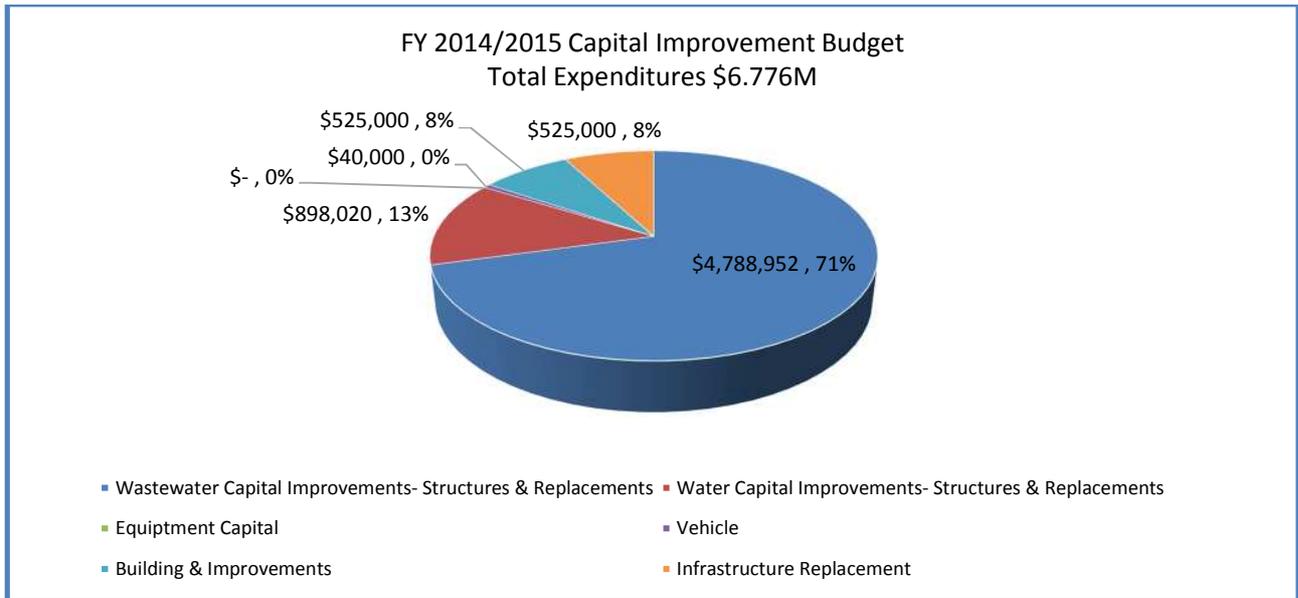
The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2015/2016 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Wastewater Capital Improvements & Structures Replacement	\$4,788,952	\$4,947,728	\$9,742,740	\$448,000
Water Capital Improvements & Structures & Replacement	\$898,020	\$1,005,125	\$258,000	\$794,200
Vehicle Capital	\$40,000			
Equipment Capital		\$28,513	\$15,000	
Building & Improvements	\$525,000	\$49,531	\$350,000	\$2,400,000
Infrastructure Replacement	\$525,000	\$485,000	\$525,000	\$525,000
<b>Total Capital Improvements</b>	<b>\$6,776,972</b>	<b>\$6,575,897</b>	<b>\$10,890,740</b>	<b>\$4,167,200</b>

- Please see section of document "All In One Place" for list of Capital Improvement projects and 5 year spending plan.



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Capital Improvement Budget**



***Town of Discovery Bay Community Services District  
Contra Costa County, California  
Lighting and Landscape***



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The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

**Discovery Bay Landscape & Lighting Zone #8:**

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

**Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):**

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

**Contra Costa County Landscape & Lighting Zone #35:**

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

**Contra Costa County Landscape & Lighting Zone #57:**

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

**Contra Costa County Landscape & Lighting Zone #61:**

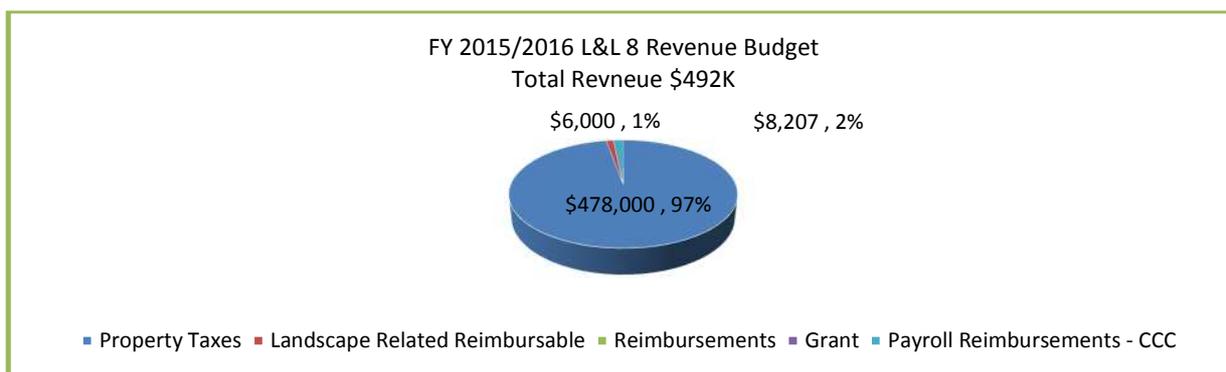
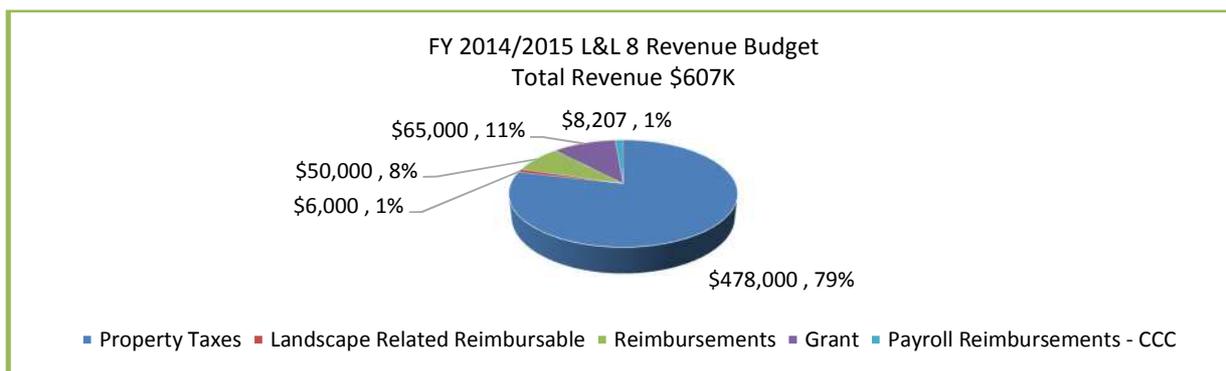
Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.



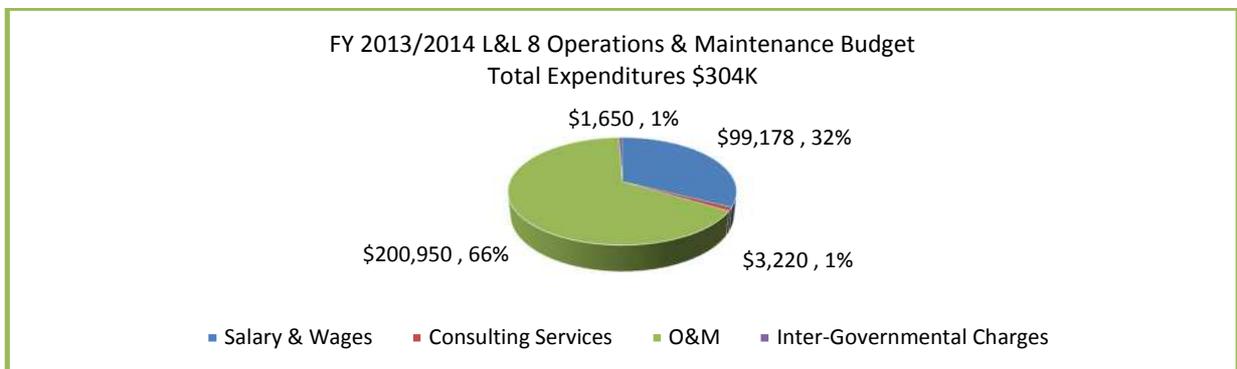
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting and Landscape Zone 8 Revenue, Expenditure  
 and Capital Improvement Budget**



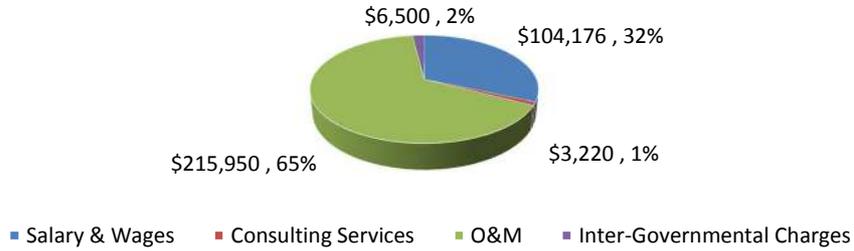
L&L 8 Revenue	FY 13/14 Budget	FY 13/14 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$478,000	\$287,982	\$478,000	\$478,000
Grant	\$65,000			
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements	\$50,000	\$790		
Payroll Reimbursable	\$8,206		\$8,207	\$8,207
<b>Total Revenue</b>	<b>\$607,206</b>	<b>\$288,772</b>	<b>\$492,007</b>	<b>\$492,207</b>



L&L 8 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$89,259	\$62,997	\$94,259	\$98,030
Employer Taxes	\$9,917	\$6,000	\$9,917	\$9,917
Reimbursement of Wages				
Reimbursement of ER Taxes		\$1,324		
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,000	\$839	\$1,000	\$1,000
Audit	\$2,220		\$2,220	\$2,200
<b>Operations &amp; Maintenance</b>				
Travel	\$1,000	\$230	\$1,000	\$1,000
Training	\$1,500	\$489	\$1,500	\$1,500
Subscriptions	\$200		\$200	\$200
Memberships	\$525	\$339	\$525	\$525
PR, Advertising & Elections	\$50	\$174	\$50	\$50
Telecommunications	\$3,325	\$2,153	\$3,325	\$3,325
Materials	\$2,000	\$2,213	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$5,000	\$3,645	\$5,000	\$5,000
Repairs & Maintenance	\$4,950	\$4,334	\$4,950	\$4,950
Office Supplies	\$2,450	\$788	\$2,450	\$2,450
Rent & Facility Exp	\$55,000	\$37,542	\$70,000	\$55,000
Insurance	\$1,700		\$1,700	\$1,700
Permits & Fees				
Utilities	\$118,500	\$91,875	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$4,750	\$2,182	\$4,750	\$4,750
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,650	\$8,155	\$6,500	\$6,500
<b>Total Expenditures</b>	<b>\$304,996</b>	<b>\$225,254</b>	<b>\$329,846</b>	<b>\$318,597</b>

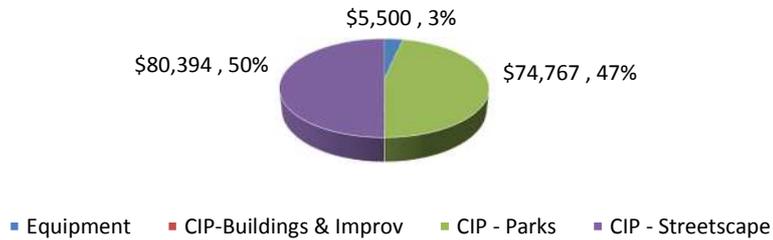


FY 2014/2015 L&L 8 Operations & Maintenance Budget  
Total Expenditures \$330K



L&L 8 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Equipment	\$5,500	\$3,390	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$12,247	\$2,500	\$2,500
Streetscapes	\$80,394	\$1,932	\$2,500	\$2,500
<b>Total Revenue</b>	<b>\$160,661</b>	<b>\$17,569</b>	<b>\$7,500</b>	<b>\$7,500</b>

FY 2014/2015 L&L 8 Capital Improvement Budget  
Total Expenditures \$160K



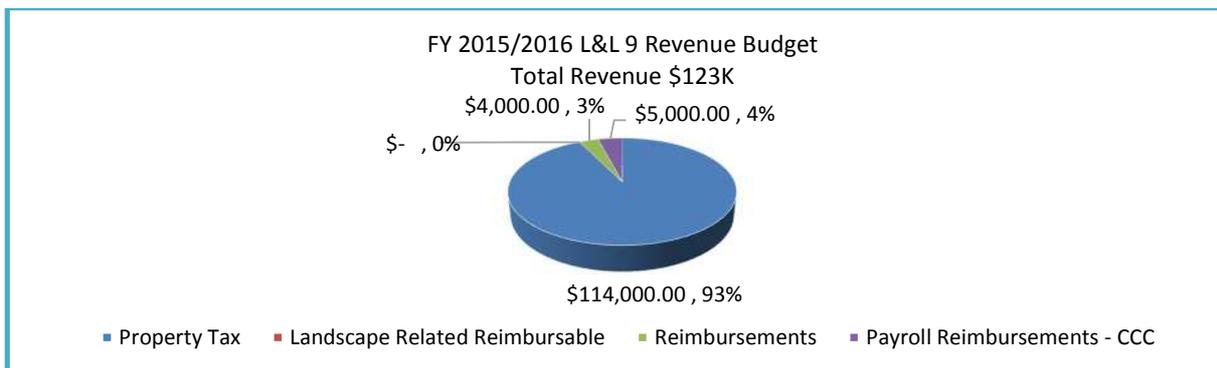
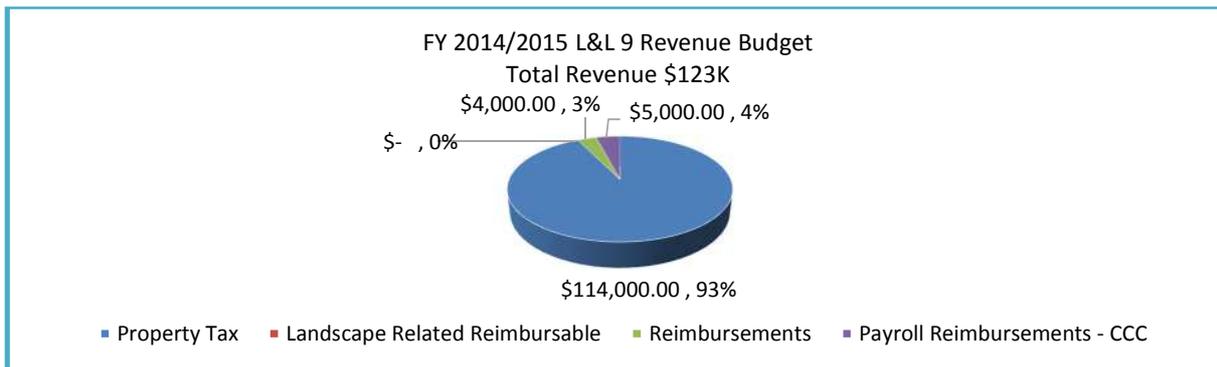
FY 2015/2016 L&L 8 Capital Improvement Budget  
Total Expenditures \$7.5K



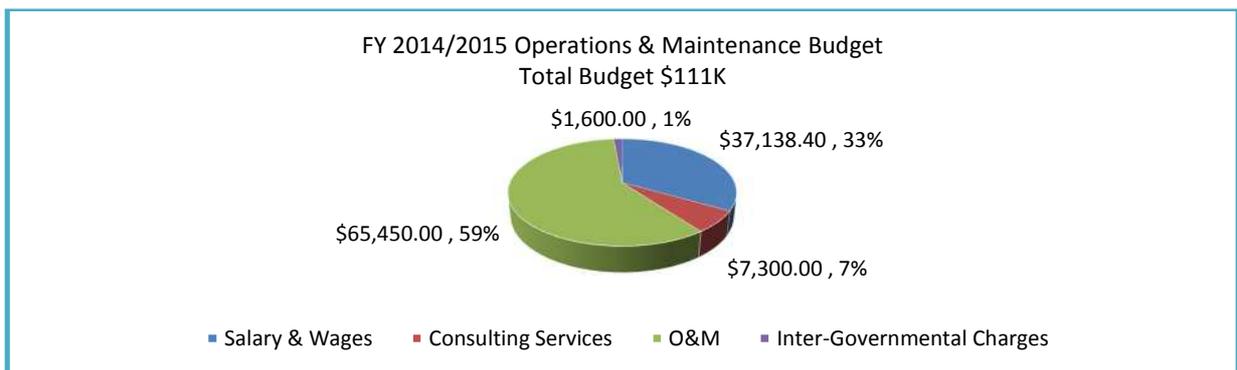
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting & Landscape Zone 9 Revenue, Expenditure  
 and Capital Improvement Budget**

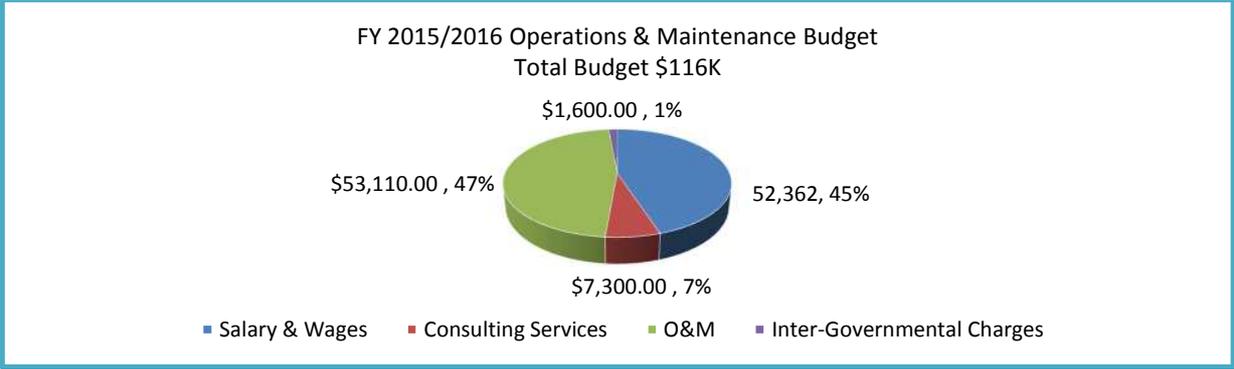


L&L 9 Revenue	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Property Tax	\$114,000	\$62,100	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements	\$4,000	\$719	\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$123,000</b>	<b>\$62,819</b>	<b>\$123,000</b>	<b>\$123,000</b>

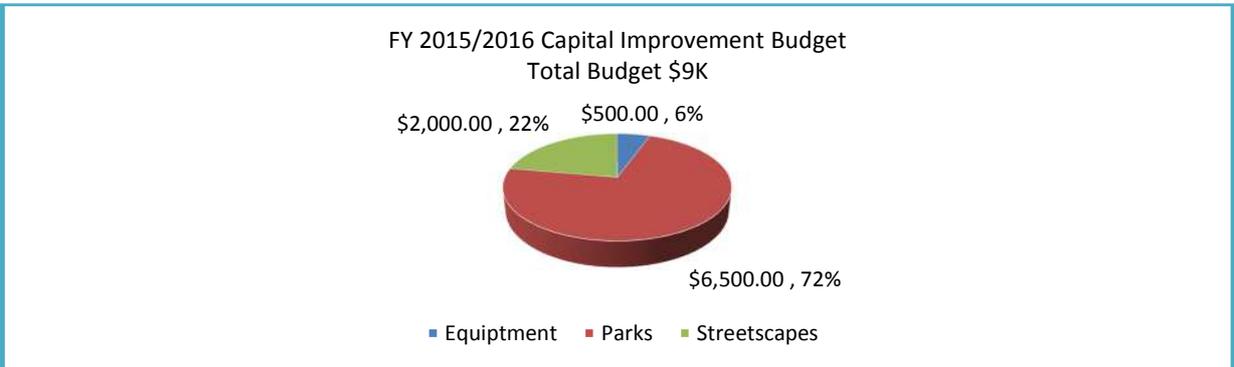
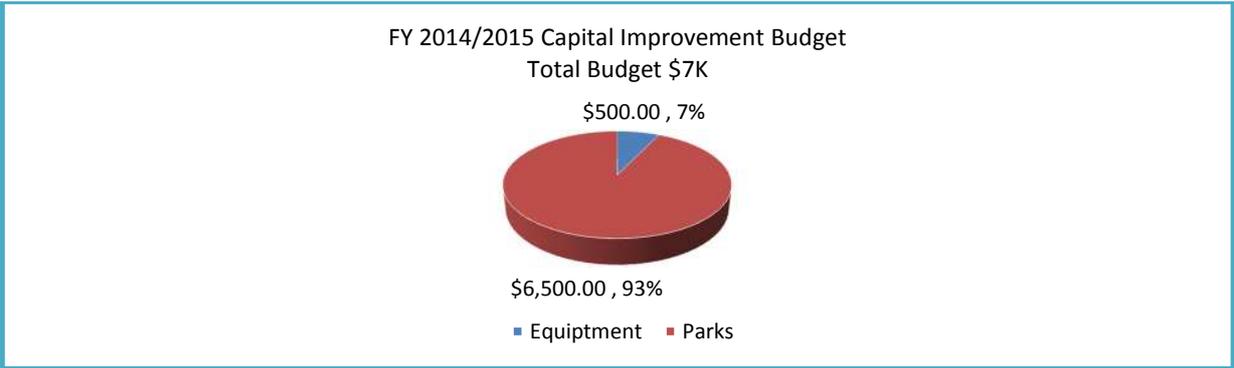


L&L 9 Expenditures	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$33,424	\$9,954	\$47,308	\$47,308
Employer Taxes	\$3,713		\$5,054	\$5,054
Temp Employees				
<b>Consulting</b>				
Consulting Services	\$4,100		\$4,100	\$4,100
Legal	\$1,000	\$193	\$1,000	\$1,000
Audit	\$2,200		\$2,200	\$2,220
<b>Operations &amp; Maintenance</b>				
Travel	\$500	\$65	\$500	\$500
Training	\$300	\$54	\$300	\$300
Subscriptions	\$200		\$200	\$200
Memberships	\$240	\$369	\$240	\$400
PR, Advertising & Elections	\$60	\$127	\$60	\$60
Telecommunications	\$2,450	\$2,235	\$2,450	\$2,450
Materials	\$1,700	\$1,015	\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$3,250	\$2,783	\$3,250	\$3,250
Repairs & Maintenance	\$3,200	\$2,778	\$3,200	\$3,200
Office Supplies	\$1,550	\$408	\$1,550	\$1,550
Rent & Facility Exp	\$28,350	\$25,527	\$15,850	\$15,850
Insurance	\$1,200		\$1,200	\$1,200
Permits & Fees				
Utilities	\$21,450	\$18,746	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$1,000	\$1,060	\$1,000	\$1,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,600	\$425	\$1,600	\$1,600
<b>Total Expenditures</b>	<b>\$111,487</b>	<b>\$65,739</b>	<b>\$114,212</b>	<b>\$116,264</b>





L&L 9 Capital Improvement	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Buildings & Improvements		\$4,007		
Equipment	\$500	\$137	\$500	\$500
Parks	\$6,500	\$5,051	\$6,500	\$6,500
Streetscapes		\$1,923	\$2,000	\$2,000
<b>CIP Total</b>	<b>\$7,000</b>	<b>\$11,118</b>	<b>\$9,000</b>	<b>\$9,000</b>





***Town of Discovery Bay Community Services District  
Contra Costa County, California  
Recreation & Community Center***



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The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

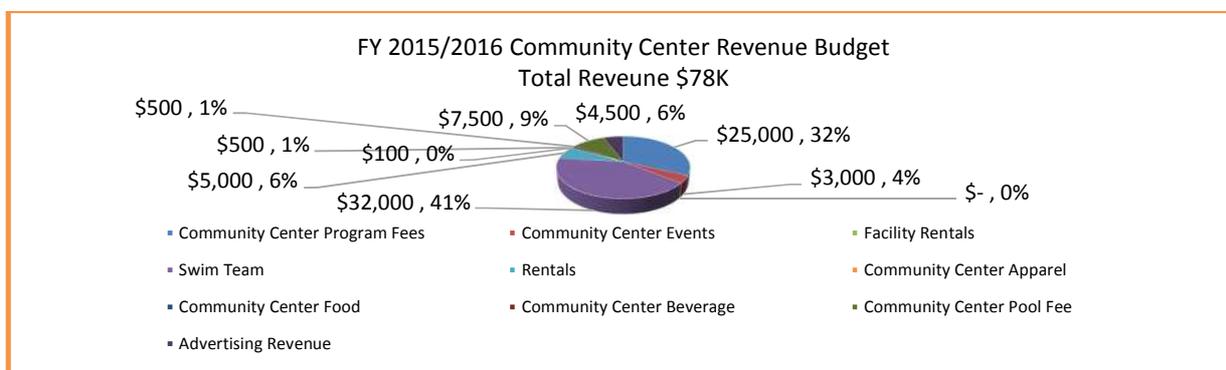
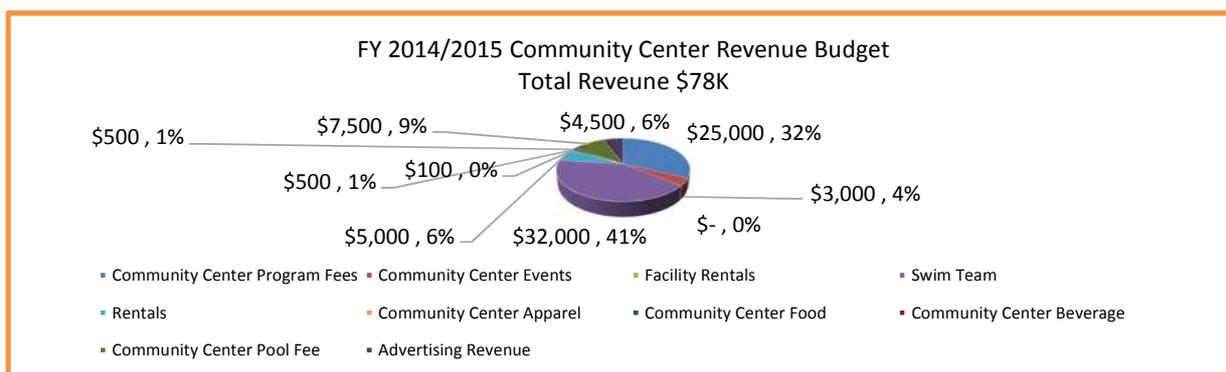
The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court tennis center, and a 110,000 gallon swimming pool. Additional amenities include lush landscaping as well as bbq and picnic areas. In Feb of 2013 the Town transitioned the prior athletic club operation into the Community Center and operated the facility through June 30, 2013 in that capacity. The Community Center Committee was formed to help identify programs, hours of operations of the different facilities, and budgetary considerations moving forward.

The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 15/16 the Operations and Maintenance (O&M) program has a proposed spending plan of \$302,608. There are no planned CIP projects for FY 15/16.

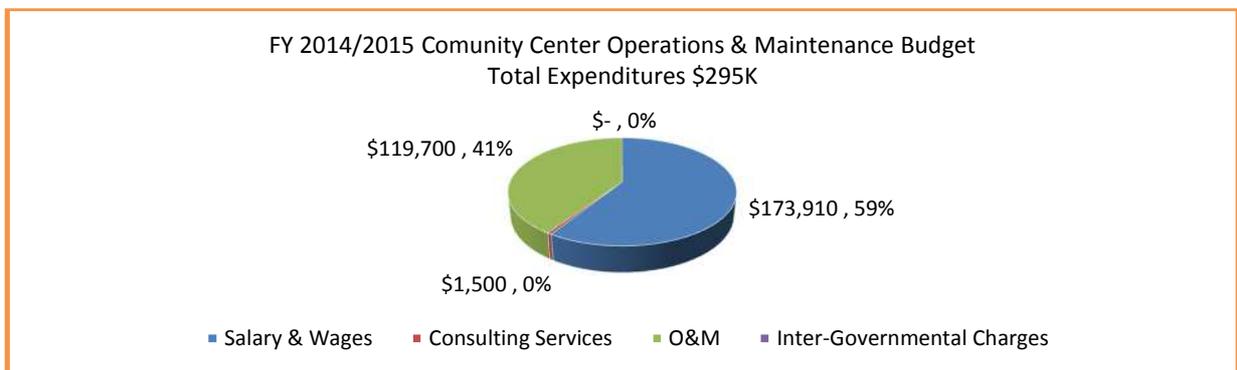
**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Recreation & Community Center Revenue, Operations  
 & Maintenance and Capital Improvement Budget**



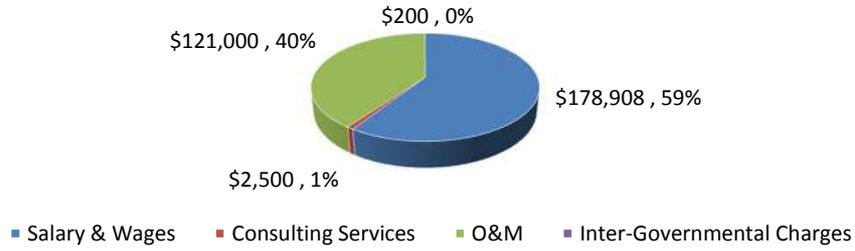
Community Center Revenue	FY 13/14 Budget	FY 13/14 Actuals as of March 2015	FY 15/16 Budget	FY 15/16 Budget
Program Fees	\$25,000		\$25,000	\$25,000
Events	\$3,000		\$3,000	\$3,000
Swim Team	\$32,000		\$32,000	\$32,000
Rentals	\$5,000		\$5,000	\$5,000
Apparel	\$100		\$100	\$100
Food	\$500		\$500	\$500
Beverage	\$500		\$500	\$500
Pool Fee	\$7,500		\$7,500	\$7,500
Advertising	\$4,500		\$4,500	\$4,500
<b>Total Revenue</b>	<b>\$78,100</b>	<b>\$69,887</b>	<b>\$78,100</b>	<b>\$78,100</b>



Community Center Expenses	FY 13/14 Budget	FY 13/14 Actuals as of March 2015	FY 15/16 Budget	FY 15/16 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes	\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,500	\$1,560	\$1,500	\$1,500
Audit			\$1,000	\$1,000
<b>Operations &amp; Maintenance</b>				
Travel	\$700	\$379	\$700	\$700
Training	\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions	\$300	\$305	\$300	\$300
Memberships				
Events		\$2,485		
PR, Advertising & Elections	\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications	\$3,700	\$2,377	\$3,700	\$3,700
Materials		\$514		
Automotive Fuel, Supplies & Repairs	\$100	\$383	\$100	\$100
Repairs & Maintenance	\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies	\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp	\$9,000	\$14,365	\$9,000	\$9,000
Insurance	\$4,500		\$4,500	\$4,500
Permits & Fees	\$2,000	\$730	\$2,000	\$2,000
Utilities	\$35,000	\$22,079	\$35,000	\$35,000
Chemicals	\$3,000	\$2,773	\$3,000	\$3,000
Freight				
Other	\$6,800	\$8,125	\$6,800	\$6,800
Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges			\$200	\$200
<b>Total Expenditures</b>	<b>\$295,108</b>	<b>\$166,942</b>	<b>\$302,608</b>	<b>\$302,608</b>

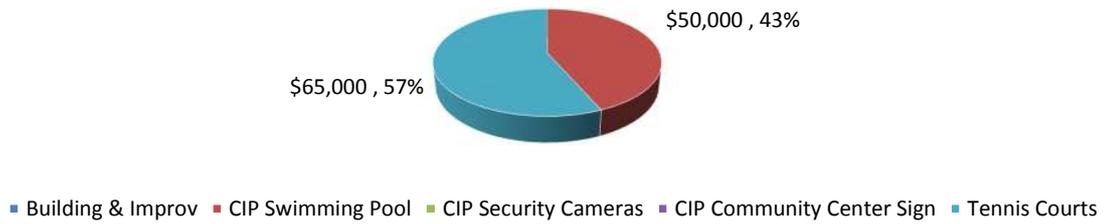


FY 2015/2016 Community Center Operations & Maintenance Budget  
Total Expenditures \$303K



Community Center CIP	FY 13/14 Budget	FY 13/14 Actuals as of March 2015	FY 15/16 Budget	FY 15/16 Budget
Building & Improvements	\$115,000	\$148,703	N/A	N/A
<b>Total CIP</b>	<b>\$115,000</b>	<b>\$148,703</b>	<b>N/A</b>	<b>N/A</b>

FY 2013/2014 Community Center Capital Improvement Budget  
Total Expenditures \$115K





## All in One Place

- ❖ Revenue Budget
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Operating & Maintenance Budget
- ❖ Lighting & Landscaping Capital Improvement Budget
- ❖ Recreation Operating & Maintenance Budget and Capital Improvement Budget

**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Revenues – “Where the money comes from”**



The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections			As of March 2015		
Fiscal Year	2013/2014	2014/2015	2014/2015	2015/2016	2016/2017
Account Description	Actuals	Budget	Actuals	Proposed Budget	Proposed Budget
Water Revenue	\$2,262,291	\$1,858,240	\$895,330	\$1,932,570	\$2,009,873
Wastewater Revenue	\$3,393,436	\$3,799,884	\$2,109,006	\$3,951,879	\$4,109,994
Metered Water Rev.	\$1,000,444	\$975,000	\$500,757	\$760,500	\$800,000
Meter Sewer Rev.	\$130,041	\$125,000	\$74,093	\$130,000	130,000
Meter Charge	\$20,587	\$258,960	\$138,956	\$225,000	\$225,000
Sewer/Water Permit	\$56,412	\$25,000		\$25,000	\$13,000
Sewer/Water Inspection Fee	\$57,320	\$20,000	\$25,920	\$20,000	\$10,000
Sewer Capacity Fee	\$272,323	\$150,000	\$235,150	\$160,000	\$80,000
Water Capacity Fee	\$37,539	\$50,000	\$28,610	\$40,000	\$20,000
Connection Fee			\$16,200	\$10,000	\$10,000
Misc. Reimbursements	\$45,968	\$10,500	\$7,934	\$10,500	\$10,500
Misc. Receivables	\$122,200	\$2,109	\$82,279	\$2,200	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$213,561	\$415,443	\$216,423	\$432,000	\$432,000
L&L Reimbursement	\$282,610	\$225,000	\$176,925	\$250,000	\$250,000
TODB Sponsored Event	\$2,500				
Proceeds From Bond Financing	\$5,236,978	\$4,160,882	\$5,457,278	\$2,004,000	
Grant		\$200,000			
Developer Deposit Holding Account	\$76,005	\$300,000			
Borrowed Reserves					
Infrastructure Facilities & Vehicle Replacement Fund		\$65,000			
Infrastructure Sewer Replacement Fund		\$80,000			
Infrastructure Pumps Replacement Fund		\$50,000			
Carry-Over/Re-Budgeted		\$100,000			
<b>Grand Total Revenue</b>	<b>\$13,209,215</b>	<b>\$12,871,018</b>	<b>\$9,964,861</b>	<b>\$9,953,649</b>	<b>\$8,102,567</b>

**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Operating & Capital Reserves**



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

<b>Reserves</b>	<b>FY 13/14</b>	<b>FY 14/15 Actual as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Water & Wastewater Reserves	\$4,098,213	\$4,180,000	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$550,000	\$750,000	\$950,000	\$1,150,000
Pumps/Motors Replacement Fund	\$140,000	\$190,000	\$240,000	\$290,000
Water Infrastructure Replacement Fund	\$500,000*	\$659,143*	\$859,143	\$1,059,143
Generators Replacement Fund	\$25,000	\$50,000	\$75,000	\$100,000
Facilities & Vehicles Replacement Fund	\$180,000*	\$230,000	\$280,000	\$330,000
Draw Down*	(\$35,527)	(\$40,856.76)		
<b>Reserves Total</b>	<b>\$4,098,213</b>	<b>\$4,180,213</b>	<b>\$4,180,213</b>	<b>\$4,180,213</b>
<b>Infrastructure Replacement Total</b>	<b>\$1,358,473</b>	<b>\$1,879,143</b>	<b>\$2,404,143</b>	<b>\$2,929,143</b>
<b>Total Reserves</b>	<b>\$5,456,686</b>	<b>\$6,059,356</b>	<b>\$6,584,356</b>	<b>\$7,109,356</b>

\*Reserve Draw-Down Detail FY 14/15

\*Water Infrastructure Replacement – National Water Meter for Orion meter readers, BOD approved Feb 2015 \$40,856.76.

**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Operations and Maintenance Budget**



The Operations and Maintenance Budget for the Fiscal Year 2015/16 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 15/16 the O&M budget remains essentially the same as FY 14/15. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,161,243 in FY 15/16 and \$6,179,370 in FY 16/17 for a total of \$12,340,613 over two years. This represents an increase of \$67,206 or 1% over FY 14/15. Increases to the O&M program are evident in the Salary & Wages as well as Group Insurance, where an increase is needed as insurance costs continue to increase year over year.

Water & Wastewater	FY 14/15 Budget	FY 15/16 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
Personnel	\$957,950	\$815,300	\$1,120,743	\$1,172,140
Operation & Maintenance	\$5,136,087	\$3,378,218	\$5,040,500	\$5,007,230
<b>Total</b>	<b>\$6,094,037</b>	<b>\$4,193,518</b>	<b>\$6,161,243</b>	<b>\$6,179,370</b>

Operations & Maintenance	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 15/16 Budget	FY 16/17 Budget
<b>Total Budget</b>	<b>\$6,094,037</b>	<b>\$4,193,518</b>	<b>\$6,161,243</b>	<b>\$6,179,370</b>

Administration Division	FY 14/15 Budget	FY 14/15 Actuals as of March 2015	FY 14/15 Budget	FY 15/16 Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$373,899	\$21,076	\$388,000	\$388,000
Employer Taxes	\$41,544	\$2,187	\$38,000	\$38,000
Overtime				
<b>Operation &amp; Maintenance</b>				
Landscape Related Reimbursable	\$225,000	\$184,214	\$250,000	\$250,000
<b>General Fund Total</b>	<b>\$640,443</b>	<b>\$207,477</b>	<b>\$676,000</b>	<b>\$676,000</b>

<b>Water Division</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$193,503	\$239,774	\$302,000	\$314,000
Employer Taxes	\$21,500	\$20,251	\$21,000	\$22,000
Overtime	\$2,000		\$2,000	\$2,000
Group Insurance	\$15,240	\$40,524	\$15,697	\$36,000
Worker's Comp	\$20,000	\$720	\$20,600	\$20,600
457 B Plan	\$12,000	\$8,280	\$12,360	\$13,000
Reimbursement of Wages		\$17,006		
Reimbursement of ER Taxes		\$1,338		
Temp Employees	\$3,360		\$15,000	\$3,600
<b>Board of Directors</b>				
Compensation	\$16,560	\$7,490	\$16,560	16,560
Travel	\$2,400	\$759	\$2,400	\$2,400
Trainings, Meetings	\$800	\$575	\$800	\$800
<b>Consulting Services</b>				
Consulting Services	\$153,320	\$54,161	\$100,000	\$100,000
Waste Water Service Contract	\$489,430	\$365,454	\$508,000	\$525,000
Preventative & Corrective	\$42,800	\$19,384	\$42,800	\$42,800
P&C Large Replacement	\$40,000		\$40,000	\$40,000
Legal	\$62,000	\$30,827	\$62,000	\$62,000
Audit Services	\$12,400	\$9,000	\$12,800	\$12,800
Contract Mailing	\$15,000	\$9,476	\$15,000	\$15,000
<b>Operations &amp; Maintenance</b>				
Travel	\$2,000	\$4,036	\$3,200	\$3,200
Training	\$2,800	\$2,776	\$2,800	\$2,800
Subscriptions	\$1,060	\$25	\$1,060	\$1,060
Memberships	\$7,200	\$3,935	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$708	\$2,400	\$2,400
PR, Advertising & Elections	\$7,800	\$13,505	\$6,800	\$11,600
Telecommunications	\$9,480	\$7,479	\$12,280	\$12,280
Materials	\$1,880	\$5,490	\$3,280	\$3,280
Automotive Fuel, Supplies & Repairs	\$12,400	\$7,302	\$12,400	\$12,400
Repairs & Maintenance	\$251,600	\$354,197	\$402,720	\$391,600
Water Meter & Registers		\$28,520	\$25,000	\$25,000
Office Supplies	\$4,600	\$5,683	\$5,400	\$5,400
Rent & Facility Expense	\$13,800	\$10,157	\$7,800	\$7,800
Insurance	\$30,000	\$186	\$31,388	\$34,000
Permits & Fees	\$16,000	\$13,869	\$18,000	\$18,000
Utilities	\$310,000	\$274,322	\$320,000	\$320,000
Chemicals	\$30,000	\$8,910	\$20,000	\$20,000
Freight	\$1,320	\$9	\$1,120	\$1,120
Other	\$137,263	\$85,344	\$107,600	\$107,600
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$11,014	\$10,309	\$15,840	\$15,840
<b>Water Fund Total</b>	<b>\$1,954,930</b>	<b>\$1,661,781</b>	<b>\$2,195,305</b>	<b>\$2,231,140</b>

<b>Wastewater Division</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$290,245	\$189,273	\$201,000	\$209,000
Employer Taxes	\$32,250	\$15,844	\$15,000	\$15,000
Overtime	\$3,000		\$3,000	\$3,000
Group Insurance	\$22,860	\$61,639	\$23,546	\$54,000
Worker's Comp	\$30,000	\$1,080	\$30,000	\$30,000
457 B Plan	\$18,000	\$11,706	\$18,540	\$18,540
Reimbursement of Wages		\$167,194		
Reimbursement of ER Taxes		\$17,410		
Temp Employees	\$5,040		\$15,000	\$5,400
<b>Board of Directors</b>				
Compensation	\$24,840	\$11,235	\$24,840	\$24,840
Travel	\$3,600	\$1,298	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$863	\$1,200	\$1,200
<b>Consulting Services</b>				
Consulting Services	\$229,980	\$173,714	\$163,500	\$163,500
Waste Water Service Contract	\$734,145	\$548,181	\$762,000	\$785,000
Preventative & Corrective	\$64,200	\$33,674	\$64,200	\$64,200
P&C Large Replacement	\$60,000	\$29,820	\$85,000	\$60,000
Legal	\$93,000	\$50,088	\$93,000	\$93,000
Audit Services	\$18,600	\$9,000	\$19,200	\$19,200
Contract Mailing				
<b>Operations &amp; Maintenance</b>				
Travel	\$3,000	\$5,348	\$4,800	\$4,800
Training	\$4,200	\$2,708	\$4,200	\$4,200
Subscriptions	\$1,590	\$38	\$1,590	\$1,590
Memberships	\$10,800	\$5,259	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$1,061	\$3,600	\$3,600
PR, Advertising & Elections	\$11,700	\$20,257	\$10,200	\$17,400
Telecommunications	\$14,220	\$11,669	\$19,700	\$19,700
Materials	\$2,820	\$4,266	\$5,820	\$5,820
Automotive Fuel, Supplies & Repairs	\$18,600	\$13,877	\$17,600	\$17,600
Repairs & Maintenance	\$382,400	\$80,808	\$285,880	\$259,600
Office Supplies	\$6,900	\$9,013	\$8,100	\$8,100
Rent & Facility Expense	\$20,700	\$24,509	\$11,700	\$11,700
Insurance	\$45,000	\$279	\$47,082	\$47,100
Permits & Fees	\$49,000	\$27,251	\$49,000	\$49,000
Utilities	\$465,000	\$228,489	\$484,000	\$484,000
Chemicals	\$20,000	\$14,662	\$20,000	\$20,000
Freight	\$1,980	\$295	\$1,480	\$1,480
Other	\$789,674	\$512,679	\$754,400	\$750,400
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$16,520	\$33,592	\$27,860	\$27,860
<b>Wastewater Fund Total</b>	<b>\$3,498,664</b>	<b>\$2,318,079</b>	<b>\$3,290,438</b>	<b>\$3,294,230</b>

As of Feb. 2015

Department	Title	Project #	Project Name	6/30/2015	Adopted 2014/2015 Budget	2014/2015 Budget + Changes	2014/2015 Actuals	2015/2016 Budget	2016/2017 Budget	2017/2018 Budget	2018/2019 Budget	2019/2020 Budget
2021-1100	Equipment	107	Portable Light Trailer					\$ 15,000.00				
2021-1120	Vehicles	20	Vehicle Purchases		\$ 40,000.00	\$ 40,000.00						
2021-1150	CIP Building & Improvements	73	Vehicle Storage Facility		\$ 150,000.00			\$ 200,000.00				
2021-1150	CIP Building & Improvements	75	District Offices					\$ 150,000.00	\$ 2,400,000.00			
20-1150	CIP Building & Improvements	74	Reclaimed Water Project		\$ 200,000.00	\$ 115,000.00	\$ 46,030.81					
20-1150	CIP Building & Improvements	82	Well #2 Building Roof & Structures Repl. & Repairs		\$ 25,000.00	\$ 25,000.00	\$ 4,500.00					
20-1160	CIP Water	51	Well 7		\$ 627,300.00	\$ 877,300.00	\$ 1,015,693.87					
20-1160	CIP Water	52	Well 8					\$ 170,000.00	\$ 1,530,000.00			
20-1160	CIP Water	54	Treatment Filter Unit at Willow LK WTP - media etc.		\$ 20,720.00			\$ 259,000.00				
20-1160	CIP Water	55	New Backwash Tank at Willow LK WTP piping mod & lg					\$ 28,800.00	\$ 331,200.00			
20-1160	CIP Water	56	New Backwash Tank at Willow LK WTP 3 pumps, pp...						\$ 72,000.00			\$ 28,800.00
20-1160	CIP Water	57	Recycle Pump Upgrade Newport									
20-1160	CIP Water	105	Storm Drain repairs at Newport WTP		\$ 250,000.00			\$ 250,000.00	\$ 750,000.00			\$ 750,000.00
20-1170	Structures & Improvements WW	60	Replace 6-in mainline w/ new 14-in C605- w/low lk					\$ 86,400.00	\$ 993,600.00			
20-1170	Structures & Improvements WW	61	New Water Storage Tank - Newport WTP									
21-1100	Equipment	102	Floating dredge-hose									
21-1155	CIP Wastewater	5	Secondary Effluent Pump Station Modifications		\$ 37,500.00	\$ 37,500.00						
21-1155	CIP Wastewater	6	Secondary Effluent-Equiplization		\$ 66,380.00							
21-1155	CIP Wastewater	7	Effluent Filtration		\$ 290,490.00	\$ 290,490.00						
21-1155	CIP Wastewater	10	Upgrade UV Disinfection									
21-1155	CIP Wastewater	12	AGI Pump to Export Pump Station									
21-1155	CIP Wastewater	15	Annual LUIS/Sluon Improvements		\$ 370,000.00	\$ 288,943.00	\$ 417,450.00					
21-1155	CIP Wastewater	16	Annual SCA/DA Improvements		\$ 350,000.00	\$ 370,000.00	\$ 2,400.00					\$ 250,000.00
21-1155	CIP Wastewater	87	Desludging Project					\$ 20,000.00	\$ 20,000.00			\$ 20,000.00
21-1155	CIP Wastewater	104	Sheet coating of plant 1 and portion of Channel Rd					\$ 20,000.00	\$ 20,000.00			\$ 6,750,000.00
21-1170	Structures & Improvements WW	4	Splitter Box, Ox Ditch, Clarifier, RAS pumps, at P2		\$ 3,006,000.00	\$ 3,091,000.00	\$ 3,915,861.77					
21-1170	Structures & Improvements WW	40	Annual Rehab Manholes		\$ 18,000.00	\$ 18,000.00	\$ 21,596.25					\$ 20,000.00
21-1170	Structures & Improvements WW	41	Annual Raise Manholes		\$ 10,000.00	\$ 10,000.00	\$ 9,800.00					\$ 10,000.00
21-1170	Structures & Improvements WW	71	Upgrade Ox Ditch 1						\$ 50,000.00			
21-1170	Structures & Improvements WW	72	Upgrade Ox Ditch 2		\$ 50,000.00	\$ 50,000.00						
21-1170	Structures & Improvements WW	77	Plant 1 RAS Pumpstation Control Panel		\$ 30,000.00	\$ 30,000.00						
21-1170	Structures & Improvements WW	83	Valve Replacement Project		\$ 30,000.00	\$ 30,000.00						
21-1170	Structures & Improvements WW	84	Monitoring Well WWTP#2		\$ 30,000.00	\$ 30,000.00	\$ 6,801.85					
21-1170	Structures & Improvements WW	85	Sandblast & Epoxy Clarifier #1 WWTP#1									
21-1170	Structures & Improvements WW	100	Replace older control blowers at headwork (both plants)			\$ 30,000.00						
21-1170	Structures & Improvements WW	101	Plant 1 Headwork cleaning, repairs & coating									
21-1170	Structures & Improvements WW	103	Rehab transfer stations plant 1&2									
2021-1100	Equipment	39	Security Camera's									
21-1155	CIP Wastewater	26	Fiber to Plant 1				\$ 28,515.45					
21-1170	Structures & Improvements WW	1	Influent Pump Stations Modifications				\$ 11,206.84					
21-1170	Structures & Improvements WW	2	Re-Activate Pump Station W									
21-1170	Structures & Improvements WW	3	Emergency Storage Facilities		\$ 114,210.00	\$ 114,210.00						
21-1170	Structures & Improvements WW	<b>CMB PROJECT 1,2,3</b>										
21-1170	Structures & Improvements WW	13	Solids Improvements, phase 1: New Solar Dryers & 2				\$ 233,348.50					
21-1170	Structures & Improvements WW	14	Solids Improvements, Phase 2: One New Solar Dryer									
21-1170	Structures & Improvements WW	<b>CMB PROJECT 13,14</b>										
21-1170	Structures & Improvements WW	62	Lift Station F Rehab		\$ 412,372.00	\$ 413,372.00	\$ 32,683.55					
21-1170	Structures & Improvements WW	84	Monitoring Well WWTP#2			\$ 30,000.00	\$ 259,790.11					
2021-1180	Infrastructure Replacement Funds	47	Sewer Infrastructure Replacement Program		\$ 200,000.00	\$ 200,000.00	\$ 200,000.00					\$ 200,000.00
2021-1180	Infrastructure Replacement Funds	48	Pumps/Motors Replacement Fund Program		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00					\$ 50,000.00
2021-1180	Infrastructure Replacement Funds	49	Water Infrastructure Replacement Program		\$ 200,000.00	\$ 200,000.00	\$ 160,000.00					\$ 200,000.00
2021-1180	Infrastructure Replacement Funds	50	Facilities & Vehicles Replacement Fund		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00					\$ 50,000.00
2021-1180	Infrastructure Replacement Funds	67	Generators Program		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00
				\$ 10,890,740.00	\$ 4,167,200.00	\$ 4,599,800.00	\$ 1,701,800.00	\$ 1,701,800.00	\$ 1,701,800.00	\$ 1,701,800.00	\$ 1,701,800.00	\$ 7,675,000.00

**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Lighting and Landscape**



<b>L&amp;L 8 Revenue</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Property Tax	\$478,000	\$287,982	\$478,000	\$478,000
Grant	\$65,000			
Landscape Related Reimbursable	\$6,000		\$6,000	\$6,000
Reimbursements	\$50,000	\$790		
Payroll Reimbursable	\$8,206		\$8,207	\$8,207
<b>Total Revenue</b>	<b>\$607,206</b>	<b>\$288,772</b>	<b>\$492,007</b>	<b>\$492,207</b>

<b>L&amp;L 8 Expenditures</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$89,259	\$62,997	\$94,259	\$98,030
Employer Taxes	\$9,917	\$6,000	\$9,917	\$9,917
Reimbursement of Wages				
Reimbursement of ER Taxes		\$1,324		
Temp Employees				
<b>Consulting</b>				
Consulting Services				
Legal	\$1,000	\$839	\$1,000	\$1,000
Audit	\$2,220		\$2,220	\$2,200
<b>Operations &amp; Maintenance</b>				
Travel	\$1,000	\$230	\$1,000	\$1,000
Training	\$1,500	\$489	\$1,500	\$1,500
Subscriptions	\$200		\$200	\$200
Memberships	\$525	\$339	\$525	\$525
PR, Advertising & Elections	\$50	\$174	\$50	\$50
Telecommunications	\$3,325	\$2,153	\$3,325	\$3,325
Materials	\$2,000	\$2,213	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$5,000	\$3,645	\$5,000	\$5,000
Repairs & Maintenance	\$4,950	\$4,334	\$4,950	\$4,950
Office Supplies	\$2,450	\$788	\$2,450	\$2,450
Rent & Facility Exp	\$55,000	\$37,542	\$70,000	\$55,000
Insurance	\$1,700		\$1,700	\$1,700
Permits & Fees				
Utilities	\$118,500	\$91,875	\$118,500	\$118,500
Chemicals				
Freight				

Other	\$4,750	\$2,182	\$4,750	\$4,750
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,650	\$8,155	\$6,500	\$6,500
<b>Total Expenditures</b>	<b>\$304,996</b>	<b>\$225,254</b>	<b>\$329,846</b>	<b>\$318,597</b>

<b>L&amp;L 8 Capital Improvement</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Equipment	\$5,500	\$3,390	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$12,247	\$2,500	\$2,500
Streetscapes	\$80,394	\$1,932	\$2,500	\$2,500
<b>Total Revenue</b>	<b>\$160,661</b>	<b>\$17,569</b>	<b>\$7,500</b>	<b>\$7,500</b>



**Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Lighting & Landscape Zone 9 Revenue, Expenditure  
 and Capital Improvement Budget**

<b>L&amp;L 9 Revenue</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Property Tax	\$114,000	\$62,100	\$114,000	\$114,000
Landscape Related Reimbursements				
Reimbursements	\$4,000	\$719	\$4,000	\$4,000
Payroll reimbursements	\$5,000		\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$123,000</b>	<b>\$62,819</b>	<b>\$123,000</b>	<b>\$123,000</b>

<b>L&amp;L 9 Expenditures</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$33,424	\$9,954	\$47,308	\$47,308
Employer Taxes	\$3,713		\$5,054	\$5,054
Temp Employees				
<b>Consulting</b>				
Consulting Services	\$4,100		\$4,100	\$4,100
Legal	\$1,000	\$193	\$1,000	\$1,000
Audit	\$2,200		\$2,200	\$2,220
<b>Operations &amp; Maintenance</b>				
Travel	\$500	\$65	\$500	\$500
Training	\$300	\$54	\$300	\$300
Subscriptions	\$200		\$200	\$200
Memberships	\$240	\$369	\$240	\$400
PR, Advertising & Elections	\$60	\$127	\$60	\$60
Telecommunications	\$2,450	\$2,235	\$2,450	\$2,450
Materials	\$1,700	\$1,015	\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$3,250	\$2,783	\$3,250	\$3,250
Repairs & Maintenance	\$3,200	\$2,778	\$3,200	\$3,200
Office Supplies	\$1,550	\$408	\$1,550	\$1,550
Rent & Facility Exp	\$28,350	\$25,527	\$15,850	\$15,850
Insurance	\$1,200		\$1,200	\$1,200
Permits & Fees				
Utilities	\$21,450	\$18,746	\$21,450	\$21,450
Chemicals				

Freight				
Other	\$1,000	\$1,060	\$1,000	\$1,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,600	\$425	\$1,600	\$1,600
<b>Total Expenditures</b>	<b>\$111,487</b>	<b>\$65,739</b>	<b>\$114,212</b>	<b>\$116,264</b>

<b>L&amp;L 9 Capital Improvement</b>	<b>FY 14/15 Budget</b>	<b>FY 14/15 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 16/17 Budget</b>
Buildings & Improvements		\$4,007		
Equipment	\$500	\$137	\$500	\$500
Parks	\$6,500	\$5,051	\$6,500	\$6,500
Streetscapes		\$1,923	\$2,000	\$2,000
<b>CIP Total</b>	<b>\$7,000</b>	<b>\$11,118</b>	<b>\$9,000</b>	<b>\$9,000</b>

**Town of Discovery Bay Community Services District**  
**Contra Costa County, California**  
**Recreation & Community Center**



<b>Community Revenue</b>	<b>Center</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Budget</b>
Program Fees		\$25,000		\$25,000	\$25,000
Events		\$3,000		\$3,000	\$3,000
Swim Team		\$32,000		\$32,000	\$32,000
Rentals		\$5,000		\$5,000	\$5,000
Apparel		\$100		\$100	\$100
Food		\$500		\$500	\$500
Beverage		\$500		\$500	\$500
Pool Fee		\$7,500		\$7,500	\$7,500
Advertising		\$4,500		\$4,500	\$4,500
<b>Total Revenue</b>		<b>\$78,100</b>	<b>\$69,887</b>	<b>\$78,100</b>	<b>\$78,100</b>

<b>Community Expenses</b>	<b>Center</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Budget</b>
<b>Salary &amp; Wages</b>					
Salary & Wages		\$156,518	\$62,997	\$161,518	\$161,518
Employer Taxes		\$17,390	\$6,000	\$17,390	\$17,390
Temp Employees					
<b>Consulting</b>					
Consulting Services					
Legal		\$1,500	\$1,560	\$1,500	\$1,500
Audit				\$1,000	\$1,000
<b>Operations &amp; Maintenance</b>					
Travel		\$700	\$379	\$700	\$700
Training		\$1,500	\$1,039	\$1,500	\$1,500
Subscriptions		\$300	\$305	\$300	\$300
Memberships					
Events			\$2,485		
PR, Advertising & Elections		\$9,000	\$6,568	\$9,000	\$9,000
Telecommunications		\$3,700	\$2,377	\$3,700	\$3,700
Materials			\$514		
Automotive Fuel, Supplies & Repairs		\$100	\$383	\$100	\$100
Repairs & Maintenance		\$11,900	\$6,706	\$11,900	\$11,900
Office Supplies		\$3,000	\$1,989	\$4,500	\$4,500
Rent & Facility Exp		\$9,000	\$14,365	\$9,000	\$9,000
Insurance		\$4,500		\$4,500	\$4,500
Permits & Fees		\$2,000	\$730	\$2,000	\$2,000
Utilities		\$35,000	\$22,079	\$35,000	\$35,000
Chemicals		\$3,000	\$2,773	\$3,000	\$3,000
Freight					
Other		\$6,800	\$8,125	\$6,800	\$6,800

Community Center Exp	\$29,200	\$25,566	\$29,000	\$29,00
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges			\$200	\$200
<b>Total Expenditures</b>	<b>\$295,108</b>	<b>\$166,942</b>	<b>\$302,608</b>	<b>\$302,608</b>

Community Center CIP	<b>FY 13/14 Budget</b>	<b>FY 13/14 Actuals as of March 2015</b>	<b>FY 15/16 Budget</b>	<b>FY 15/16 Budget</b>
Building & Improvements	\$115,000	\$148,703	N/A	N/A
<b>Total CIP</b>	<b>\$115,000</b>	<b>\$148,703</b>	<b>N/A</b>	<b>N/A</b>



# Appendix A

❖ Salary Range Tables

*Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Salary Range Tables*



<b>TOWN OF DISCOVERY BAY CSD</b>								
<b>Salary Range Table</b>								
<b>Effective July 1, 2011</b>								
Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

**Management Salary Range Table**

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793



# MONTHLY OPERATIONS REPORT

April 2015

Town of Discovery Bay, CA

**2039** Days of Safe Operations

**91481** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	2.0
Weekly Safety Topics	
Operations	

### REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, State Water Board (WD) 1 <sup>st</sup> Qtr. Report
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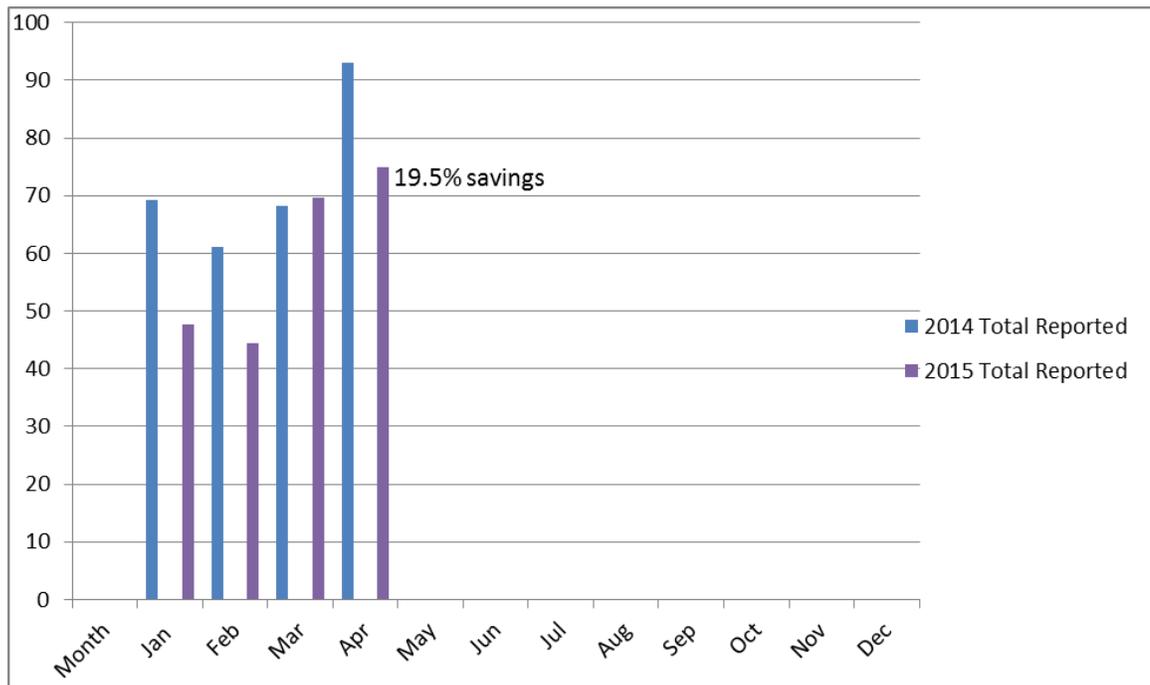
### WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	<b>74.9</b>	<b>1640</b>	<b>0</b>

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

### 2015 Water Production Table (MG) by Month

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>47.6</b>	<b>44.5</b>	<b>69.6</b>	<b>74.9</b>		
<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>



### Bacteriological Test Results:

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WASTEWATER SERVICE**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>March Lab Data</i>	<i>April Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		<b>36.7</b>	<b>36.5</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	<b>N/A</b>	<b>1.43</b>	<b>1.46</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.1</b>	<b>1.18</b>	<b>1.22</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	<b>34</b>	<b>27</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	<b>63</b>	<b>69</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	<b>3</b>	<b>2</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	<b>6</b>	<b>5</b>
Total Coli form 7 day Median Max	<b>23</b>	<b>0</b>	<b>5</b>
Total Coli form Daily Maximum	<b>240</b>	<b>2</b>	<b>11</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	<b>98</b>	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	<b>96</b>	<b>94</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	<b>1970</b>	<b>1985</b>

**Wastewater Laboratory Analysis**

Blue – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

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

**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>7-Day Median Excursion</b>
<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>46.8</b>	<b>0</b>	<b>44.0</b>

**COLLECTION:**

- Flushed 0 ft. of sanitary sewer lines, YTD **25763** ft.
- CCTV **25463 ft.** entire system completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **113** YTD
- Performed valve exercising
- Performed weekly lift station inspections.

**MAINTENANCE:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>165</b>	<b>143</b>

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>26</b>	<b>6</b>

**Call & Emergency Responses**

Call Outs	Emergencies
<b>5</b>	<b>0</b>

**Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1408</b>	<b>50.0</b>

## 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

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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

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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

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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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No Back Up  
Documentation  
For Agenda Item L



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Regular Meeting

**Monday April 6, 2015 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
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:** (6:31 P.M.)

Directors Present: Bryant, Cooper, Kenny, Michaelson, Morgan, Smith, Young

Directors Absent: Johansen, Pope

**PUBLIC COMMENTS:** (6:31 P.M.)

*There were no (0) Public Speakers*

**CONSENT CALENDAR:** (6:32 P.M.)

- C.1** Approve Minutes from March 2, 2015 Regular Board of Directors Meeting
- C.2** Adopting an Internal Revenue Code Section 125 Cafeteria Plan (Flexible Benefits Plan)
- C.3** Authorization to Accept Real Property Grant Deeds to Acquire Fire Station Properties from the County, Record the Same, and Execute a License to Allow County Access to Telecommunications Equipment

**Motion by: Director Young to approve Consent Calendar Items C.1, C.2 & C.3**

**Second by: Director Smith**

**Vote: Motion carried: 7:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen, Pope**

## **DISCUSSION ITEMS:**

Director Pope arrived at 6:33 pm

(6:33 P.M.)

### **D.1** Direction to Fire Chief to Cast Ballots Regarding Proposed Fire Suppression Assessment

*There were no (0) Public Speakers*

**Motion by: Director Young to Adopt the Resolution Authorizing and Directing the Fire Chief to Vote “Yes” on the Fire Suppression Assessment on Behalf of the District.**

**Second by: Director Cooper**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

(6:35 P.M.)

### **D.2** Receive Update on Current Staff Level

Chief Henderson gave an update on staffing

*There were one (1) Public Speaker - Gil Guerrero*

(6:49 P.M.)

### **D.3** Receive Operational Update for March 2015

Chief Henderson gave the Operational Update for March 2015

*There were no (0) Public Speakers*

## **INFORMATIONAL STAFF REPORTS: (7:01 P.M.)**

### **1.** Receive Update on District Open Houses

Chief Henderson provided information on the District’s Open Houses that were scheduled for March 5, 11 and 14. A total of 20 community members attended.

### **2.** Receive Update on Mountain House CSD Fire Service Contract

Chief Henderson provided an update on Mountain House CSD Fire Service Contract.

## **DIRECTORS’ COMMENTS: (7:29 P.M.)**

Director Smith attended the Celebration of Life for Captain Rich Voisey of the Pinole Fire Department and wanted to express the support of on-duty & off-duty personnel.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:29 P.M.)**

None

**ADJOURN TO THE SPECIAL BOARD MEETING SCHEDULED: April 27, 2015: (7:31 P.M.)**

**Motion by: Director Michaelson to adjourn to the next Special Board Meeting scheduled on April 27, 2015**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Special Meeting

**Monday April 27, 2015**

Meeting Location: 3231 Main Street, Oakley

### BOARD OF DIRECTORS

Greg Cooper  
Robert Kenny  
Jonathan Michaelson

Joel Bryant-President  
Ronald Johansen-Vice President  
Cheryl Morgan

Randy Pope  
Stephen Smith  
Joe Young

### **PART ONE**

**CALL TO ORDER:** (10:01 A.M.)

**PLEDGE OF ALLEGIANCE:** (10:02 A.M.)

**ROLL CALL:** (10:02 A.M.)

Directors Present: Bryant, Cooper, Kenny, Pope, Smith, Young

Directors Absent: Michaelson, Morgan, Johansen

**PUBLIC HEARING:** (10:03 A.M.)

### **PH.1 Public Hearing on Enactment of Fire Suppression Assessment**

*Director Johansen arrived at 10: 08*

There was one (1) Public Speaker – Roy Griffin Jr.

Ballots on the proposed fire suppression assessment were accepted during the public hearing.

Balloting was closed concurrent with the close of this public hearing.

**BALLOT TABULATION:** (10:15 A.M.)

The meeting recessed for ballot tabulation as no quorum of the Board was present. Various members of the Board and the public observed as ballots for the proposed Fire Suppression Assessment were opened, sorted and tabulated by TrueBallot, Inc.

## **PART TWO**

**CALL TO ORDER:** (6:31 P .M.)

**ROLL CALL:** (6:31 P .M.)

Directors Present: Bryant, Cooper, Kenny, Pope, Smith, Young

Directors Absent: Johansen, Michaelson, Morgan

**PUBLIC COMMENTS:** (6:32 P .M.)

There were no (0) Public Speakers

**DISCUSSION ITEMS:** (6:32 P .M.)

**D.1 Receive and Accept Results of Fire Suppression Assessment Ballot Process and Determine Whether Majority Protest Exists**

There were no (0) Public Speakers

**Motion by: Director Kenny to Adopt a Resolution Determining that A Majority Exists with Respect to the Fire Suppression Assessment Second by: Director Young**

**Vote: Motion carried: 6:0:0**

**Ayes: Bryant, Cooper, Kenny, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen, Michaelson, Morgan**

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: May 4, 2015: (6:53 P .M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled on May 4, 2015**

**DRAFT**



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
April 9, 2015**

**MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:00 a.m. at the Director of Airports Office.

**PRESENT:** **Roger Bass**, District II  
**Mike Bruno, Chair**, CCC Airports Business Association  
**Maurice Gunderson**, Member at Large  
**DeWitt Hodge**, Member at Large  
**Keith McMahon**, City of Concord  
**Rudi Raab**, District I  
**Ronald Reagan**, District III  
**Russell Roe**, District V  
**Tom Weber**, District IV

**ABSENT:** **Tina Dodson**, DVC  
**Derek Mims**, City of Pleasant Hill

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Judy Evans, Clerical

**OPENING COMMENTS  
BY CHAIR:**

Mike Bruno asked for introductions, thanked everyone for attending the meeting and reminded attendees that the AAC is a forum to express issues and concerns.

**PUBLIC COMMENT  
PERIOD:**

Duane Allen would like to see 30-35 feet more asphalt along the north or south edge of the parking area by the clubhouse. Reported an incident involving loose gravel.

Dianne Cole expressed concern about retroactive rate increase charge on bill. Mike Bruno recommended this issue be discussed during the Economic Development portion of the meeting.

**APPROVAL OF  
MINUTES:**

**Moved by Tom Weber; seconded by DeWitt Hodge. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.**

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Maurice Gunderson; seconded by DeWitt Hodge. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.**

**PRESENTATION/SPECIAL REPORTS – None**

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

None

**b. AAC Appointments**

- Mike Bruno welcomed Maurice Gunderson, Member at Large.
- Tom Weber confirmed that Ronald Reagan and Derek Mims have both been reappointed.

**c. April Elections of AAC Officers**

- Mike Bruno nominated Ronald Reagan to be the new Chair.  
**Moved by Mike Bruno; seconded by Tom Weber. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.**
- Tom Weber nominated Mike Bruno to be Vice Chair.  
**Moved by Tom Weber; seconded by Ronald Regan. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.**
- Ronald Reagan nominated DeWitt Hodge to be Secretary.  
**Moved by Ronald Reagan; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Derek Mims.**

**d. Buchanan Field/Byron Construction**

Keith Freitas reviewed Byron construction and used charts for reference.

- September 2015 timeframe to begin project.
- Strip pavement markings and then slurry seal pavement to rejuvenate it.
- 30 to 45 day project
- Only one (1) runway will be shut down at a time.
- Signs will also be replaced if there are sufficient funds.
- Cost estimates:
  - \$800k for paving
  - \$200k for signs
- DeWitt Hodge raised concern about construction impact on the Patriots Jet Team.

- Keith responded that the construction was planned later in the year in order to avoid impacting the team during their air show season.

Keith continued with Buchanan Field projects:

- Complete taxiway Echo and Kilo
  - Light taxiway Echo and possibly overlay taxiway Kilo.
  - FAA funded
  - Could happen as early as 2015, but more likely to begin 2016.
- Another project slated for 2016 to 2017 (possibly 2018) is to overlay runway 14L/32R.
- East Ramp Taxilane:
  - Target start date is July 1, 2015.
  - 107 tenants will be relocated to tiedowns.
  - Buchanan Field FBO's and hangar businesses at Byron Airport have been contacted, as tenants may contact them in order to store planes in hangars.
  - Tenants will not be charged for hangars during displacement.
  - Construction projected to last 8 to 10 weeks.
  - Tenants will not have access to hangars during construction period.
  - Mike Bruno passed on a concern from a tenant who was unable to attend the meeting:
    - The gravel section of taxiway F is problematic because cars and/or trucks are tracking gravel onto the taxiway. The tenant would like to see it paved in order to prevent propeller damage.
      - Keith responded that it will not be paved at this time due to environmental requirements, but there are plans to seal the gravel in place.
  - Dewitt Hodge asked about drainage and if there will be capability to filter out the oils with the new drainage system.
    - Keith responded there will be a full trench, but no filtration system.
    - Beth Lee explained that there is a slope that extends to the fence line between the Airport and the flood control canal and the dirt between the two has been eroding. This area will also be treated in order to stabilize it.
  - Construction will take place 5 days per week, roughly 7 a.m. to 4 p.m.
  - Question was raised whether a storage locker could be placed with their aircraft outside on the ramp to hold cleaning/maintenance supplies.
    - That is something that will be considered.
  - Question was raised whether the contractors are aware of the phone lines near the construction.
    - Discussion was tabled for after the meeting.
  - Mike Bruno asked for clarification regarding the fees during the construction.
    - No charge if plane is left in the hangar.
    - If plane is moved to a tiedown, there will be rent on that tiedown space.
    - Forms will be sent out to tenants when plans are finalized.
  - Construction crews will clean up at the end of each day.

**e. Economic Development Incentive Program**

Mike Bruno proposed hearing from the public first. Following are priorities indicated by public:

- Storage for tiedown and shade hangar tenants.
- Dedicated aircraft display by public viewing plaza.

- Bill Austin is retired and can assist with implementation.
- Attempt by airport management to push through good ideas.
- Hangar rates and charges.
- Air show and open house.
- East Ramp plumbing problem.
  - Adjustment for rent when unable to operate aircraft 1 day due to plumbing repair.
- Aviation culture at airport.
  - Need for Airport staff to understand culture.
- Terminal building
  - Affordability is an issue when aviation use is down
- Knox Box storage issues.
  - Question was raised why Knox Box issue would take more than 10 days.
  - Several issues need to be discussed before implementation could take place (liability of prop strikes, who provides, size, location, materials, etc.).
- Space use issues
  - There are several issues if an entity wants to set up a business (FBO competition, etc.).
- Display area
  - There may be space by Mt. Diablo Pilots Association (MDPA) area.
- Mike Bruno expressed that fuel rates need to be more competitive. When an FBO's fuel flowage rate is increased, the increase has to be passed onto the consumer and causes less use and development on the field.
- Beth Lee provided some context to the Economic Development Incentive Program (EDIP) conversation. She explained that stakeholders have already and continue to identify issues and prioritize them. Because there are limited resources and funding it is necessary to prioritize.
- The committee members reviewed and commented on the priorities expressed by the public
  - Ronald Reagan wondered why there isn't more interest in Byron.
    - Much of the reaction from the public was unfavorable with respect to Byron and the fact that it operates at a deficit.
  - Roger Bass stated that it is not accurate to say that Airport staff is looking for ways to say "no" or that nothing is being done. He explained that the EDIP list is long and that it is important to increase marketing and public relations programs to increase the consumer base. He stated that every item on the list is a priority and all come with a cost of time and money.
- Discussion about the need to find ways to get people to the airport and to increase interest in aviation.
  - The idea of a museum was brought up.
- DeWitt Hodge thanked everyone for their time and involvement. He stressed the need to figure out ways to move forward and improve tenant/owner communication.
- Maurice Gunderson pointed out that the common thread is too little communication. He suggested picking a few things on the list to be done by the next AAC meeting to demonstrate that the process is moving forward.
  - Storage boxes could be moved forward to quick implementation.
    - This is a necessary first step to make existing customers happy.
  - Display proposal is an excellent idea and Bill Austin is a great resource for

the benefit of the activity and economic benefit of the Airport.

- Short term should be within the year and not 5 years (that is mid-term).
- EDIP information should be on a website board. Suggestion to open the board for people to provide feedback and be more interactive.

**f. Airport Rates and Charges**

Incorporated in Economic Development Incentive Program discussion.

**g. Tenant BBQ May 7, 2015**

Keith Freitas reminded everyone that the Tenant Appreciation BBQ is Thursday, May 7<sup>th</sup>, and to please RSVP and attend the BBQ.

## **UPDATES/ANNOUNCEMENTS**

**a. Airport Committee Update**

None

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

- EAA is sponsoring a Ford Tri-Motor April 30 to May 3, 2015.
- Collings Foundation is coming May 29 to May 31, 2015.
- Sheriff's Department will be doing helicopter training the next few weeks at Buchanan Field and hovering at 100 feet for 30 to 40 minutes several days a week.

**c. Airport Land Use Commission (ALUC) Update**

Tom Weber reported:

- Waiting to hear more definitive proposal from Central Contra Costa Sanitary District regarding proposed Sustainable Farm.
- ALUC has given them restrictions they need to meet and are waiting to hear back from them.

**d. AAC Announcements**

None

**e. Airport Staff Announcements**

None

## **FUTURE AGENDA ITEMS/COMMENTS**

- Request was made to put 7.f. (Airport Rates and Charges) back on next agenda.
- Computer idea of open website (message board) opportunity.
  - Suggestion was made to have a broader conversation about enhanced communications (social media, etc.) put on the agenda.
- Tiedown boxes and other EDIP quick hits.
- Display aircraft proposal.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 12:20 p.m.

FINAL

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
March 12, 2015**



**MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:01 a.m. 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**, District IV

**ABSENT:** **Tina Dodson**, DVC  
**Russell Roe**, District V  
**Ed Young**, Member at Large

**STAFF:** Keith Freitas, Director of Airports  
Judy Evans, Clerical

**OPENING COMMENTS  
BY CHAIR:**

Mike Bruno asked for introductions and welcomed Maurice Gunderson, who has been selected by the Internal Operations Committee (IOC) to take over Ed Young's At-Large position on the AAC. The recommendation will go to the full Board of Supervisors for final approval.

**PUBLIC COMMENT  
PERIOD:**

EAA Chapter 393 is sponsoring a fully restored Ford Tri-Motor from April 30 to May 3, 2015, at Buchanan Field Airport. Twenty minute rides will be offered for a fee. Posters and flyers are available.

**APPROVAL OF  
MINUTES:**

**Moved by Tom Weber; seconded by Ronald Reagan. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, and**

Tom Weber. No: None. Abstained: None. Absent: Tina Dodson, Russell Roe, and Ed Young.

**APPROVAL OF  
CONSENT ITEMS:**

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

**PRESENTATION/SPECIAL REPORTS – None**

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

None

**b. Airport Security Issues**

- Keith Freitas reported that there have been thefts over the last two months at Buchanan Field. Wire theft seems to be the most prevalent source of crime.
  - Airport staff, the Sheriff's Department, and the businesses have created a task force to address security issues.
  - Some security measures the task force is looking into for both airports include:
    - Raising awareness of Airport businesses to protect valuables
    - Increasing night patrols by Sheriff/Operations staff
    - Installing security cameras
    - Hiring contract security
- DeWitt Hodge asked about security at Byron Airport.
  - Keith responded that there have been no recent issues at Byron, although there have been incidents similar to Buchanan in the past. Appears to be cyclical.

**c. Byron Construction 2015**

- Construction at Byron includes resurfacing of runways and new signage and is projected to be a 30 to 45 day project which should start in September.
- Plan is to keep one runway open while work is done on the other.
- Construction cost is estimated to be 1M to 1.2M and is FAA fundable up to 95%. Other funding sources include Caltrans and the remainder from the Airport Enterprise Fund.
- Question was raised regarding the possibility of future plans for runway extension.
  - Airport must demonstrate need first, only then would FAA consider funding. Airport staff continues to work on this issue.

**d. Buchanan Field Construction 2015**

- Airport Enterprise Fund will fully fund the Taxilane Reconstruction Project.
- June 2015 timeframe to begin project and estimated to take up to 2.5 months to complete.

- Anticipate 10K per month in lost revenue due to waiver of monthly rent for approximately 100 tenants over the course of the reconstruction period.
  - Question was raised whether the gravel in the farthest row of the East Ramp will be removed.
    - Area will not be paved, but work will be done to prevent gravel from spilling onto Taxilane.
  - Question was asked whether it is absolutely necessary to vacate hangars during the project.
    - Vacating is not mandatory, but tenants will not have access to hangars during the reconstruction period.
- e. April Elections of AAC Officers**
- Reminder that April is election month.
    - Tom Weber announced that he does not plan to serve next term and would like to see new representation.
- f. Economic Development Incentive Program Update**
- Keith Freitas asked if there was any AAC input.
  - Mike Bruno proposed to take a month to digest and discuss at next month's meeting.
- g. AAC Members Expire 3/1/15: Ron, Roger, and Derek**
- Ronald Reagan's term will expire at the end of March.
  - Derek Mims will participate in the elections for the City of Pleasant Hill two weeks from now and will re-interview.
  - Mike Bruno reminded Derek Mims that he has 60 days to hold over his position and stressed to all the importance of continuity for the sake of the committee.

## UPDATES/ANNOUNCEMENTS

- a. Airport Committee Update**
- Keith briefly reviewed the issues discussed at the March 9, 2015, Airport Committee meeting.
    - Discussion topics included:
      - Final approval for Airport video
      - 2013/2014 Airport final budget—report accepted
      - Byron and Buchanan construction projects
      - Airport Economic Development Incentive Program (EDIP)
      - Security issues
- b. What is happening at Buchanan Field & Byron Airports/Other Airports**
- Tenant Appreciation Barbeque will be Thursday, May 7, 2015.
  - The new Airport video will be uploaded to YouTube and Airport Website.
  - Survey for website re-design was sent out to tenants and will be sent out to AAC members.
- c. Airport Land Use Commission (ALUC) Update**
- Tom Weber reported that one item pending is the Sustainable Farm.

- The project is much smaller now than what was originally presented.
- ALUC to receive Crop Management Plan and Wildlife and Pest Management Plans to ensure there is no increase in birds and other wildlife that may create safety issues for the Airport.
- Sustainable Farm project is likely to get conditional approval.
- Question was raised how ALUC will enforce compliance to ensure safety of pilots and the Airport
  - Since the Sanitary District is the landlord, they should be responsible for enforcing compliance.

d. **AAC Announcements**

None

e. **Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS/COMMENTS**

Economic Development Incentive Plan (EDIP).

**ADJOURNMENT:** The meeting was adjourned by the Chair at 10:50 a.m.



**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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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

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No Back Up  
Documentation  
For Agenda Item O