



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
June 4, 2014

7:00 P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday June 4, 2014

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**

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

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

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

#### **C. PRESENTATIONS**

1. California Special District Association (CSDA) Presentation to the Town of Discovery Bay Certificate of Excellence in Transparency as the District of Distinction Recognition

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

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

#### **E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

\*\*These meetings are held Quarterly

#### **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. DRAFT minutes of previous special meeting dated May 7, 2014
2. DRAFT minutes of previous regular meeting dated May 7, 2014
3. Approve Register of District Invoices
4. Approve and Adopt Resolution No. 2014-10 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
5. Approve and Accept the contract work performed by Zim Industries., for the construction and installation of Water Production Well No. 7 and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office
6. Resolution No. 2014-11 encouraging Discovery Bay residents to voluntarily reduce water consumption by 20%.

**G. BUSINESS AND ACTION ITEMS**

1. Fiscal Year 2014-15 and Fiscal Year 2015-16 Preliminary DRAFT Operating, Capital and Revenue Budgets
2. Award of Contract for the Well 7 Pump Station Project
3. Environmental Impact Report for the Bay Delta Conservation Plan BDCP
4. Consideration of Changes to the Bylaws of the California Special District Association

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

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

**J. MANAGER'S REPORT**

1. Update on Parks and Landscaping Facilities – Discussion (No Written Report)

**K. GENERAL MANAGER'S REPORT**

**L. DISTRICT LEGAL COUNSEL REPORT**

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

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

1. R - Byron Municipal Advisory Committee Park Dedication Ad Hoc Committee meeting minutes dated February 20, 2014
2. R - Byron Municipal Advisory Council meeting minutes dated March 20, 2014
3. R - Discovery Bay P6 Zone Citizen Advisory Committee meeting minutes dated April 9, 2014
4. R - East Contra Costa Fire Protection District April 2014 Operation Update meeting dated May 5, 2014
5. R - Letter from Supervisor Piepho regarding Board Order for plans of the 2014 Discovery Bay Asphalt Rubber Cape Seal Project dated May 21, 2014
6. R - Letter from Supervisor Piepho regarding Highway 4 Traffic and Safety Concerns dated May 21, 2014

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting dated June 18, 2014 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

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

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



No Back Up  
Documentation  
For Agenda Item # C-1



No Back Up  
Documentation  
For Agenda Item # D



No Back Up  
Documentation  
For Agenda Item # E



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday May 7, 2014  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:00 P.M.**

**A. ROLL CALL**

**Call business meeting to order** – 6:00 p.m. by President Simon

**Roll Call** – All present with the exception of Vice-President Steele and Director Graves

**Director Graves** – Arrived at 6:08 p.m.

**Vice-President Steele** – Arrived at 6:44 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 the items listed in the Agenda.

**D. CLOSED SESSION:**

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to subdivision (a) of Section 54956.9 of the Government Code

Name of case: Hofmann Land Development Co. v. Town of Discovery Bay Community Services District, Contra Costa County Superior Court Case No. C-13-00274

**2. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager)**

**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 6:50 p.m. to the Regular Meeting on May 7, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05.09.14

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 7, 2014  
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 Simon  
Pledge of Allegiance – Led by Director Pease  
Roll Call – All Present

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

There was one Public Comment Speaker.

**C. PRESENTATIONS**

**1. Discovery Bay Odyssey of the Minds Team Recognition**

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

**Amanda Dove** – The Discovery Bay Odyssey of the Minds Team members individually provided information regarding their team.

**President Simon** – The Discovery Bay Odyssey of the Minds Team were recognized by the Office of Assemblymember Jim Frazier, Supervisor Mary Nejedly Piepho, and the Town of Discovery Bay.

**D. AREA AGENCIES REPORTS / PRESENTATION**

**1 Sheriff's Office Report**

**Sheriff's Office** – Provided the law enforcement report for the month of April. There was discussion between the General Manager, the Board and the Sheriff's Office.

**2. CHP Report** – No Report

**3. East Contra Costa Fire Protection District Report**

**Chief Henderson** – Provided the East Contra Costa Fire Protection District report and the details for the month of April. There was discussion between the Chief and the Board.

**4. Supervisor Mary Piepho, District III Report**

**Field Representative Cornell** - Provided an update of several projects surrounding Discovery Bay. There was discussion between the Field Representative and the Board.

**E. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report** – No Report

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

**3. Code Enforcement Report**

**Director Wiesen** – Provided her report and the details of the Code Enforcement meeting dated April 22, 2014

**4. Special Districts Report\*\***

**\*\*These meetings are held Quarterly**

**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. **DRAFT minutes of the previous special meeting dated April 16, 2014**
2. **DRAFT minutes of the previous regular meeting dated April 16, 2014**
3. **Approve Register of District Invoices**
4. **Approve and Adopt Resolution Number 2014-08, Direction to HERWIT Engineering to prepare 2014-2015 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9**

**Motion by:** Director Pease to approve the Consent Calendar

**Second by:** Director Graves

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

**G. BUSINESS AND ACTION ITEMS**

**1. Agency Comment Request - Development Plan Application – DP 14-3017**

**General Manager Howard** – Provided the details of item G-1.

**Pantages Bays Mark Armstrong** – Provided additional details of item G-1. There was discussion between the General Manager, the Board, and Mark with Pantages Bays

**Motion by:** Director Graves to direct Staff to send a letter that states they continue to support the program and accept the modification as presented.

**Second by:** Vice-President Steele

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

**2. Consideration, Approval and Adoption Resolution No. 2014-09 to revise Park Rules and Regulations Forms and Fees for the Town of Discovery Bay CSD owned and maintained Parks and Facilities**

**General Manager Howard** – Provided details of item G-2.

**Parks and Landscaping Manager Perez** – Provided additional details of item G-2. There was discussion between the General Manager, the Parks and Landscaping Manager, and the Board.

**Motion by:** Director Graves to Approve and Adopt Resolution No. 2014-09 adopting revised Park Rules & Regulations and Reservations Forms and Fees for the Town of Discovery Bay owned and maintained Parks and Facilities with language amended - delete 501C4 and add non-profit with tax exempt status to the Facility Rental Fee Schedule.

**Second by:** Director Pease

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

**3. Consideration and Approval of Overnight camping request and fee waiver for “Great American Campout” event at Cornell Park on June 28, 2014 thru June 29, 2014**

**General Manager Howard** – Provided details of item G-3.

**Parks and Landscaping Manager Perez** – Provided additional details of item G-3. There was discussion between the General Manager, the Parks and Landscape Manager, and the Board.

**Motion by:** Director Pease to authorize Overnight Camping and waive reservation fees for the “Great American Campout” event at Cornell Park on June 28, 2014 and June 29, 2014

**Second by:** Director Wiesen

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

**4. Pre-Authorization to Submit Auction Bid for one 2011 CASE 570MXT Series 3 4x4 Skip Loader with a not to exceed bid in the amount of \$55,000.00**

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

**Motion by:** Director Graves to authorize the General Manager to submit one bid not to exceed \$55,000.00 for the purchase of one 2011 CASE 570MXT Series 3 4x4 Skip Loader from Ritchie Brothers Auctioneers.

**Second by:** Director Wiesen

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

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

**1. Update and Discussion Concerning Recent Organizational Changes within the Veolia Water Corporate Structure**

**Senior Vice-President Lanita McCauley Bates** – Provided details of item H-1. There was discussion between Senior Vice-President Bates, the General Manager, and the Board.

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

1. **Director Graves** – Provided the details of the East Contra Costa Fire Protection District meeting dated May 5, 2014.
2. **Director Pease** – Provided his report and the details of the Contra Costa Special District Association meeting dated April 21, 2014.
3. **Vice-President Steele** – Provided the details of the Byron Union School District meeting dated May 1, 2014.

**J. MANAGER'S REPORT**

None

**K. GENERAL MANAGER'S REPORT**

**1. DRAFT CCR**

**General Manager Howard** – Provided the details of item K-1 and also stated that CSDA will be attending our next Board meeting dated June 4, 2014 to present the District as a California District of Distinction.

**L. DISTRICT LEGAL COUNSEL REPORT**

None

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

None

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

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

1. Cornell Park Restrooms
2. Park Maintenance Care
3. Front Entry Improvement Plan
4. Dog Park

**Q. ADJOURNMENT**

The meeting adjourned at 8:10 p.m. to the next regular meeting dated June 4, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05.09.14

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



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 04, 2014

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

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 447,806.92

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

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

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: F-3

**Request for authorization to pay invoices (RFA)**  
**For the Meeting on June 04, 2014**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Brut Force Janitorial	5/2014	Janitorial Service May 2014 (Z57,Z61)	05/20/14	\$50.00
Odyssey Landscape Co, Inc.	36039580	Monthly Maintenance April 2014 (Z35,Z57,Z61)	04/20/14	\$7,589.79
U.S. Bank Corporate Payment System	4246044555703473/414	Landscape Reimb (Z35,Z57,Z61)	04/25/14	\$68.39
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$7,708.18</b>
<b>Water</b>				
Alhambra	13710019051614	Bottled Water Service	05/16/14	\$14.45
Alison Fortner	5129 FERN RIDGE CIR	Closed Account, Refund Overpayment	04/29/14	\$78.15
Big Dog Computer	BDC33024	Monthly GOTO, Updates and Back Up	05/08/14	\$110.60
Big Dog Computer	BDC33025	Software Integration	05/13/14	\$277.00
Big Dog Computer	BDC33028	Software Installation	05/23/14	\$21.00
Bill Pease	MAY 2014	Expense Report May 2014	05/27/14	\$152.96
Brentwood Ace Hardware	808/043014	Misc. Repair Items	04/30/14	\$112.00
Brut Force Janitorial	5/2014	Janitorial Service May 2014	05/20/14	\$80.00
Carol McCool	1	Education and Training	05/12/14	\$60.00
Caselle, Inc.	57303	Support and Maintenance June 2014	05/01/14	\$1,110.00
Cash	MAY 2014	Office Supplies	05/03/14	\$49.92
CCSDA	1	Dues Renewal	05/06/14	\$60.00
Chris Steele	MAY 2014	Expense Report May 2014	05/27/14	\$187.62
Cintas	185467397	Uniforms	04/29/14	\$15.08
Cintas	185468142	Uniforms	05/06/14	\$15.08
Cintas	185468882	Uniforms	05/13/14	\$15.08
Cintas	185469607	Uniforms	05/20/14	\$15.48
Dan Poe & Andrea Pulizzi	6981 NEW MELONES CIR	Closed Account, Refund Overpayment	03/01/14	\$93.84
David & Chere Rush	201 TAHOE CT	Closed Account, Refund Overpayment	04/29/14	\$131.55
Du-All Safety	15985	Regulatory Assessment Health and Safety Compliance	04/30/14	\$1,296.00
Express Labs Inc.	41755	Employment Screening	04/30/14	\$19.98
Freedom Mailing Service, Inc	24582	Water Bill Processing April 2014	05/09/14	\$1,068.84
Gemini Group L.L.C.	114-11746	Consumer Confidence Report/Water Quality Report	05/02/14	\$852.60
Herwit Engineering	DB-NPP-5	Newport Pointe	05/02/14	\$160.00
Herwit Engineering	DB-PNT-6	Pantages	05/02/14	\$640.00
J.W. Backhoe & Construction, Inc.	2084	Water Leak Discovery Point	04/28/14	\$2,653.53
J.W. Backhoe & Construction, Inc.	2085	Fix Meter Setter Discovery Bay Blvd	04/28/14	\$797.20
J.W. Backhoe & Construction, Inc.	2092	Water Leak Sail Ct	05/02/14	\$2,499.48
J.W. Backhoe & Construction, Inc.	2095	Leaking Fire Hydrant	05/02/14	\$3,413.19
J.W. Backhoe & Construction, Inc.	2096	Moved Concrete from Plant #2 to Plant #1	05/02/14	\$871.50
J.W. Backhoe & Construction, Inc.	2097	Pour Concrete	05/02/14	\$903.12
J.W. Backhoe & Construction, Inc.	2098	Raised Manholes and Water Valve Boxes	05/05/14	\$3,440.00
Joseph Lewis	524 LIVINGSTON CT	Closed Account, Refund Overpayment	05/10/14	\$16.66
Lesley Marable	MAY 2014	Expense Report May 2014	05/20/14	\$37.97
Luhdorff & Scalmanini	29733	Well Testing & Water Quality	04/27/14	\$1,330.00
MailFinance	N4692025	Postage Machine Lease Qtly	05/16/14	\$96.41
Marianne Wiesen	MAY 2014	Expense Report May 2014	05/27/14	\$138.00
Marilyn Slack	3454 CATALINA WAY	Closed Account, Refund Overpayment	05/01/14	\$43.60
Mark Osuna	1031 BERKSHIRE LN	Closed Account, Refund Overpayment	05/07/14	\$48.44
Mark Simon	MAY 2014	Expense Report May 2014	05/27/14	\$80.00
Marsha Fagnani	5069 ALMANOR DR	Closed Account, Refund Overpayment	04/29/14	\$115.56
MediaMacros, Inc	7637	Web Hosting 1 Year	05/01/14	\$360.00
Neumiller & Beardslee	261884	Services March 2014	04/11/14	\$1,587.10
Neumiller & Beardslee	261886	Newport Pointe	04/11/14	\$752.50
Neumiller & Beardslee	262463	Pantages	05/14/14	\$590.40
Neumiller & Beardslee	262464	Newport Pointe	05/14/14	\$548.40
Neumiller & Beardslee	262563	Services April 2014	05/16/14	\$1,567.54
Noelle Fischer-Herbert	2048 BRIDGEPORT LOOP	Closed Account, Refund Overpayment	04/29/14	\$45.97
Office Depot	707417961001	Office Supplies	04/30/14	\$42.65
Office Depot	708566988001	Office Supplies	05/08/14	\$65.05
Office Depot	710567156001	Office Supplies	04/24/14	\$38.08
Office Depot	711771370001	Office Supplies	05/14/14	\$28.12
Office Depot	711773309001	Office Supplies	05/14/14	\$6.07
Pacific Gas & Electric	2943721807-5/051214	Electric & Gas Bill 04/11/12-05/12/14	05/12/14	\$20,480.92
ParcelQuest	8428-5-2014	2014-2015 Renewal	04/30/14	\$719.60
R & B Company	S1412544.001	Meter Boxes	05/12/14	\$614.23

R & B Company	S1412544.003	Meter Boxes	05/12/14	\$528.35
ReliaStar Life Insurance Company	#JR52 457(B) 053114	457(b) 05/15/14-05/31/14	05/31/14	\$415.77
ReliaStar Life Insurance Company	#JR52 457(B) 051514	457(b) 05/01/14-05/15/14	05/15/14	\$415.77
Ritchie Bros Auctioneers (America) Inc	201413400467	Skip Loader	05/14/14	\$24,170.40
SDRMA	14819	Medical Benefits June 2014	05/05/14	\$1,882.51
SDRMA	14892	Ancillary Benefits June 2014	05/23/14	\$504.93
Shred-It USA-Concord	9403577564	Shredding Service May 2014	05/01/14	\$23.97
Some Gave All	MAY 2014	Expense Report May 2014	05/27/14	\$249.64
Sue Heintl	MAY 2014	Expense Report May 2014	05/21/14	\$261.36
U.S. Bank Corporate Payment System	4246044555703473/414	Group Insurance	04/25/14	\$1,131.60
U.S. Bank Corporate Payment System	4246044555703473/414	Travel & Meetings	04/25/14	\$1,019.94
U.S. Bank Corporate Payment System	4246044555703473/414	Training & Education	04/25/14	\$1,578.00
U.S. Bank Corporate Payment System	4246044555703473/414	Team Building	04/25/14	\$90.50
U.S. Bank Corporate Payment System	4246044555703473/414	Advertising	04/25/14	\$99.60
U.S. Bank Corporate Payment System	4246044555703473/414	Telephone General	04/25/14	\$634.88
U.S. Bank Corporate Payment System	4246044555703473/414	Telecom Networking	04/25/14	\$112.00
U.S. Bank Corporate Payment System	4246044555703473/414	Vehicle & Equipment Fuel	04/25/14	\$571.18
U.S. Bank Corporate Payment System	4246044555703473/414	Automotive Supplies & Repairs	04/25/14	\$899.21
U.S. Bank Corporate Payment System	4246044555703473/414	General Repair	04/25/14	\$115.33
U.S. Bank Corporate Payment System	4246044555703473/414	Info System Maintenance	04/25/14	\$349.73
U.S. Bank Corporate Payment System	4246044555703473/414	Computer Equipment & Supplies	04/25/14	\$1,179.32
U.S. Bank Corporate Payment System	4246044555703473/414	Computer Software	04/25/14	\$107.99
U.S. Bank Corporate Payment System	4246044555703473/414	Office Supplies	04/25/14	\$355.87
U.S. Bank Corporate Payment System	4246044555703473/414	Special Expense	04/25/14	\$144.89
Univar	SJ613329	Chemicals Delivered 04/21/14	04/21/14	\$266.63
Univar	SJ613330	Chemicals Delivered 04/21/14	04/21/14	\$266.63
Univar	SJ616207	Chemicals Delivered 05/05/14	05/05/14	\$303.55
Univar	SJ616212	Chemicals Delivered 05/05/14	05/05/14	\$369.18
UPS	000012X417184	Shipping Cost-Grant Application	05/03/14	\$24.59
Veolia Water North America	37357	Large R&M March 2014	04/22/14	\$3,085.60
Veolia Water North America	37375	Small R&M March 2014	04/23/14	\$6,152.74
Veolia Water North America	37523	Monthly O & M May 2014	05/01/14	\$39,493.70
Verizon Wireless	9724266914	Cell Phone Bill April 2014	04/26/14	\$199.52
Watersavers Irrigation Inc.	1442703-00	Irrigation Repairs	04/18/14	\$8.25
Zhu Dawei & Wei Xia	5683 ARCADIA CIR	Closed Account, Refund Overpayment	05/29/14	\$9.68

**Water      Sub-Total      \$137,591.33**

**Wastewater**

Alhambra	13710019051614	Bottled Water Service	05/16/14	\$21.68
American Retrofit Systems	1003	WWTP#2 Air Conditioning	05/02/14	\$100.00
American Retrofit Systems	1005	WWTP#2, RAS	05/19/14	\$700.00
Aquatic Science Center	YEAR 1	Delta Mercury Exposure Reduction Program	05/16/14	\$4,250.00
Bay Area Air Quality Management District	3JD39	Permits To Operate 2014-2015	05/09/14	\$2,535.00
Big Dog Computer	BDC33024	Monthly GOTO, Updates and Back Up	05/08/14	\$165.90
Big Dog Computer	BDC33025	Software Integration	05/13/14	\$415.50
Big Dog Computer	BDC33028	Software Installation	05/23/14	\$31.50
Bill Pease	MAY 2014	Expense Report May 2014	05/27/14	\$229.43
Brentwood Ace Hardware	808/043014	Misc. Repair Items	04/30/14	\$157.08
Brut Force Janitorial	5/2014	Janitorial Service May 2014	05/20/14	\$120.00
Carol McCool	1	Education and Training	05/12/14	\$90.00
Cash	MAY 2014	Office Supplies	05/03/14	\$74.87
CCSDA	1	Dues Renewal	05/06/14	\$90.00
Chris Steele	MAY 2014	Expense Report May 2014	05/27/14	\$281.42
Cintas	185467397	Uniforms	04/29/14	\$22.63
Cintas	185468142	Uniforms	05/06/14	\$22.63
Cintas	185468882	Uniforms	05/13/14	\$22.63
Cintas	185469607	Uniforms	05/20/14	\$23.23
Comcast	8155400350232938/514	Internet Service WWTP#1 May 2014	05/03/14	\$121.96
Comcast	8155400350232946/514	Internet Service WWTP#2 May 2014	05/03/14	\$57.48
Conco West Inc.	664	Plant #2 Rotor	05/02/14	\$20,873.61
Cramer, Frank	APRIL 2014	Expense Report April 2014	05/02/14	\$166.11
Cramer, Frank	MAY 2014	Expense Report May 2014	05/22/14	\$85.32
Du-All Safety	15985	Regulatory Assessment Health and Safety Compliance	04/30/14	\$1,944.00
Express Labs Inc.	41755	Employment Screening	04/30/14	\$29.97
Gemini Group L.L.C.	114-11746	Consumer Confidence Report/Water Quality Report	05/02/14	\$1,278.90
Herwit Engineering	14-4	Professional Services April 2014	05/01/14	\$9,614.72
Herwit Engineering	DB-NPP-5	Newport Pointe	05/02/14	\$240.00
Herwit Engineering	DB-PNT-6	Pantages	05/02/14	\$960.00
J.W. Backhoe & Construction, Inc.	2086	Valve & Pipe Plant #1	04/28/14	\$2,602.05
J.W. Backhoe & Construction, Inc.	2087	Concrete Pond Plant #1	04/28/14	\$2,946.50
J.W. Backhoe & Construction, Inc.	2088	Storm Drain	04/28/14	\$2,133.60
J.W. Backhoe & Construction, Inc.	2090	Drain Line Plant #2	05/02/14	\$2,226.18

J.W. Backhoe & Construction, Inc.	2097	Pour Concrete	05/02/14	\$1,354.68
J.W. Backhoe & Construction, Inc.	2098	Raised Manholes and Water Valve Boxes	05/05/14	\$5,160.00
Kleinfelder, Inc.	1010716	Groundwater Monitoring Network Evaluation WWTP#2	05/08/14	\$5,299.52
MailFinance	N4692025	Postage Machine Lease Qtly	05/16/14	\$144.62
Marianne Wiesen	MAY 2014	Expense Report May 2014	05/27/14	\$207.00
Mark Simon	MAY 2014	Expense Report May 2014	05/27/14	\$120.00
MediaMacros, Inc	7637	Web Hosting 1 Year	05/01/14	\$540.00
Neopost (Postage Account)	7900044908384658/514	Postage	05/07/14	\$0.96
Neumiller & Beardslee	261884	Services March 2014	04/11/14	\$2,380.66
Neumiller & Beardslee	261885	Pantages	04/11/14	\$752.50
Neumiller & Beardslee	262462	Hofmann v. TODB	05/14/14	\$86.00
Neumiller & Beardslee	262463	Pantages	05/14/14	\$885.60
Neumiller & Beardslee	262464	Newport Pointe	05/14/14	\$822.60
Neumiller & Beardslee	262563	Services April 2014	05/16/14	\$2,351.32
Office Depot	707417961001	Office Supplies	04/30/14	\$63.97
Office Depot	707419022001	Office Supplies	04/30/14	\$3.48
Office Depot	707580902001	Office Supplies	04/30/14	-\$37.33
Office Depot	707582579001	Office Supplies	04/30/14	-\$3.48
Office Depot	708566988001	Office Supplies	05/08/14	\$97.58
Office Depot	710567156001	Office Supplies	04/24/14	\$57.13
Office Depot	710595402001	Office Supplies	04/24/14	\$65.50
Office Depot	711771370001	Office Supplies	05/14/14	\$42.18
Office Depot	711773309001	Office Supplies	05/14/14	\$9.11
Pacific Gas & Electric	1181942262-4/050914	Electric & Gas Bill 04/09/14-05/08/14	05/09/14	\$4,831.33
Pacific Gas & Electric	7312115758-7/051314	Electric & Gas Bill 04/11/14-05/12/14	05/13/14	\$27,413.11
ParcelQuest	8428-5-2014	2014-2015 Renewal	04/30/14	\$1,079.40
ReliaStar Life Insurance Company	#JR52 457(B) 053114	457(b) 05/15/14-05/31/14	05/31/14	\$623.65
ReliaStar Life Insurance Company	#JR52 457(B) 051514	457(b) 05/01/14-05/15/14	05/15/14	\$623.65
Ritchie Bros Auctioneers (America) Inc	201413400467	Skip Loader	05/14/14	\$36,255.60
SDRMA	14819	Medical Benefits June 2014	05/05/14	\$1,829.27
SDRMA	14892	Ancillary Benefits June 2014	05/23/14	\$757.39
Shred-It USA-Concord	9403577564	Shredding Service May 2014	05/01/14	\$35.95
Some Gave All	MAY 2014	Expense Report May 2014	05/27/14	\$374.45
Stantec Consulting Services Inc	789959	RWD	05/08/14	\$4,219.90
U.S. Bank Corporate Payment System	4246044555703473/414	Security Camera	04/25/14	\$365.94
U.S. Bank Corporate Payment System	4246044555703473/414	Pump Station	04/25/14	\$35.20
U.S. Bank Corporate Payment System	4246044555703473/414	Group Insurance	04/25/14	\$1,697.39
U.S. Bank Corporate Payment System	4246044555703473/414	Travel & Meetings	04/25/14	\$382.06
U.S. Bank Corporate Payment System	4246044555703473/414	Training & Education	04/25/14	\$867.00
U.S. Bank Corporate Payment System	4246044555703473/414	Team Building	04/25/14	\$135.75
U.S. Bank Corporate Payment System	4246044555703473/414	Advertising	04/25/14	\$149.40
U.S. Bank Corporate Payment System	4246044555703473/414	Telephone General	04/25/14	\$1,172.37
U.S. Bank Corporate Payment System	4246044555703473/414	Telecom Networking	04/25/14	\$168.00
U.S. Bank Corporate Payment System	4246044555703473/414	Vehicle & Equipment Fuel	04/25/14	\$270.01
U.S. Bank Corporate Payment System	4246044555703473/414	Automotive Supplies & Repairs	04/25/14	\$1,314.82
U.S. Bank Corporate Payment System	4246044555703473/414	General Repairs	04/25/14	\$231.05
U.S. Bank Corporate Payment System	4246044555703473/414	General Repairs	04/25/14	\$347.97
U.S. Bank Corporate Payment System	4246044555703473/414	Info System Maintenance	04/25/14	\$524.59
U.S. Bank Corporate Payment System	4246044555703473/414	Computer Equipment & Supplies	04/25/14	\$1,768.97
U.S. Bank Corporate Payment System	4246044555703473/414	Computer Software	04/25/14	\$161.99
U.S. Bank Corporate Payment System	4246044555703473/414	Office Supplies	04/25/14	\$545.80
U.S. Bank Corporate Payment System	4246044555703473/414	Special Expense	04/25/14	\$306.58
UPS	000012X417214	Shipping Cost	05/24/14	\$42.05
Veolia Water North America	37357	Large R&M March 2014	04/22/14	\$4,628.40
Veolia Water North America	37375	Small R&M March 2014	04/23/14	\$4,899.40
Veolia Water North America	37523	Monthly O & M May 2014	05/01/14	\$59,240.54
Verizon Wireless	9724266914	Cell Phone Bill April 2014	04/26/14	\$186.97

**Wastewater Sub-Total \$232,523.45**

**Community Center**

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

**Grand Total \$377,822.96**

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on June 04, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019051614	Bottled Water Service	05/16/14	\$31.17
Alhambra	13710019051614	Community Center-Bottled Water Service	05/16/14	\$31.17
Big Dog Computer	BDC33017	Qtly Audit and Clean up	04/11/14	\$75.00
Big Dog Computer	BDC33020	Community Center-Security Cameras	04/22/14	\$275.00
Boething Treeland Farms, Inc.	TV254962	Community Center-Earth Day Plants	04/25/14	\$3,695.54
Boething Treeland Farms, Inc.	TV255298	Community Center-Earth Day Plants	05/02/14	\$372.21
Boething Treeland Farms, Inc.	TV255299	Newport Lane Plants	05/02/14	\$3,451.29
Boething Treeland Farms, Inc.	TV255300	Plant Replacements BD Blvd/Clipper	05/02/14	\$1,646.52
Brentwood Ace Hardware	808/043014	Community Center-Earth Day	04/30/14	\$327.37
Brentwood Ace Hardware	808/043014	Community Center-Trenching	04/30/14	\$158.03
Brut Force Janitorial	5/2014	Janitorial Service May 2014	05/20/14	\$365.00
Brut Force Janitorial	5A/2014	Community Center-Janitorial Service May 2014	05/01/14	\$520.00
Cintas	185467397	Uniforms	04/29/14	\$18.86
Cintas	185468142	Uniforms	05/06/14	\$18.86
Cintas	185468882	Uniforms	05/13/14	\$18.86
Cintas	185469607	Uniforms	05/20/14	\$19.36
Department of Justice	34702	Community Center-Fingerprinting	05/06/14	\$390.00
Discovery Bay Disposal	17-0001966/043014	Com 2 Yd Bin Cornell	04/30/14	\$292.37
Discovery Bay Disposal	17-0013218/043014	Community Center-Com 2 Yd Bin	04/30/14	\$292.37
Discovery Pest Control	121172	Community Center-Pest Control	04/29/14	\$139.00
Future Stars 2000's, Inc.	1	Community Center-Program Fees	05/28/14	\$493.20
Henson Plumbing, Inc.	44000	Community Center-Snaking Out Pipe System	04/25/14	\$180.00
Lincoln Equipment, Inc.	SI235930	Community Center-Chemicals	04/14/14	\$515.24
Lincoln Equipment, Inc.	SI236910	Community Center-Chemicals	04/28/14	\$185.54
Lincoln Equipment, Inc.	SI236913	Community Center-Chemicals	04/28/14	\$139.08
Lincoln Equipment, Inc.	SI237075	Community Center-Swim Team	04/30/14	\$3,790.71
Lincoln Equipment, Inc.	SI238358	Community Center-Chemicals	05/15/14	\$263.34
Nancy Roberts	2	Community Center-Program Fees	05/11/14	\$425.60
Odyssey Landscape Co, Inc.	36039580	Monthly Maintenance April 2014	04/20/14	\$7,965.00
Office Depot	704660030001	Office Supplies	04/10/14	\$106.23
Office Depot	707374504001	Community Center-Office Supplies	04/30/14	\$22.00
Office Depot	707374504001	Community Center-Office Supplies	04/30/14	\$32.60
Office Depot	707375217001	Community Center-Office Supplies	04/30/14	\$5.96
Office Depot	710403758001	Community Center-Office Supplies	04/23/14	\$67.80
Pacific Gas & Electric	0869258994-1/050914	Electric & Gas Bill 04/10/14-05/09/14	05/09/14	\$395.93
Pacific Gas & Electric	5702839598-6/051114	Community Center-Electric & Gas Bill 04/09/14-05/08/14	05/11/14	\$2,471.78
Pacific Gas & Electric	5939734421-5/051614	Electric & Gas Bill 04/18/14-05/16/14	05/16/14	\$6,575.99
Playnetwork, Inc.	TDB180/050114	Community Center-Music Service	05/01/14	\$29.95
Pure Electric	14-TODDB3	Community Center-Electrical Repair	04/24/14	\$454.43
Shred-It USA-Concord	9403577563	Shredding Service May 2014	05/01/14	\$29.86
Shred-It USA-Concord	9403577563	Community Center-Shredding Service May 2014	05/01/14	\$29.88
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center Water Bill 04/01/14-04/30/14	04/30/14	\$518.17
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 04/01/14-04/30/14	04/30/14	\$947.54
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 04/01/14-04/30/14	04/30/14	\$254.43
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 04/01/14-04/30/14	04/30/14	\$200.47
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 04/01/14-04/30/14	04/30/14	\$141.20
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 04/01/14-04/30/14	04/30/14	\$111.84
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 04/01/14-04/30/14	04/30/14	\$191.52
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 04/01/14-04/30/14	04/30/14	\$8.94
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 04/01/14-04/30/14	04/30/14	\$11.74
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 04/01/14-04/30/14	04/30/14	\$34.44
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 04/01/14-04/30/14	04/30/14	\$2.79
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 04/01/14-04/30/14	04/30/14	\$36.90
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 04/01/14-04/30/14	04/30/14	\$175.30
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 04/01/14-04/30/14	04/30/14	\$5.59
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 04/01/14-04/30/14	04/30/14	\$19.57
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 04/01/14-04/30/14	04/30/14	\$5.59
Town of Discovery Bay, CSD	293	Payroll Reimbursement Feb 2014	05/22/14	\$14,585.44
U.S. Bank Corporate Payment System	4246044555703473/414	Telephone General	04/25/14	\$144.17
U.S. Bank Corporate Payment System	4246044555703473/414	Vehicle & Equipment Fuel	04/25/14	\$79.21
U.S. Bank Corporate Payment System	4246044555703473/414	Misc. Service and Supplies	04/25/14	\$150.00
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Earth Day	04/25/14	\$195.47
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Advertising	04/25/14	\$309.49
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Telephone	04/25/14	\$331.62

U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Software	04/25/14	\$299.00
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Chemicals	04/25/14	\$473.06
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Misc. Service & Supplies	04/25/14	\$207.35
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Swim Team	04/25/14	\$4,080.33
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Food	04/25/14	\$180.79
U.S. Bank Corporate Payment System	4246044555703473/414	Community Center-Beverage	04/25/14	\$100.32
Verizon Wireless	9724266914	Cell Phone Bill April 2014	04/26/14	\$88.91
Verizon Wireless	9724266914	Community Center-Cell Phone Bill April 2014	04/26/14	\$88.91
Watersavers Irrigation Inc.	1445603-00	Community Center-Misc. Irrigation Repairs	04/25/14	\$231.60
Watersavers Irrigation Inc.	1447890-00	Misc. Irrigation Repairs Newport Ln	05/01/14	\$458.49
Watersavers Irrigation Inc.	1448431-00	Community Center-Earth Day	05/02/14	\$64.97
Watersavers Irrigation Inc.	1450275-00	Misc. Irrigation Repairs Newport Lane	05/06/14	\$49.21
Watersavers Irrigation Inc.	1450635-00	Misc. Irrigation Repair	05/07/14	\$78.91
			<b>Total</b>	<b>\$61,181.38</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on June 04, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019051614	Bottled Water Service	05/16/14	\$31.17
Big Dog Computer	BDC33017	Qtly Audit and Clean up	04/11/14	\$75.00
Brut Force Janitorial	5/2014	Janitorial Service May 2014	05/20/14	\$25.00
Cintas	185467397	Uniforms	04/29/14	\$18.85
Cintas	185468142	Uniforms	05/06/14	\$18.85
Cintas	185468882	Uniforms	05/13/14	\$18.85
Cintas	185469607	Uniforms	05/20/14	\$19.35
Odyssey Landscape Co, Inc.	36039580	Monthly Maintenance April 2014	04/20/14	\$2,900.73
Office Depot	704660030001	Office Supplies	04/10/14	\$106.22
Office Depot	706618777001	Office Supplies	04/16/14	\$82.95
Office Depot	708660881001	Office Supplies	05/09/14	\$90.11
Pacific Gas & Electric	0403377952-3/050914	Electric & Gas Bill 04/09/14-05/08/14	05/09/14	\$39.99
Shred-It USA-Concord	9403577563	Shredding Service May 2014	05/01/14	\$29.86
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 04/01/14-04/30/14	04/30/14	\$5.59
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 04/01/14-04/30/14	04/30/14	\$898.07
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 04/01/14-04/30/14	04/30/14	\$246.60
Town of Discovery Bay, CSD	294	Payroll Reimbursement Feb 2014	05/22/14	\$3,135.55
U.S. Bank Corporate Payment System	4246044555703473/414	Telephone General	04/25/14	\$156.23
U.S. Bank Corporate Payment System	4246044555703473/414	Vehicle & Equipment Fuel	04/25/14	\$483.86
Verizon Wireless	9724266914	Cell Phone Bill April 2014	04/26/14	\$88.92
Williams Sanitary Service	26290	Toilet Rental Ravenswood	05/02/14	\$330.83
			<b>Total</b>	<b>\$8,802.58</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

### Agenda Title

Approve and Adopt Resolution No. 2014-10 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.

### Recommended Action

Adopt Resolution No. 2014-10 Ordering the Board of Directors Elections with the District's Specifications

### Executive Summary

The Town of Discovery Bay Community Services District ("District") has three (3) open seats on the Board of Directors up for the Election this fall. The election shall be held November 4, 2014 for the following seats with the "Term End Date" of December 7, 2018: The current Term End Date for those three seats currently held by Vice President Chris Steele, and Directors Kevin Graves; and Marianne Wiesen is December 5, 2014. All three seats are for a full four-year term.

The District is required to adopt a resolution and send a copy to the County Elections Department prior to the due date of July 2, 2014 that specifies the members of the board and their "Term End Dates"; to determine if the Candidate will pay for their candidate statements; the word limit in the statement; and the cost for the candidate statement that is estimated by the Election Division.

In the attached Resolution, it states that the candidate will pay for their statements, the word limit is 300 and the estimated cost for the statement will be \$400.00.

### 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

1. Resolution No. 2014-10
2. Contra Costa County City, School and District Guide - General Election November 4, 2014

AGENDA ITEM: F-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2014-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION;  
CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER**

**WHEREAS**, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

**WHEREAS**, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

**WHEREAS**, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for actual costs incurred by the county elections official in conducting the election for that district; and

**WHEREAS**, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

**WHEREAS**, Elections Code Section 12112 requires the elections official of the principal county to publish a notice of the election once in a newspaper of general circulation in the district;

**NOW, THEREFORE, BE IT RESOLVED** that an election be held within the territory included in this district on the 4<sup>th</sup> day of November, 2014, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

**SPECIFICATIONS OF THE ELECTION ORDER**

1. The Election shall be held on Tuesday, the 4<sup>th</sup> day of November 2014. The purpose of the election is to choose members of the board of directors for the following seats:

Board of Director - Term End Date 12/07/2018  
Board of Director - Term End Date 12/07/2018  
Board of Director - Term End Date 12/07/2018

2. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 300 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimate cost at the time of

filing. The District hereby accepts the Election Division estimated cost for a candidate statement as the following: \$400.00.

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Secretary of the Board is ordered to deliver copies of this Resolution, to the Registrar of Voters.

PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> DAY OF June, 2014.

---

Mark Simon  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 4, 2014, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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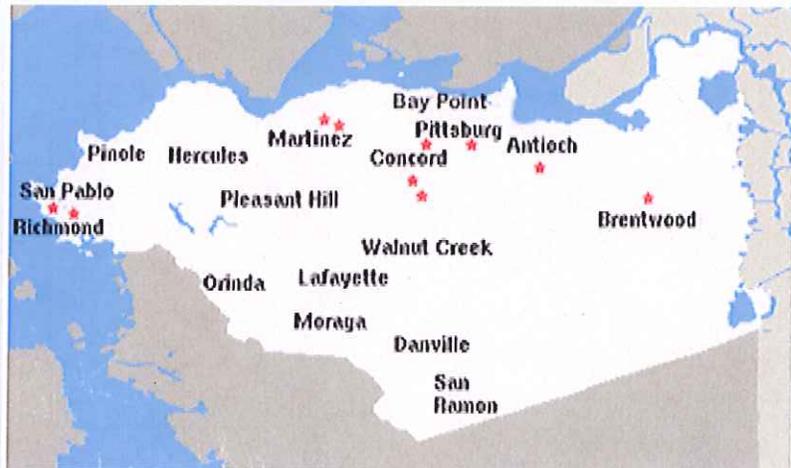
Richard J. Howard  
Board Secretary

2014

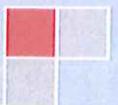
Discovery Bay CSD  
Received

MAY 15 2014

# CONTRA COSTA COUNTY City, School and Special District Guide General Election November 4, 2014



Prepared and Distributed by the Elections Staff of the  
Contra Costa County Clerk-Recorder, Registrar of Voters





Elections Division  
925.335.7800  
877.335-7802 Toll free  
925.335.7836 Fax

www.cocovote.us

**Contra Costa County**  
**Clerk-Recorder-Elections Department**

555 Escobar Street  
P.O. Box 271  
Martinez, CA 94553

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

Scott O. Konopasek  
Assistant County Registrar



Dear Fellow Election Officials,

We are very pleased to provide you with a new reference guide for the upcoming election season!

It is our hope that you will find this new format easier to use as you prepare your local candidates and measures for the November ballot.

The contents are designed to summarize your primary statutory obligations and to highlight our procedures to allow for a more effective exchange of information between our offices. Our goal is to create a handbook that can help guide you through the process and address most of the situations you might face. As always, please feel free to contact our offices with any additional questions or issues that might arise.

We look forward to your thoughts and comments regarding these changes and hope that you will let us know how we can make this an even more useful tool for you to use in the future.

Please feel free to share your thoughts with us by contacting Rosa Mena by telephone at 925-335-7806 or via email at [Rosa.Mena@vote.cccounty.us](mailto:Rosa.Mena@vote.cccounty.us).

Sincerely,

A handwritten signature in cursive script, reading "Joseph E. Canciamilla".

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



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## Key Dates for Cities and Districts

	APPLIES TO	DATES
Last day to file "Resolution for Election Consolidation"	City and Special Districts	Jul. 2 E-125
	School Districts	Jul.7* E-123
Submit Bond and Tax Measures to County Auditor	County Elections	Jul. 22 – Aug. 8 E-105 – 88
Publish "Notice of Election"	Cities publish their own and the County publishes for all others	Jul. 22 – Aug. 8 E-105 – 88
Candidate Filing Period	All Cities, School and Special Districts	Jul. 14 – Aug. 8 E-113 – 88
Last day to place a measure on the ballot	All Cities, School and Special Districts	Aug. 8 E-88
Extended Filing Period	If no incumbent files nomination papers by August 8, the filing period is extended for non-incumbents	Aug. 9 – 13 E-87 – 83
Public Review of "Ballot Designations" and "Candidate Statements"	All candidates	Aug. 9 – 18 E-87 – 78
	For "Candidate Statements" and "Ballot Designations" filed during the extended period	Aug. 14 – 23 E-82 – 73
Last day to withdraw "Candidate Statement"	All candidates	Aug. 11 E-85
	Candidates who filed during the extended filing period	Aug. 14 E-82
Last day for amending or withdrawing a measure	All Cities, School and Special Districts	Aug. 13 E-83
Last day to file a petition forcing a contest on the General Election ballot	Applies only to offices where the number of candidates does not exceed the number of positions	Aug. 13 E-83
Randomized alphabet drawing for ballot placement	All candidates	Aug. 14 E-82
Measure Letter Assignment	Local Measures	Aug. 14 E-82
Last day to file Primary Arguments	Local Measures	Aug. 20 E-76
Last day to file Impartial Analysis	Local Measures	Aug. 15 E-81
Last day to file Rebuttal Arguments	Local Measures	Aug. 25 E-71
Sample Ballot Review Period	All Cities, School and Special Districts	Aug. 27 – Aug. 29 E-69 – 67
Deadline to register to vote in the November 4, 2014 General Election	All voters	Oct. 20 E-15
Election Day	Polls are open from 7:00am to 8:00pm	November 4, 2014
Deadline to certify the General Election		Dec. 2 E+28

*\*NOTE: Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; the deadline will move forward to the next business day.*

### Calendar of Important Dates

Military Overseas Voter Ballots Mailed	September 19, 2014
Sample Ballot Mailing	September 25, 2014
Vote-by-Mail Mailing	October 6, 2014
Registration Deadline	October 20, 2014
Supplemental Sample Ballot Mailed	October 24, 2014
Last Day to Request Vote-by-Mail Ballot	October 28, 2014
Last Day to Mail Vote-by-Mail Ballot	October 31, 2014
Election Day	November 4, 2014
Canvass / 1% Period	November 6 – December 2, 2014
Certification Deadline / Results Transmitted	December 12, 2014

### FILING A RESOLUTION TO CONSOLIDATE THE ELECTION

Every City and District must file a "Resolution for Election Consolidation" with the Elections Office no later than:

- July 2, 2014 (E-125) for City and Special Districts
- July 7, 2014\* (E-123) for School Districts  
School Districts must file their resolution with the County Superintendent of Schools and the Elections Office by this date.

*EC 10002, 10509, EDC 5322*

The "Resolution for Election Consolidation" is the official document that states all the specifications of the election to be held. A number of items are required to be on the resolution, such as:

- Requesting Consolidation of the Election
- Number of Positions Up for Election
- Who pays for Candidate Statement Costs
- Confirm District Boundaries – Last day for boundary changes is (E-130) June 27, 2014

The resolution must be certified and signed by the Governing Board Members. For a sample of the resolution see Attachment H.

*\*NOTE: Asterisked dates indicate that the deadline falls on a Saturday, Sunday, or a holiday; the deadline will move forward to the next business day.*

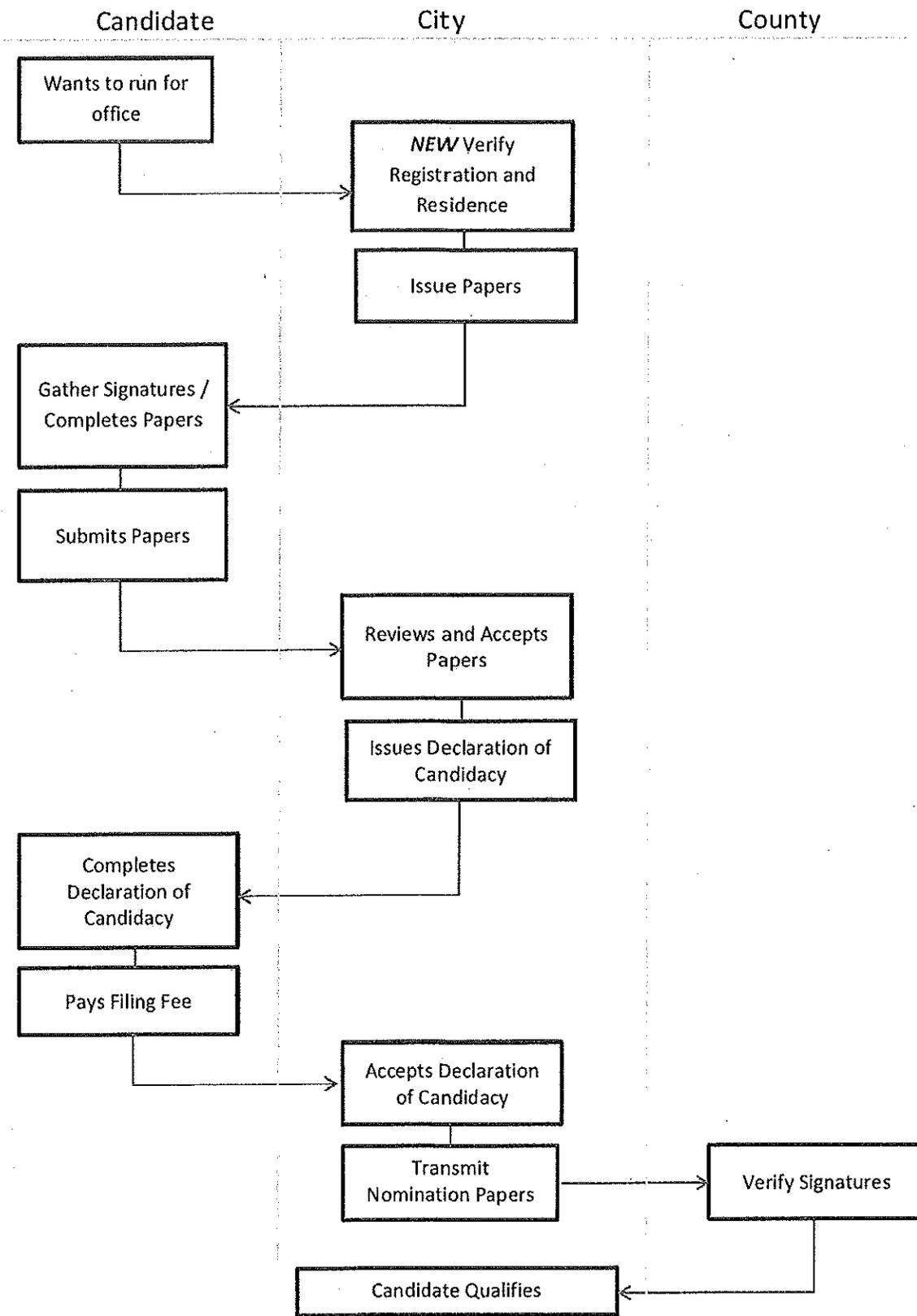
**OFFICES FOR ELECTION**  
**November 4, 2014 General Election**

	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
<b>SCHOOL DISTRICTS</b>	3	4 years	At Large
Acalanes Union High	1 Short Term	2 years	
Antioch Unified	2	4 years	
Brentwood Union	3	4 years	
Byron Union	3	4 years	
	1 Short Term	2 years	
Canyon Elementary	3	4 years	By Area
Contra Costa Board of Education			
Area 2	1	4 years	
Area 4	1		
Area 5	1		
Contra Costa Community College			By Ward
Ward 1	1	4 years	
Ward 3	1		
Ward 4	1		
John Swett Unified	2	4 years	At Large
Knightsen Elementary	2	4 years	
Lafayette	3	4 years	
Liberty Union High	3	4 years	
Livermore Valley Joint Unified Shared with Alameda	3	4 years	
Martinez Unified	2	4 years	
Moraga	3	4 years	
Mt. Diablo Unified	3	4 years	
Oakley Union Elementary	3	4 years	
Orinda Union	3	4 years	
Pittsburg Unified	3	4 years	
San Ramon Valley Unified	3	4 years	
Walnut Creek	3	4 years	
West Contra Costa Unified	3	4 years	
<b>SPECIAL DISTRICTS</b>			
Alameda-Contra Costa Transit At Large - Shared with Alameda County	1	4 years	
Ambrose Recreation & Park	3	4 years	
Bethel Island Municipal Improvement	2	4 years	
Byron Sanitary	2	4 years	
Byron Bethany Irrigation			By Division
Division 1	1	4 years	
Division 3 - Shared with Alameda County	1		
Castle Rock County Water	2	4 years	At Large
Central Contra Costa Sanitary	2	4 years	
Contra Costa Water			By Division
Division 1	1	4 years	
Division 2	1		

	NUMBER OF POSITIONS TO BE ELECTED	TERM OF OFFICE	ELECTED
Crockett Community Services	3 1 Short Term	4 years 2 years	At Large
Diablo Community Services	3	4 years	
Diablo Water	3	4 years	
Town of Discovery Bay Community Services	3	4 years	
Dublin-San Ramon Services Shared with Alameda County	2	4 years	
East Bay Municipal Utility Ward 2 Ward 3* Ward 4* Ward 7* *Shared with Alameda County	1 1 1 1	4 years	By Ward 10 Nomination Signatures Req.
East Bay Regional Park Ward 6 Ward 7	1 1	4 years	By Ward 50 Nomination Signatures Req.
East Contra Costa Irrigation Division 1 Division 4	1 1	4 years	By Division
Green Valley Recreation & Park	3	4 years	At Large
Ironhouse Sanitary	2	4 years	
Kensington Fire Protection	3	4 years	
Kensington Police & Community Services	3	4 years	
Knightsen Town Community Services	3 1 Short Term	4 years 2 years	
Los Medanos Community Healthcare	3 1 Short Term	4 years 2 years	
Moraga – Orinda Fire Protection Division 1 Division 3 Division 4	1 1 1	4 years	By Division
Mt. View Sanitary	2 1 Short Term	4 years 2 years	At Large
Pleasant Hill Recreation & Park	3	4 years	
Rodeo Sanitary	2 1 Short Term	4 years 2 years	
Rodeo – Hercules Fire Protection	3	4 years	
Rollingwood-Wilart Park Recreation & Park	3	4 years	
San Francisco Bay Area Rapid Transit District 2	1	4 years	
San Ramon Valley Fire Protection	2	4 years	
Steger Sanitary	3	4 years	
West Contra Costa Healthcare	3	4 years	
West County Wastewater	3	4 years	

	<b>NUMBER OF POSITIONS TO BE ELECTED</b>	<b>TERM OF OFFICE</b>	<b>NOMINATION SIGNATURES REQUIRED</b>
<b>CITIES</b>			
Antioch	2 Councilmembers	4 years	20
Brentwood	2 Councilmembers	4 years	20
Clayton	2 Councilmembers	4 years	20
Concord	3 Councilmembers 1 Treasurer	4 years	20
Danville	2 Councilmembers	4 years	20
El Cerrito	2 Councilmembers	4 years	20
Hercules	2 Councilmembers	4 years	20
Lafayette	2 Councilmembers	4 years	20
Martinez	2 Councilmembers 1 Mayor	4 years	20
Moraga	2 Councilmembers	4 years	20
Oakley	2 Councilmembers	4 years	20
Orinda	3 Councilmembers	4 years	20
Pinole	3 Councilmembers	4 years	20
Pittsburg	3 Councilmembers 1 City Clerk 1 Treasurer	4 years	20
Pleasant Hill	2 Councilmembers	4 years	20
Richmond	3 Councilmembers 1 Councilmember - Short Term 1 Mayor	4 years 2 years 4 years	20
San Pablo	2 Councilmembers 1 City Clerk 1 Treasurer	4 years	20
Walnut Creek	2 Councilmembers 1 Treasurer	4 years	20

### Nomination Process Flowchart for City Clerks



## FILING FOR OFFICE

The filing periods for candidates desiring to run for City, School and Special Districts are listed below.

### General Election - November 4, 2014

Filing Period: July 14 - August 8, 2014

\*Extended Filing Period: August 9 - August 13, 2014

\*If no incumbent files by the end of the filing period, the filing period is extended to non-incumbents.

## VERIFYING CITY CANDIDATES' ELIGIBILITY

City Clerks are now able to confirm the eligibility of the candidates' voter registration by using our website.

- 1) Go to [www.cocovote.us](http://www.cocovote.us)
- 2) Hover over the tab "Voter Registration" and wait for drop down menu to appear
- 3) Click "Am I Registered?"
- 4) Type in a candidate's First Name, Last Name, and Date of Birth and click "Search"
- 5) Select the candidate's name and verify residence address
  - If no name appears, call the Elections Office at (925) 335-7874
- 6) Click the "City" tab to verify the candidate is registered to vote within the City limits

Once the candidate's eligibility is verified, nomination papers can be issued. See "CANDIDATE FILING FORMS" on page 9 for a brief description of the nomination papers.

## GENERAL QUALIFICATIONS FOR OFFICE

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment.

### Cities

General Qualifications:

- a) Be a U.S. Citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony.

### School Districts

General Qualifications:

- d) Be a U.S. Citizen.
- e) Be a registered voter at the time the Declaration of Candidacy is issued.
- f) Not have been convicted of a felony.

Additional qualifications:

Contra Costa Community College District: Must be a registered voter in the Ward.

### Special Districts

General Qualifications:

- a) Be a U.S. Citizen.
- b) Be a registered voter at the time the Declaration of Candidacy is issued.
- c) Not have been convicted of a felony.

Additional qualifications:

Alameda-Contra Costa Transit District: Must be a registered voter in the District or Ward.

Byron-Bethany Irrigation District: Must own land within the Division.

East Bay Regional Park District: Must be a registered voter in the Ward.

East Contra Costa Irrigation District: Must be a free-holder of land within District.

## CANDIDATE FILING FORMS

Filing packets often referred to as “papers”, can include the following forms:

- Nomination Petitions
- Filing Fee
- Extended Filing Period
- Declaration of Candidacy
- Ballot Designation
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices (Optional)

### Nomination Petitions

Candidates for City, East Bay Municipal Utility District and Alameda-Contra Costa Transit District offices are required to file nomination petitions with the required number of valid signatures for the office.

Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions for special district offices are furnished by the County Elections office. The City Clerk’s office is responsible for issuing nomination petitions to candidates running for city office.

The number of signatures required for each office is listed on pages 3 - 5.

### *Circulators of Nomination Petitions:*

Circulators are appointed by candidates and must be voters in the district in which the candidate is to be voted on. Candidates may circulate and sign his/her own nomination petitions.

*EC 8066*

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, even if the candidate circulated their own petition.

### *Signers’ Qualifications:*

Registered voters in the district in which the candidate is to be voted on are eligible to sign the petition.

*Signers' Limitations:*

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

EC 8069

*Verification of Signatures on Nomination Petitions:*

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Office, generally within 24-48 hours. Cities will be notified immediately after signatures have been verified.

**Filing Fee**

Certain cities require a filing fee to be paid by the candidate when filing the "Declaration of Candidacy" The fee is determined by the City Clerk.

**Extended Filing Period**

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates, where the incumbent cannot file, due to term limits or for offices that are vacant.

EC 8024

**Declaration of Candidacy**

The "Declaration of Candidacy" is filed by each candidate for City, School and Special District offices.

The "Declaration of Candidacy" is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

The "Declaration of Candidacy" is not to be removed from the Election or City's office.

EC 8001, 8800, 8801

**Ballot Designation**

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk's office. Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. The candidate is to be notified by phone or by registered or certified mail, with a return receipt, addressed to mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

If a candidate fails to file a "Ballot Designation Worksheet", no designation will appear on the ballot.

*EC 13107, 13107.3, 13107.5*

Ballot Designation Guidelines and examples are found in Attachment A.

*Public Review Period:*

After the close of the filing period, anyone may examine any candidate's ballot designation. During a 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction challenging a ballot designation.

*EC 13313, 13314*

**Candidate Statement of Qualifications**

Each candidate for elective office may prepare an optional "Candidate Statement" at their own expense (unless districts agree to pay the cost). The "Candidate Statement" is designed to familiarize voters with a candidate's qualifications for the office he/she is seeking. The "Candidate Statement" is incorporated into the "Sample Ballot and Voter Information Pamphlet", and will be mailed to all registered voters, eligible to vote for that particular office. The "Candidate Statement" is printed in English and Spanish. For a sample of the guidelines see Attachment B.

*Shared Districts:*

If a candidate is filing for an office where the district extends into another county and the candidate wishes to have their "Candidate Statement" printed in that county, the candidate must contact the appropriate county for payment and publication of the "Candidate Statement".

*Filing of "Candidate Statement":*

In addition to filing a copy, our office needs the statement in an editable text format emailed to the following address: [cfile@vote.cccounty.us](mailto:cfile@vote.cccounty.us).

The "Candidate Statement" will be formatted to appear, as closely as possible, to the copy filed. Statements are subject to the word counts and guidelines described in Attachment B.

*Restrictions:*

The "Candidate Statement" cannot refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

*Withdrawing/Changing the Statement:*

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the statement. A new statement cannot be filed to replace a withdrawn statement after the end of the filing period.

The "Candidate Statement" must remain confidential until after the close of the filing period for the office sought.

EC 13311

*Public Review Period:*

After the close of the filing period, anyone may examine "Candidate Statements." During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction challenging any or all of the material in a "Candidate Statement".

EC 13313, 13314

*Cost Estimates:*

The costs of the statements are estimated and must be paid at the time the statement is filed. For the estimated cost see Attachment C.

If payment exceeds the actual cost, the excess will be refunded to the candidate within 30 days from the date the district receives a billing for election services. If payment is less than the actual cost, the candidate will be billed and will be required to pay the additional costs within 30 days.

**Statement of Economic Interests (Form 700)**

Every candidate is required to file a "Statement of Economic Interests" (Form 700) disclosing certain financial interests.

City office candidates file Form 700 with the City Clerk's office. School and Special Districts file with the County Elections.

Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of his/her "Declaration of Candidacy". We do request that the candidate file a copy of their filed Form 700.

*GC 87202, 87203*

**Campaign Finance Disclosure**

All local candidates, their committees, and committees supporting or opposing ballot measures are required to report, campaign contributions, and expenditures.

When the candidate receives nomination papers, he/she will receive an informational manual prepared by the Fair Political Practices Commission (FPPC) and the appropriate forms that give specific information.

Candidates should familiarize themselves thoroughly with the information in the manual and carefully note the filing deadlines, as the Act imposes penalties for late filing of campaign statements. More information and requirements can be found in the Political Reform Act 1974 or at [www.fppc.ca.gov](http://www.fppc.ca.gov).

*GC 85201*

For a brief summary of the most commonly used forms, see Attachment E.

**Code of Fair Campaign Practices (Optional)**

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the filing official, and shall be retained for public inspection until 30 days after the election.

*EC 20400, 20420, 20440-20444*

## WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate, except in the case of some city offices.

Any person who desires to be a write-in candidate and have votes cast for him/her counted shall file a "Statement of Write-In Candidacy" form.

Write-In filing period begins September 8, 2014 and ends October 21, 2014.

*EC 8600, 8601*

City, East Bay Municipal Utility District and Alameda-Contra Costa Transit District require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district in which the candidate is to be voted on. See pages 3 - 5 for the required number of nomination signatures.

The same forms required of other candidates who have filed during the regular filing period, must also be filed by write-in candidates. The "Candidate Statement" and Ballot Designation form does not apply to write-in candidates and write-in candidates may not submit a "Candidate Statement".

Write-in votes cast will be counted and reported during the canvass for valid write-in candidates.

## COMMON QUESTIONS AND SITUATIONS

### Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to file in person, he/she may designate a person to act on his/her behalf. A written statement, signed and dated by the candidate, authorizing a person to receive the "Declaration of Candidacy" form and all other nomination papers is required. See Attachment D for a sample of the "Authorization Form" used by the Elections Office. Because an original signature is required, nomination documents may not be filed by fax. The candidate's designee may only receive and deliver papers and may not make any changes on the nomination documents.

*EC 8028*

### How Names Appear on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn.

*EC 13112*

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. For the General Election the drawings will be conducted on August 14, 2014.

### Offices That Do Not Go To Election

Special Districts. If the number of candidates is equal to or less than the number of vacancies to be filled within the particular district, the office does not appear on the ballot. The Board of Supervisors appoints the unopposed candidates. Appointees by the Board of Supervisors take office and serve exactly as if elected at the General Election.

*EC 10515*

School Districts. If the number of candidates is equal to or less than the number of offices to be filled within a particular district, an election will not be held and the qualified candidates shall be seated at the organizational meeting of the school district governing board.

**Candidates Elected at November General Election**

The candidate(s) for a city office, school district, or special district that receive(s) the highest number of votes from all the ballots cast for that office shall be elected to that office.

**Election Night Activities**

Election results are available on the internet at [www.cocovote.us](http://www.cocovote.us), beginning at 8pm on Election Night. Results will be updated periodically, until all Election Day ballots are counted.

Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines will be issued upon arrival.

**Post-Election**

Beginning the day after the election, a complete audit of all returns is performed. Any uncounted Vote-by-Mail ballots are processed and counted. Additionally, provisional ballots are processed and counted and votes cast for qualified write-in candidates are counted.

Election code requires the canvass to be completed by 28 days following the election.

**When Successful Candidates Take Office**

School Districts	(EDC 5000, 5017)	December 1, 2014
Special Districts	(EC 10507, 10554)	December 1, 2014
East Bay Municipal Utility District		January 1, 2015

### **Filing For More Than One Office**

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free (866) 275-3772.

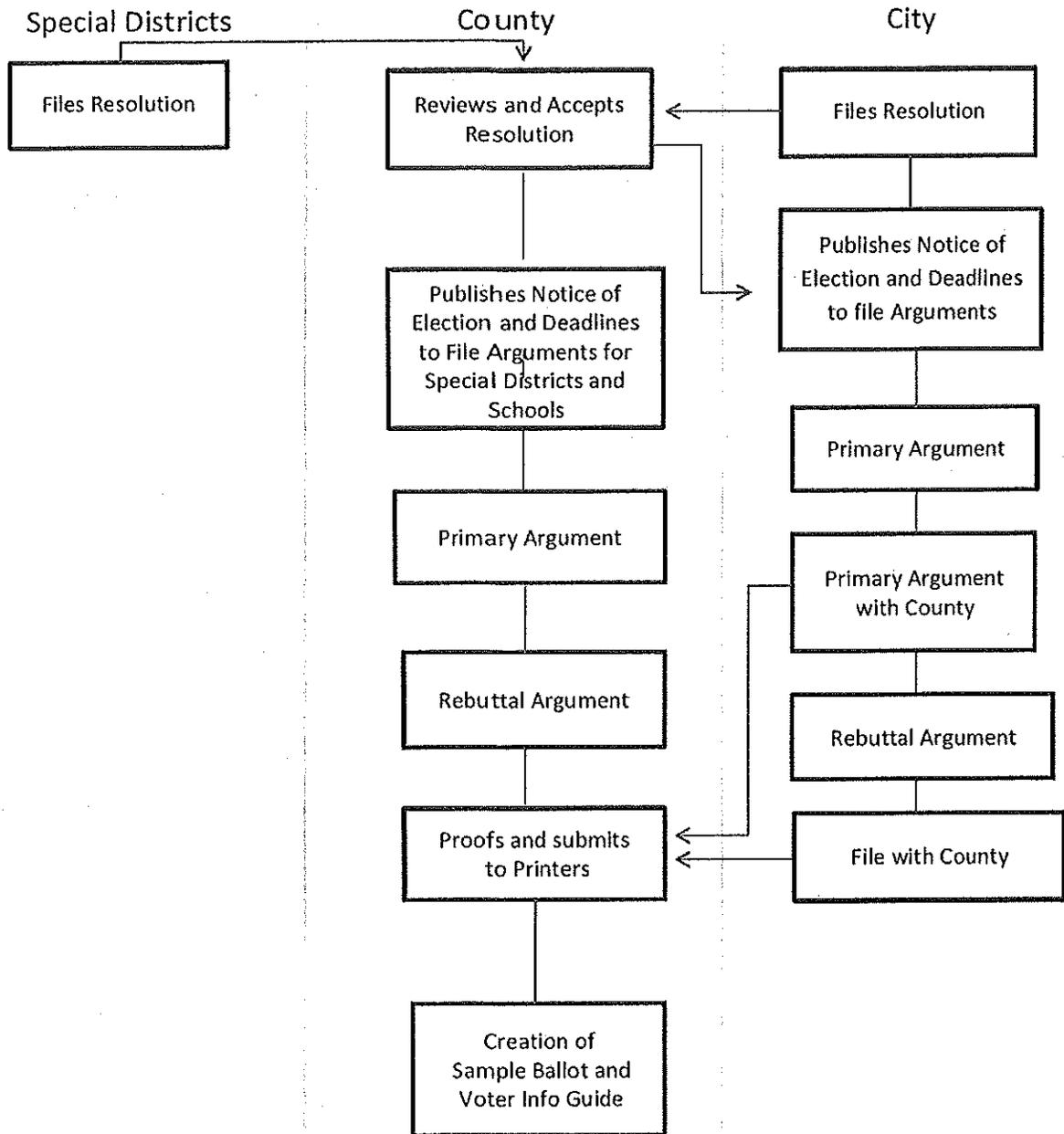
*The Political Reform Act*

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### Measure Key Dates November 4, 2014 General Election

		Local District Official	County Elections	Start	End
7/22/2014	8/8/2014		Submitt Bond & Tax Measures to County Auditor	E-105	E-88
7/22/2014	8/8/2014	Cities Publish Notice of Election	Publish Notice of Election for Schools & Special Dist.	E-105	E-88
8/8/2014		Last Day to place a Measures on ballot		E-88	
8/9/2014	8/18/2014	Public Examination Period	Public Examination Period	E-87	E-78
8/13/2014		Last Day for Amending or Withdrawing a Measure		E-83	
8/14/2014			Assign Local Measure Letter	E-82	
8/15/2014		Deadline for Impartial Analysis		E-81	
8/20/2014		Deadline for Primary Arguments		E-76	
8/25/2014		Deadline for Rebuttals		E-71	
Above dates are No Later Than Dates					

**Measure Filing Flowchart for City Clerks**



## Measure Resolutions

The governing board calls for the election by a resolution. The resolution shall contain "Specifications of the Election Order" which include:

- A request and consent to consolidate with any other elections to be held within the county on the same day.
- Provisions for the payment of the cost of the election.
- The final wording of the measure framed as a question and **limited to 75 words**.
- Resolution shall also specify if the **Full Text of the Measure** exceeding the 75 word abbreviation is one of the following:
  1. To be completely printed in the Voter Information Pamphlet
  2. Brief statement that will be printed under the Impartial Analysis in the Voter Information Pamphlet. This brief statement would inform the voters to **call the jurisdiction** if a copy of the Full Text is desired. If so, the city will be responsible for mailing. We will need a contact name and phone number.
  3. There is no Full Text of the Measure.
- The percentage of Vote required for measure to pass.
- Must specify if boundaries are the same or have changed since jurisdiction's previous election.

### **Submitting a Measure:**

Please submit all measure information via e-mail, followed by originals in the mail. To ensure information is printed exactly as filed, please submit to: [CFile@vote.cccounty.us](mailto:CFile@vote.cccounty.us)

When submitting materials to place a measure on the ballot, indicate clearly which portion of the resolution is to be printed in the Voter Information Pamphlet.

**Location to File Local Jurisdiction Measures:** Contra Costa County Elections Division  
555 Escobar Street  
Martinez, CA 94553

**Impartial Analysis:**

Impartial Analysis for Special Districts and School Districts will be prepared by County Counsel. For City Measures the Analysis must be prepared by the City Attorney it is due at the same time the Primary Arguments are due. An Analysis is public after the 5 p.m. deadline.

**Tax Rate Statements:**

Tax Rate Statements must be supplied for each bond issue proposed by a county, city, district or other political subdivision. The statement is to be filed no later than the 88<sup>th</sup> day prior to the election. Statements are available to the public after the 5 p.m. deadline.

**Arguments:**

The governing board, representatives from a bona fide association of citizens or any individual voter who is eligible to vote on the measure may file a written Argument in Favor or Against any county, school, or district measure placed on the ballot. Arguments are due by 5 p.m. on the deadline date chosen by the Elections Official. Word limit is 300. Names and Signatures must be on actual primary Argument.

The individuals signing an argument on behalf of a bona fide association do not have to be registered voters in the jurisdiction, but must file a "Bona Fide Association of Citizens Filer Data Sheet" Arguments are due by 5 p.m. on the deadline date chosen by the Elections Official. Arguments are available to the public after the 5 p.m. deadline.

The elections official responsible for primary arguments filed, shall send copies of the argument in favor of the measure to the authors of the argument against and copies of the argument against the measure to the authors of the argument in favor.

**Rebuttal Arguments:**

Rebuttal Arguments must be signed by the same authors of the arguments unless the original signers of the arguments authorize, in writing, others to sign the Rebuttal Arguments. A "Release for Rebuttal Argument" should be filed with the Rebuttal Arguments. Word limit is 250. Names and Signatures must be on actual primary Argument.

Cities must adopt the provisions of EC 9285 before the acceptance of rebuttal arguments is allowed.

Rebuttal arguments are due by 5 p.m. on the deadline date chosen by the Elections Official. Rebuttal arguments are available to the public after the 5 p.m. deadline.

Measure letters will be assigned in alphabetical order beginning with the letter following the last letter assigned in the previous election and continuing through Z, or as close to the end of the alphabet as possible to accommodate all measures filed for the current election. Letters F and I will not be used.

## ATTACHMENT A - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is OPTIONAL.

EC 13107

Ballot designations become public once filed on the "Declaration of Candidacy." Ballot designations cannot be changed by the candidate after the final date to file for office.

### Format of Ballot Designation

If a ballot designation exceeds the space allotted on the ballot (approximately 60 characters), it will be printed in a smaller typeface.

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

- 1) Elective Office Title: Words designating the elective public office held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) Incumbent: The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) Appointed Incumbent: The phrase "appointed incumbent" may be used if:
  - a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
  - b) is a candidate for the same or other office, the word "appointed" and the title of the office.

The phrase "appointed incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

- 4) Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

- 5) **Community Volunteer:** A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
  - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
  - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) **No Occupation Desired:** If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

### Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Unacceptable: Ret. Policeman  
Policeman, Retired

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable: Former Policeman  
Ex-Policeman

The only exception is the use of the word "retired."

Acceptable: Retired Policeman

## ATTACHMENT B - CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES

PREPARATION OF CANDIDATE STATEMENT ▶ Shown below is a reduced facsimile of a "Candidate Statement of Qualifications" form.

**Candidate Statement of Qualifications**  
**For the General Election to be held November 4, 2014**  
(Elections Code 13307, 13309, and 13311)

**Instructions to Candidate:** Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.

This form must be filed along with the hardcopy.

In addition to filing a hardcopy, you will need to submit your statement in an editable text format after filing your statement to the following email address: [cfile@vote.cccounty.us](mailto:cfile@vote.cccounty.us)

The "Ballot Designation" will match the designation provided on the "Declaration of Candidacy".

Hard copy must bear signature.

Office Name: \_\_\_\_\_ Contest ID: \_\_\_\_\_ Candidate ID: \_\_\_\_\_

Word Limit: 250 • Estimated Cost: \$ \_\_\_\_\_ • Paid By: Candidate  District

Candidate Name: \_\_\_\_\_

Ballot Designation: \_\_\_\_\_

I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in both English and Spanish. I understand that the amount written above is an estimated cost to print in English and Spanish. I agree to pay any difference between the estimated cost and the actual cost.

I do not wish to file a Candidate Statement.

Dated \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

## WORD COUNT CRITERIA

The following are the guidelines for computing the word count for "Candidate Statements".

Abbreviations - UCLA, PTA	one word
Abbreviations - U.C.L.A., P.T.A.	separate words
California Geographical names: Examples: County of Contra Costa, Contra Costa Community College District, Antioch Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District.	one word
Contra Costa County Fire Protection District	one word
Bay Area	one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word two words
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word three words
Regularly hyphenated words: that appears in any generally available standard reference dictionary published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.com.etc)	one word

## ATTACHMENT C - CANDIDATE STATEMENT - COST ESTIMATES

November 4, 2014

Candidate Statement Formula: Each candidate statement is printed on one-quarter of a page (see Attachment C-4) in English and again in Spanish. The formula for estimating the cost is: Number of Registered Voters in District x 0.50 (half page) x \$.02 (English and Spanish) plus \$50.00 Translation cost. In other words - \$.01 cent per registered voter in district plus \$50.00 translation cost.

SCHOOL DISTRICT	COST ESTIMATE	WORD LIMIT*	PAID BY
Acalanes Union High	\$962.50	250	Candidate
Antioch Unified	\$637.50	250	Candidate
Brentwood Union	\$400.00	250	Candidate
Byron Union	\$150.00	250	Candidate
Canyon Elementary	\$62.50	250	Candidate pays 10% District bills candidate remaining balance.
Contra Costa Board of Education			
Area No. 2	\$1,712.50	250	Candidate pays \$100 District pays remaining balance.
Area No. 4	\$1,500.00		
Area No. 5	\$1,150.00		
Contra Costa Community College			
Ward 1	\$1,150.00	250	Candidate
Ward 3	\$1,350.00		
Ward 4	\$1,500.00		
John Swett Unified	\$150.00	250	Candidate
Knightsen Elementary	\$75.00	250	Candidate
Lafayette	\$287.50	250	Candidate
Liberty Union High	\$700.00	250	Candidate
Livermore Valley Joint Unified Shared with Alameda	\$62.50	250	Candidate
Martinez Unified	\$275.00	250	Candidate
Moraga	\$187.50	250	Candidate
Mt. Diablo Unified	\$1,650.00	250	Candidate
Oakley Union Elementary	\$250.00	250	Candidate
Orinda Union	\$225.00	250	Candidate
Pittsburg Unified	\$337.50	250	Candidate
San Ramon Valley Unified	\$1,075.00	250	Candidate
Walnut Creek	\$450.00	250	Candidate
West Contra Costa Unified	\$1,350.00	250	Candidate
SPECIAL DISTRICT	COST ESTIMATE	WORD LIMIT*	PAID BY
Alameda-Contra Costa Transit At Large - Shared with Alameda County	\$1,037.50	250	Candidate pays one time in County of domicile.
Ambrose Recreation & Park	\$162.50	250	Candidate
Bethel Island Municipal Improvement	\$75.00	250	Candidate
Byron Sanitary	\$62.50	250	Candidate
Byron Bethany Irrigation			
Division 1	\$75.00	250	Candidate
Division 3 - Shared with Alameda County	\$62.50		
Castle Rock County Water	\$62.50	250	District

SPECIAL DISTRICT	COST ESTIMATE	WORD LIMIT*	PAID BY
Central Contra Costa Sanitary	\$2,562.50	250	Information not available at time of printing. Contact our office.
Contra Costa Water Division 1 Division 2	\$537.50 \$612.50	250	Candidate
Crockett Community Services	\$87.50	250	Candidate
Diablo Community Services	\$75.00	250	Candidate
Diablo Water	\$275.00	250	Candidate
Town of Discovery Bay Community Serv.	\$150.00	250	Candidate
Dublin-San Ramon Services Shared with Alameda County	\$262.50	250	Candidate pays \$450 <i>District pays remaining balance.</i>
East Bay Municipal Utility Ward 2 Ward 3* Ward 4* Ward 7* *Shared with Alameda County	\$1,600.00 \$550.00 \$275.00 \$162.50	250	Candidate pays \$1,000 one time in County of domicile. <i>District pays remaining balance.</i>
East Bay Regional Park Ward 6 Ward 7	\$2,625.00 \$2,275.00	250	Candidate pays \$1,000 one time in County of domicile. <i>District pays remaining balance.</i>
East Contra Costa Irrigation Division 1 Division 4	\$150.00 \$150.00	250	Candidate
Green Valley Recreation & Park	\$75.00	250	Candidate
Ironhouse Sanitary	\$287.50	250	Candidate
Kensington Fire Protection	\$112.50	250	Candidate
Kensington Police & Community Services	\$112.50	250	Candidate
Knightsen Town Community Services	\$75.00	250	Candidate
Los Medanos Community Healthcare	\$4,337.50	250	Candidate
Moraga – Orinda Fire Protection Division 1 Division 3 Division 4	\$112.50 \$125.00 \$125.00	250	Candidate
Mt. View Sanitary	\$212.50	250	Candidate
Pleasant Hill Recreation & Park	\$337.50	250	Candidate
Rodeo Sanitary	\$112.50	250	Candidate
Rodeo – Hercules Fire Protection	\$262.50	250	Candidate
Rollingwood-Wilart Park Rec. & Park	\$75.00	250	Candidate
San Francisco Bay Area Rapid Transit District 2	\$2,062.50	250	Candidate pays \$750 one time in County of domicile.
San Ramon Valley Fire Protection	\$1,062.50	250	Candidate
Stege Sanitary	\$312.50	250	Candidate
West Contra Costa Healthcare	\$1,412.50	250	Candidate
West County Wastewater	\$525.00	250	Candidate

CITY	COST ESTIMATE	WORD LIMIT*	PAID BY
Antioch	\$600.00	250	Candidate
Brentwood	\$387.50	250	Candidate
Clayton	\$150.00	250	Candidate
Concord	\$762.50	250	Candidate
Danville	\$400.00	250	Candidate
El Cerrito	\$237.50	250	Candidate
Hercules	\$212.50	250	Candidate
Lafayette	\$262.50	250	Candidate
Martinez	\$325.00	250	Candidate
Moraga	\$187.50	250	Candidate
Oakley	\$262.50	250	Candidate
Orinda	\$225.00	250	Candidate
Pinole	\$187.50	250	Candidate
Pittsburg	\$387.50	250	Candidate
Pleasant Hill	\$300.00	250	Candidate
Richmond	\$587.50	250	Candidate
San Pablo	\$162.50	250	Candidate
Walnut Creek	\$575.00	250	Candidate

\* Word limit could be 200 - 250 depending on resolution from the district. Cost estimate remains the same for either word limit.

Below are samples of 250-word statements as they would appear in the voter information portion of the "Sample Ballot and Voter Information Pamphlet." Statements will appear in the same order as the candidates appear on the ballot.

<p style="text-align: center;"><b>CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD</b></p> <p><b>JANE DOE</b> Occupation: Businesswoman</p> <p><b>Education and Qualifications:</b> I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote.</p> <p>Thank you.</p>	<p style="text-align: center;"><b>CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD</b></p> <p><b>JANE DOE</b> Occupation: Businesswoman</p> <p><b>Education and Qualifications:</b> I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>
<p style="text-align: center;"><b>CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD</b></p> <p><b>JANE DOE</b> Occupation: Businesswoman</p> <p><b>Education and Qualifications:</b> I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>	



## ATTACHMENT E - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE FORMS

Except as noted below, an individual who intends to be a candidate for an elective office must file "Candidate Intention Statement" (Form 501). Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction. These forms are available on the Fair Political Practices website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

*GC 85200 et seq.*

- a) **FORM 501 – Candidate Intention Statement** ▶ This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

**Exception:** Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

- b) **FORM 410 - Statement of Organization** ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$1,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure.

- c) **FORM 460 - Recipient Committee Campaign Statement** ▶ Candidates for office who receive contributions or have expenditures in excess of \$1,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Campaign Report and Statement Filing Schedule included in your FPPC packet.

*GC 84200 et seq.*

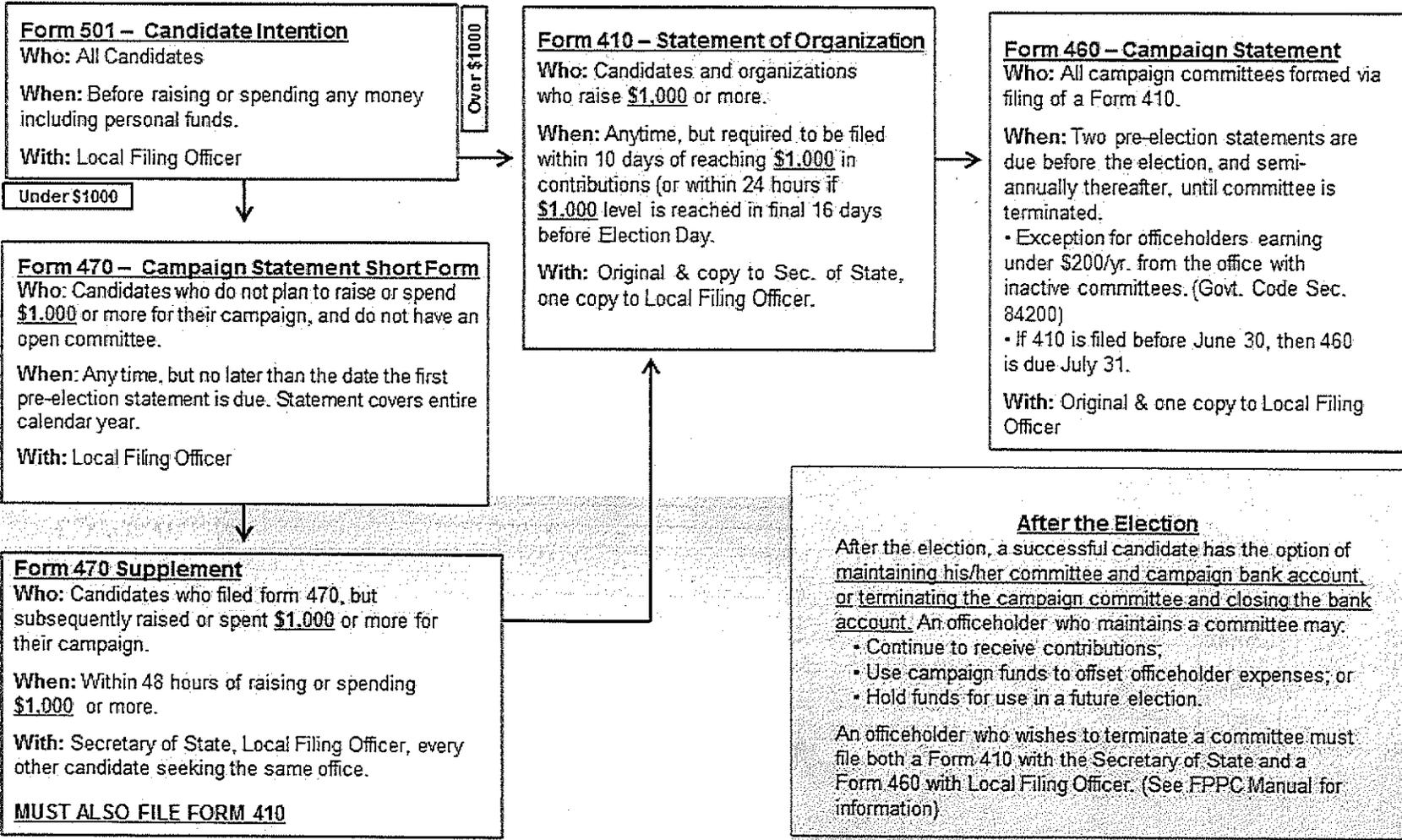
- d) **FORM 470 - Officeholder/Candidate Campaign Statement-Short Form** ▶ Candidates for office who expect to receive or spend less than \$1,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

*GC 84206*

- e) **FORM 470 - Supplemental** ▶ Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$1000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.



Basic Filing Guidelines for Candidates and Committees. For more information you may contact FPPC at 1-866-ASK-FPPC and by going to the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov)



E-2

Agenda Item F-4

## ATTACHMENT F - DISTRICT REGISTRATION BY PARTY

### District Registration by Party As of May 1, 2014

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Contra Costa County	259,770	127,406	13,702	116,341	8,977	272,490	526,196
<b>State Offices:</b>							
U.S. Representative, 5th District	26,001	7,836	1,217	10,638	934	23,096	46,626
U.S. Representative, 9th District	41,756	22,899	2,719	17,467	1,116	44,337	85,957
U.S. Representative, 11th District	178,279	86,052	8,823	78,300	6,522	186,361	357,976
U.S. Representative, 15th District	13,734	10,619	943	9,936	405	18,696	35,637
State Assembly, 11th District	51,644	25,685	3,234	20,926	1,378	52,292	102,867
State Assembly, 14th District	77,040	37,574	4,609	35,622	3,103	77,332	157,948
State Assembly, 15th District	66,876	10,333	1,870	22,691	2,285	52,901	104,055
State Assembly, 16th District	64,210	53,814	3,989	37,102	2,211	89,965	161,326
<b>Nonpartisan Offices:</b>							
Member, Board of Supervisors 1st District	56,880	8,022	1,521	18,549	2,048	44,593	87,020
Member, Board of Supervisors 4th District	52,447	30,688	3,321	26,183	2,133	57,126	114,772
<b>Schools:</b>							
Acalanes Union High School	32,263	21,206	1,712	15,463	1,196	42,595	71,840
Antioch Unified	25,516	9,049	1,409	9,496	640	22,228	46,110
Brentwood Union	11,763	8,833	893	5,601	350	14,454	27,440
Byron Union	2,420	3,073	302	1,454	94	4,195	7,343
Canyon Elementary	82	16	0	39	28	75	165
Contra Costa Board of Ed. Area 2	60,465	37,545	3,081	28,645	2,062	74,339	131,798
Contra Costa Board of Ed. Area 4	44,088	40,204	3,315	26,806	1,351	60,751	115,764
Contra Costa Board of Ed. Area 5	47,980	17,644	2,591	18,253	1,268	42,772	87,736
Contra Costa Community College Ward 1	57,294	7,890	1,528	18,785	2,083	44,819	87,580
Contra Costa Community College Ward 3	49,943	24,123	3,187	23,852	2,213	49,809	103,318
Contra Costa Community College Ward 4	43,782	40,030	3,299	26,464	1,342	60,144	114,917
John Swett Unified	4,188	961	167	1,501	154	3,486	6,971
Knightsen Elementary	445	402	43	214	17	616	1,121
Lafayette School	8,110	5,530	428	3,931	312	10,296	18,311
Liberty Union High School	22,592	15,885	1,706	10,285	662	27,284	51,130
Livermore Valley Joint Unified	50	70	3	26	6	109	155
Martinez Unified	8,044	4,031	546	3,634	436	8,415	16,691
Moraga School	4,124	3,325	210	2,373	155	6,450	10,187
Mt. Diablo Unified	59,275	32,614	3,663	29,058	2,393	62,576	127,003
Oakley Union Elementary	7,964	3,577	468	3,016	201	8,039	15,226
Orinda Union	5,726	3,757	257	2,714	193	7,844	12,647
Pittsburg Unified	13,387	3,006	543	4,690	317	10,014	21,943
San Ramon Valley Unified	28,005	30,286	2,094	19,665	895	43,183	80,945
Walnut Creek School	14,221	8,578	817	6,406	508	17,930	30,530
West Contra Costa Unified	66,450	10,298	1,859	22,523	2,278	52,600	103,408
<b>Special Districts:</b>							
Alameda-Contra Costa Transit	51,596	6,505	1,305	16,651	1,918	39,784	77,975
Ambrose Recreation & Park	4,656	1,271	207	2,034	149	3,905	8,317
Bethel Island Municipal Improvement	369	308	31	183	17	468	908
Byron Sanitary	102	69	8	46	2	121	227

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Byron Bethany Irrigation Division 1	519	536	52	297	20	758	1,424
Byron Bethany Irrigation Division 3	15	20	2	13	2	27	52
Castle Rock County Water	51	78	5	26	4	96	164
Central Contra Costa Sanitary	82,656	63,694	5,098	45,845	3,118	110,369	200,411
Contra Costa Water Division 1	20,766	6,969	1,075	9,006	776	17,676	38,592
Contra Costa Water Division 2	21,249	10,127	1,325	9,953	1,095	21,517	43,749
Crockett Community Services	1,169	312	63	446	73	1,051	2,035
Diablo Community Services	136	429	27	120	3	398	715
Diablo Water	8,777	3,892	515	3,180	211	8,847	16,575
Town of Discovery Bay Community Serv.	2,221	2,818	275	1,342	86	3,895	6,742
Dublin-San Ramon Services	6,467	4,216	417	5,191	167	5,909	16,458
East Bay Municipal Utility Ward 2	48,162	42,964	3,170	26,855	1,721	67,653	122,872
East Bay Municipal Utility Ward 3	19,566	9,601	840	8,371	672	22,958	39,050
East Bay Municipal Utility Ward 4	11,323	1,537	201	3,798	514	9,014	17,373
East Bay Municipal Utility Ward 7	3,169	2,682	208	1,961	93	4,137	8,113
East Bay Regional Park Ward 6	85,033	63,942	5,680	47,993	3,222	105,875	205,870
East Bay Regional Park Ward 7	92,708	39,135	5,242	38,023	2,823	88,536	177,931
East Contra Costa Irrigation Division 1	3,919	1,586	195	1,698	94	3,647	7,492
East Contra Costa Irrigation Division 4	3,711	1,685	214	1,467	90	3,896	7,167
Green Valley Recreation & Park	313	243	22	132	9	330	719
Ironhouse Sanitary	9,211	4,272	556	3,425	229	9,421	17,693
Kensington Fire Protection	2,583	331	37	662	94	2,057	3,707
Kensington Police & Community Services	2,583	331	37	662	94	2,057	3,707
Knightsen Town Community Services	299	307	33	129	15	434	783
Los Medanos Community Healthcare	20,209	5,097	853	7,864	521	16,068	34,544
Moraga-Orinda Fire Protection Division 1	1,586	1,332	83	854	62	2,412	3,917
Moraga-Orinda Fire Protection Division 3	2,165	1,498	107	1,128	98	3,048	4,996
Moraga-Orinda Fire Protection Division 4	2,309	1,509	97	1,061	76	3,176	5,052
Mt. View Sanitary	5,683	2,778	391	2,648	296	5,768	11,796
Pleasant Hill Recreation & Park	10,424	5,600	635	5,277	509	11,420	22,445
Rodeo Sanitary	2,377	537	85	826	67	1,929	3,892
Rodeo-Hercules Fire Protection	9,708	2,219	332	3,892	210	7,869	16,361
Rollingwood-Wilart Park Recreation & Park	556	51	13	254	20	386	894
S.F. Bay Area Rapid Transit District 2	82,667	36,541	4,866	34,468	2,484	79,087	161,026
San Ramon Valley Fire Protection	27,716	29,978	2,081	19,497	886	42,676	80,158
Stege Sanitary	13,273	1,724	249	4,472	628	10,491	20,346
West Contra Costa Healthcare	69,489	10,950	1,964	23,585	2,359	55,042	108,347
West County Wastewater	23,766	3,748	694	7,922	725	18,704	36,855
<b>Cities:</b>							
Antioch	24,371	8,419	1,330	9,194	614	21,013	43,928
Brentwood	11,154	8,469	839	5,354	334	13,671	26,150
Clayton	2,739	2,752	246	1,378	88	3,739	7,203
Concord	26,882	13,807	1,722	12,879	1,084	26,597	56,374
Danville	9,146	11,306	701	5,801	302	14,288	27,256
El Cerrito	8,740	1,206	164	3,136	420	6,957	13,666
Hercules	7,205	1,659	241	3,039	139	5,852	12,283
Lafayette	7,173	4,900	374	3,513	287	9,047	16,247
Martinez	10,360	5,231	666	4,608	543	10,927	21,408
Moraga	4,070	3,274	206	2,349	151	6,373	10,050

	Democrat	Republican	American Independent	No Party Preference	Other	Vote-by-Mail	Total
Oakley	8,710	3,845	512	3,146	160	8,786	16,421
Orinda	5,716	3,750	256	2,715	436	7,833	12,629
Pinole	5,592	1,640	227	2,111	170	5,213	9,740
Pittsburg	15,525	3,608	631	5,748	353	12,018	25,865
Pleasant Hill	8,847	4,646	543	4,515	436	9,284	18,987
Richmond	28,209	3,146	752	8,630	959	21,513	41,696
San Pablo	5,444	636	137	1,953	158	3,893	8,328
Walnut Creek	18,445	12,108	1,008	8,890	602	23,202	41,053

## ATTACHMENT G - VOTE HISTORY FOR CONTRA COSTA COUNTY

Election Date	Voter Registration	Total Turn Out	% Turn Out	VBM Vote*	% Voting VBM	No. of Precincts
Nov. 6, 2012	556,327	442,143	79.48%	245,953	55.63%	834
June 5, 2012	520,098	192,761	37.06%	133,566	69.26%	646
Nov. 2, 2010	533,825	352,657	66.10%	200,064	56.73%	807
Jun. 8, 2010	525,992	210,417	40.00%	138,739	65.94%	628
Nov. 4, 2008	527,145	456,876	86.67%	234,043	51.23%	854
June 3, 2008	490,954	169,475	34.52%	117,766	69.49%	772
Feb. 5, 2008	475,821	318,224	66.88%	168,668	53.00%	816
Nov. 7, 2006	486,441	308,206	63.36%	161,520	52.41%	1,032
Jun. 6, 2006	489,263	185,241	37.86%	111,115	59.98%	885
Nov. 8, 2005	492,656	281,120	57.05%	125,770	44.75%	556
Nov. 2, 2004	504,505	418,335	82.92%	156,920	37.51%	921
Mar. 2, 2004	453,034	250,235	55.24%	96,358	38.51%	787
Oct. 7, 2003	444,355	320,994	72.23%	111,387	34.70%	489
Nov. 5, 2002	484,640	274,087	56.6%	93,428	34.09%	1,072
Mar. 5, 2002	478,754	187,496	39.2%	57,765	30.81%	910
Nov. 7, 2000	493,826	384,300	77.80%	116,192	30.34%	1,078
Mar. 7, 2000	458,136	276,352	60.30%	78,947	28.57%	907
Nov. 3, 1998	485,910	306,712	63.10%	94,026	30.70%	934
Jun. 2, 1998	492,730	222,717	45.20%	68,660	30.80%	877
Nov. 5, 1996	555,734	356,383	64.10%	80,819	22.70%	975
Mar. 26, 1996	510,990	216,359	42.30%	52,798	24.40%	839
Nov. 8, 1994	492,562	305,529	62.00%	67,316	22.00%	953
Jun. 7, 1994	475,884	169,670	35.70%	36,071	21.30%	821
Nov. 3, 1992	507,451	389,391	76.70%	76,624	19.70%	946
Jun. 2, 1992	452,315	216,287	47.80%	44,902	20.80%	800
Nov. 6, 1990	453,435	277,999	61.30%	58,115	20.90%	906
Jun. 5, 1990	431,802	200,263	46.40%	35,742	17.80%	791
Nov. 8, 1988	452,491	341,149	75.40%	54,424	16.00%	
Jun. 7, 1988	406,769	207,140	50.90%	22,090	10.70%	
Nov. 4, 1986	409,507	256,007	62.50%	24,531	9.60%	
Jun. 3, 1986	391,137	161,104	41.20%	15,115	9.40%	
Nov. 6, 1984	427,593	326,301	76.30%	33,371	10.20%	
Jun. 5, 1984	380,311	185,524	48.80%	13,490	7.30%	
Nov. 2, 1982	365,642	257,887	70.50%	15,146	5.90%	
Jun. 8, 1982	375,460	207,846	55.40%	10,238	4.90%	
Nov. 4, 1980	358,560	291,155	81.20%	16,815	5.80%	
Jun. 3, 1980	344,670	231,313	67.10%	10,776	4.66%	

\* "Good" ballots including mail-precinct ballots; excludes provisional and seven-day ballots

**ATTACHMENT H - SAMPLE - RESOLUTION FOR ELECTION CONSOLIDATION**

(Adopt and file with the County Registrar of Voters  
**NOT LATER THAN (E-125) JULY 2, 2014**)

BEFORE THE BOARD OF DIRECTORS OF THE  
Alameda-Contra Costa Transit District  
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

Resolution Ordering Even - Year Board of Directors )  
Election; Consolidation of Elections; and )  
Specifications of the Election Order )

RESOLUTION NO. \_\_\_\_\_

*WHEREAS*, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

*WHEREAS*, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

*WHEREAS*, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

*WHEREAS*, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the estimate must be paid in advance; and

*WHEREAS*, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **4th day of November, 2014**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 4th day of November, 2014. The purpose of the election is to choose members of the board of directors or councilmembers for the following seats: (List offices and terms)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The District has determined that the \_\_\_\_\_ will pay for the Candidate's  
(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement as the following: \$\_\_\_\_\_

3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director \_\_\_\_\_  
Seconded by Director \_\_\_\_\_, at a regular meeting on this day of \_\_\_\_\_, 2014, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_  
DATED: \_\_\_\_\_

DISTRICT SECRETARY  
Alameda-Contra Costa Transit District



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

**Prepared By:** Virgil Koehne, Water & Wastewater Manager

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

*RH*

### Agenda Title

Approve and Accept the contract work performed by Zim Industries., for the construction and installation of Water Production Well No. 7 and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office.

### Recommended Action

Approve and Accept the Installation of the Water Production Well No. 7 Project and direct staff to record "Notice of Completion" with the Contra Costa County Recorder's Office and to release the retention 35 days after recordation.

### Executive Summary

The Installation of the Water Production Well No. 7 Project consisted of the construction of the Well itself. This phase is the first part of the overall Well Construction Project.

The next phase of the project consists of the pump station construction, electrical work, connection to the conveyance system and all testing.

The District's Board of Directors awarded the construction of this project on August 21, 2013, for a total bid amount of \$375,880.00. Retention in the amount of 50% of the 5% overall retention was previously released as the project was complete, no stop notices or liens were filed, and the work has been completed for more than 90 days. The final retention is in the amount of \$18,527.75; which will be released to the Contractor thirty-five (35) days after filing the Notice of Completion.

Staff has determined that the work specified in the contract has been completed pursuant to the plans and specifications and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention and performance bonds and recordation of the Notice of Completion.

### Fiscal Impact:

**Amount Requested** \$18,527.75

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

**Prog/Fund #21-1170-13 Category:** Pers. Optg. Cap. -or- CIP# X Fund# BOND

### Previous Relevant Board Actions for This Item

August 21, 2013 – Approval & Award of Contract for Installation of the Water Production Well No. 7

### Attachments

Notice of Completion

AGENDA ITEM: F-5

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,  
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on March 27, 2014.

6. The name of the contractor for such work of improvement is Zim Industries.

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Town of Discovery Bay  
Drilling and Construction Water Production Well No. 7  
2200 Newport Drive  
Discovery Bay, CA 94505

8. The work of improvement consists generally of:

A. Drilling and Construction Water Production Well No. 7

RICHARD J. HOWARD, GENERAL MANAGER  
FOR TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT

\_\_\_\_\_

State of California )  
 )  
County of Contra Costa )

On \_\_\_\_\_, before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

### Agenda Title

Resolution No. 2014-11 encouraging Discovery Bay residents to voluntarily reduce water consumption by 20%.

### Recommended Action

Adopt Resolution No. 2014-11 Encouraging Discovery Bay residents to voluntarily reduce water consumption by 20%.

### Executive Summary

With California facing one of the most severe droughts on record, Governor Brown declared a drought State of Emergency in January and directed State Officials to take all necessary actions to prepare for water shortages. The State has continued to lead the way to make sure California is able to cope with this ongoing and unprecedented drought.

Since January, State Water Officials indicate that reservoirs, rainfall totals and the snowpack remain critically low. Current electronic readings show the snowpack's statewide water content at just 16 percent of average.

With the warm summer season upon us, the driest months are still to come and extreme drought conditions will continue into the foreseeable future.

On April 25 2014, Governor Brown called on every city, every community, every Californian to conserve water in every way possible.

The Governor's April 25, 2014 Order also calls on Californians and California businesses to take specific actions to avoid wasting water, including limiting lawn watering and car washing; recommends that schools, parks and golf courses limit the use of potable water for irrigation; and asks that hotels and restaurants give customers options to conserve water by only serving water upon request and other measures.

As a public water agency, The Town of Discovery Bay encourages all water users in Discovery Bay to voluntarily reduce water consumption by 20%.

### 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

Resolution No. 2014-11

AGENDA ITEM: F-6



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2014-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ENCOURAGING DISCOVERY BAY RESIDENTS TO VOLUNTARILY  
REDUCE WATER CONSUMPTION BY 20% TO AID IN DROUGHT RELIEF EFFORTS**

WHEREAS, Town of Discovery Bay Community Services District has as one of its functions the production, treatment and delivery of potable water for domestic purposes; and

WHEREAS, the State of California is in the midst of a three-year water drought that has severely depleted the reservoirs and lakes necessary to provide continued water supplies to all Californians; and

WHEREAS, on January 17, 2014 California Governor Edmund G. Brown declared a water State of Emergency as California and the West enter yet another year of extreme drought conditions; and

WHEREAS, on April 25, 2014 Governor Brown urged all Californians to reduce water consumption by 20%, and encourages all Californians to visit [www.saveourh2o.org](http://www.saveourh2o.org) to find out how water can be conserved.

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

SECTION 1. That the Town of Discovery Bay encourages all Discovery Bay water users to voluntarily reduce water consumption by 20% until the time the drought has ended and to visit [www.saveourh2o.org](http://www.saveourh2o.org) to find ways to conserve water.

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

PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> DAY OF June, 2014.

\_\_\_\_\_  
Mark Simon  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 4, 2014, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

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

### Agenda Title

Fiscal Year 2014-15 and Fiscal Year 2015-16 Preliminary DRAFT Operating, Capital and Revenue Budgets

### Recommended Action

Discuss and Receive Input and Comments and Direction relative to the preliminary Fiscal Year 2014-15 and Fiscal Year 2015-16 Preliminary DRAFT Operating, Capital and Revenue Budgets.

### Executive Summary

The preparation of the Preliminary DRAFT Fiscal Year 2014-15 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Budget Review Subcommittee has met on three separate occasions and reviewed the proposed spending plans, recommended changes and made comments.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast that was rolled out as a part of the current budgetary process. While the Board is presented with a two year budget, only the first 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.

For FY 2014-15, total projected water and wastewater expenditures of \$12,654,214 are matched with anticipated revenues of \$12,654,214. The Operating Budget for FY 2014-15 is 6% less than the current year budget. However, exclusive of Debt Service in the amount of \$828,000, the overall increase to the Operating budget is 8%. Overall, the Operating budget is projected at \$5,274,805 net of debt service. The current year adopted Operating budget is \$4,876,550 net of debt service.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a less than 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, 12-month analysis table is 3.6%. For the FY 2014-15 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.

The Five (5) Year Capital Improvement Program Budget was prepared by using the Water and Wastewater Master Plans as the primary project list. For FY 2014-15, the proposed CIP is \$6,551,972 (less carryover encumbrances from prior year projects that will be re-budgeted).

As was the situation in current fiscal year, the Parks, Landscaping and Recreation budgets will continue to see the most activity moving into the next fiscal year. While Zone 8 revenues are anticipated to increase by approximately 3%, those revenues continue to be constrained. Consequently, and consistent with the direction of the Board at the October 23, 2013 meeting, this budget proposes the termination of the landscape contract in Zone 8 and transitions those services in-house. A more comprehensive discussion will take place at the Budget Workshop on June 11, 2014 on this subject.

This has been a particularly challenging budget to prepare as the conversion from excel to Caselle was completed this year. The conversion required the budget documents be completely re-built from the ground up, necessitating a

-Continued-

complete reconstruction of all of the tables and figures. For a more comprehensive discussion on the budget and its programs, please review the General Manager's Transmittal letter, attached, and included in the budget document itself.

The next steps in the process include a Budget Workshop on Wednesday June 11, and final adoption by the Board of Directors on June 18<sup>th</sup>.

Staff is seeking input in to the Budget at this time.

**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. Preliminary Budget Transmittal Letter
2. FY 2014-15 and FY 2015-16 Operating, Five Year Capital Improvement Program, and Revenue Budgets

**AGENDA ITEM: G-1**

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



June 18, 2014

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2014 through June 30, 2016. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2014-16 planning horizon, a two-year budget document has again been developed. The two-year budget provides staff and the board a better glimpse into the future and allows for improved budgetary forecasts. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011-12, \$1.395 million has been placed into the capital replacement fund. In FY 2014-15, an additional \$525,000 is programmed, bringing total contributions to \$1.930 million.

For FY 2014/15, the O&M budget net of debt service shows an increase of \$398,455.99 or 8% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$6,572,052 for the coming fiscal year. Overall, however, as compared to the current fiscal year, an overall reduction in the budget is projected to occur. This is the result of not having to reimburse borrowed reserves as well as not making a contribution to the general reserve account (as will be discussed below).

## DISCUSSION

The Town of Discovery Bay will be ending Fiscal Year 30, 2014 on a number of positive notes. First and foremost, the long time goal of this District to establish a facility where residents of all ages will be able to participate in a wide variety of community based programming that stimulates, educates and enriches the lives of people within Discovery Bay came to fruition. On January 2, 2014, the newly renovated Discovery Bay Community Center opened its doors and has hosted numerous classes, events, and programs aimed at fulfilling that goal.

In May 2014, the Town of Discovery Bay was recognized as a California District of Distinction by the California Special District Association's Special District Leadership Foundation (SDLF). One of only 20 Special Districts to have achieved this recognition statewide, the Distinction is significant in that SDLF recognized the Town for its strong fiscal management policies, governmental practices, and the overall manner in which the District conducts its day-to-day business activities. Being acknowledged as a California District of Distinction is a big accomplishment and signifies that the work that the Board and Staff carry out is performed in a manner that meets Best Practices in our industry.

In early June, the Regional Water Quality Control Board (RWQCB) approved a five year renewal of the Town's National Pollutant Discharge Elimination Permit (NPDES). The new permit established a number of costly projects that are required as a condition of the newly issued permit. The two biggest projects include effluent filtration and effluent denitrification. At over \$10.M in total, these two projects will ensure construction at Wastewater Treatment Plant #2 well into the next ten years. Project financing has yet to be determined, but will undoubtedly be a major discussion in the coming year(s).

As in past years, the CIP budget includes a color coordinated system of projects that designate them as either Routine (white), Capital Financed (green) or Growth Induced (red). The list of projects that were financed with revenues that were the result of the issuance of \$14.1M in water and wastewater enterprise revenue bonds are either complete or well underway at this time. The projects remain on schedule, and most recently, the Board awarded the Secondary Improvements project (Oxidation Ditch, splitter boxes, clarifier), which is the final wastewater project that received bond funds in the CIP. It is anticipated that all projects will be complete by late 2015.

Water Well #7 was awarded for construction on June 4, 2014. The project was delayed due to permit issuance issues with the County. Now resolved; the project is back on schedule and should be completed later this calendar year.

As new development continues to take place in Discovery Bay, it is necessary to begin to look at the timing of the projects identified as Growth Induced and to move those projects forward in the budgetary timeline. Kiper Homes continues to built at the Lakes, and the pending Newport Pointe (67 DU's) and Pantages (292 DU's) projects are on schedule to break ground in summer 2015. As a result, the Board will be considering a revised Capacity Fee study in July 2014. The study allocates past and future project cost burdens as they relate to existing and future development.

For the most part, this budget represents a “status quo” financial plan and does not include any major program changes to the forecast period. The only exception is the recommended transition of Zone 8 landscape contract services to in-house services. Due to budgetary constraints in the Lighting and Landscape Zone #8, the FY 14-15 operations budget reflects a change in the Town’s maintenance plan for that zone only. Historically, general Landscape Maintenance has been contracted to outside firms. Starting August 1<sup>st</sup>, 2014, it is proposed that this task will now be performed in-house. This program change transitions our Parks and Landscape field staff from implementing small to medium CIP’s to performing all regular weekly maintenance schedules for that area.

There are no new positions planned at this time. However, I do recommend two job title changes. Those title changes are as follows: Parks and Landscape Manager changed to Parks and Recreation Manager; and Administrative Assistant changed to Administrative Assistant/Board Clerk. There are no monetary consequences associated with either of these proposed changes.

A copy of the proposed FY 2014-15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget*	\$4,876,550	Total O&M Budget*	\$5,274,805
Debt Service	\$828,000	Debt Service	\$827,437
Contribution to Reserves	\$492,453	Contribution to Reserves	\$0.00
Capital Budget	\$6,747,001	Capital Budget	\$6,026,972
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	Grand Total Expense Budget	\$12,654,214
Grand Total Revenue	\$13,469,004	Grand Total Revenue	\$12,654,214
* Net of Debt Service			

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,102,242 (included debt service) for the coming fiscal year. The biggest increases to the Operating plan are in Consulting and Large Repairs & Maintenance. Consulting fees are anticipated to exceed \$173,300 over prior year due to required RWQCB/NPDES studies. Subsequently, a proposed increase of \$398,453 or 8% over current year budget (FY 2013-14). This increase is the result of a variety of factors, including a modest increase to payroll, and an increase in consulting services due to a multitude of State mandated special studies, as well as an update/rehabilitation of the [www.toddb.ca.gov](http://www.toddb.ca.gov) website, a comprehensive salary and compensation study, a records retention program project and a safety master plan. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years’ historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water.

The District's website, [www.todb.ca.gov](http://www.todb.ca.gov), continues to be populated with relevant information, documents, and materials. As noted above, the website is expected to be overhauled this coming fiscal year.

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The Capital Improvement Program (CIP) proposes expenditures of \$6,551,972 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011-2012. As previously discussed, the projects contained in those plans are either complete, in design, or under construction. FY 2014-2015 will continue be a busy year as a we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. Some of those projects include the landscaping of Newport Lane, Marina Road, and Pt. of Timber Road.

As noted previously, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as a positive addition to the budget by the District's independent auditors. As of , \$1,395,000 is currently in that fund for future capital replacement needs.

This budget represents a budget where revenues match expenditures. The attached FY 2014-15 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$12,654,214.

Key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2014, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. On the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to rise from \$462,000 to \$478,000 (actual FY 2013-14 revenues) and Zone 9 revenues are

expected to rise from \$105,000 to \$114,000 (actual FY 2013-14 revenues). We do anticipate a 3% increase over budgeted revenues, however, in order to maintain a conservative look into the future actual receipts for FY 2013-14 were utilized in these projections.

Revenues are projected to be \$12,654,214 and include the aforementioned projected rate increase and \$4,160,882 related to proceeds from Financing for capital projects.

For the first time in three years, there is not an identified line item for contributions to the general reserve account. However, I do anticipate a year end surplus of expenditures over revenues. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.209M, well above the \$3.0M threshold established by the Board. It should be noted that the additional reserves are being built up (along with developer fees) to ensure assets are available to construct projects required by the RWQCB.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Board President Mark Simon and Board Director Bill Pease for their contributions and assistance in the preparation of the FY 2014-16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to thank those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez, Finance Manager Dina Breitstein and Executive Assistant Sue Heint. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would be remiss if I didn't take a moment to thank the entire Board of Directors for their support over the past fiscal year. We were certainly tested with a number of challenges, and I'm happy to report that with few exceptions, we managed every hurdle, speed bump, and obstacle and that we navigated those with positive results.

Respectfully submitted,

Rick Howard  
General Manager



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

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**FISCAL YEAR 2014-16  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM  
PROPOSED BUDGET**





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**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**

Mark Simon, President  
Chris Steele, Vice President  
Bill Pease, Director  
Kevin Graves, Director  
Marianne Wiesen, Director

**District Management**

Rick Howard, General Manager  
Rod Attebery, District Counsel  
Virgil Koehne, Water and Wastewater Manager  
Fairin Perez, Parks and Landscape Manager  
Dina Breitstein, Finance Manager  
Sue Heintl, 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)

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



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



June 18, 2014

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2014 through June 30, 2016. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2014-16 planning horizon, a two-year budget document has again been developed. The two-year budget provides staff and the board a better glimpse into the future and allows for improved budgetary forecasts. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011-12, \$1.395 million has been placed into the capital replacement fund. In FY 2014-15, an additional \$525,000 is programmed, bringing total contributions to \$1.930 million.

For FY 2014/15, the O&M budget net of debt service shows an increase of \$398,455.99 or 8% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$6,572,052 for the coming fiscal year. Overall, however, as compared to the current fiscal year, an overall reduction in the budget is projected to occur. This is the result of not having to reimburse borrowed reserves as well as not making a contribution to the general reserve account (as will be discussed below).

## DISCUSSION

The Town of Discovery Bay will be ending Fiscal Year 30, 2014 on a number of positive notes. First and foremost, the long time goal of this District to establish a facility where residents of all ages will be able to participate in a wide variety of community based programming that stimulates, educates and enriches the lives of people within Discovery Bay came to fruition. On January 2, 2014, the newly renovated Discovery Bay Community Center opened its doors and has hosted numerous classes, events, and programs aimed at fulfilling that goal.

In May 2014, the Town of Discovery Bay was recognized as a California District of Distinction by the California Special District Association's Special District Leadership Foundation (SDLF). One of only 20 Special Districts to have achieved this recognition statewide, the Distinction is significant in that SDLF recognized the Town for its strong fiscal management policies, governmental practices, and the overall manner in which the District conducts its day-to-day business activities. Being acknowledged as a California District of Distinction is a big accomplishment and signifies that the work that the Board and Staff carry out is performed in a manner that meets Best Practices in our industry.

In early June, the Regional Water Quality Control Board (RWQCB) approved a five year renewal of the Town's National Pollutant Discharge Elimination Permit (NPDES). The new permit established a number of costly projects that are required as a condition of the newly issued permit. The two biggest projects include effluent filtration and effluent denitrification. At over \$10.M in total, these two projects will ensure construction at Wastewater Treatment Plant #2 well into the next ten years. Project financing has yet to be determined, but will undoubtedly be a major discussion in the coming year(s).

As in past years, the CIP budget includes a color coordinated system of projects that designate them as either Routine (white), Capital Financed (green) or Growth Induced (red). The list of projects that were financed with revenues that were the result of the issuance of \$14.1M in water and wastewater enterprise revenue bonds are either complete or well underway at this time. The projects remain on schedule, and most recently, the Board awarded the Secondary Improvements project (Oxidation Ditch, splitter boxes, clarifier), which is the final wastewater project that received bond funds in the CIP. It is anticipated that all projects will be complete by late 2015.

Water Well #7 was awarded for construction on June 4, 2014. The project was delayed due to permit issuance issues with the County. Now resolved; the project is back on schedule and should be completed later this calendar year.

As new development continues to take place in Discovery Bay, it is necessary to begin to look at the timing of the projects identified as Growth Induced and to move those projects forward in the budgetary timeline. Kiper Homes continues to built at the Lakes, and the pending Newport Pointe (67 DU's) and Pantages (292 DU's) projects are on schedule to break ground in summer 2015. As a result, the Board will be considering a revised Capacity Fee study in July 2014. The study allocates past and future project cost burdens as they relate to existing and future development.

For the most part, this budget represents a “status quo” financial plan and does not include any major program changes to the forecast period. The only exception is the recommended transition of Zone 8 landscape contract services to in-house services. Due to budgetary constraints in the Lighting and Landscape Zone #8, the FY 14-15 operations budget reflects a change in the Town’s maintenance plan for that zone only. Historically, general Landscape Maintenance has been contracted to outside firms. Starting August 1<sup>st</sup>, 2014, it is proposed that this task will now be performed in-house. This program change transitions our Parks and Landscape field staff from implementing small to medium CIP’s to performing all regular weekly maintenance schedules for that area.

There are no new positions planned at this time. However, I do recommend two job title changes. Those title changes are as follows: Parks and Landscape Manager changed to Parks and Recreation Manager; and Administrative Assistant changed to Administrative Assistant/Board Clerk. There are no monetary consequences associated with either of these proposed changes.

A copy of the proposed FY 2014-15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget*	\$4,876,550	Total O&M Budget*	\$5,274,805
Debt Service	\$828,000	Debt Service	\$827,437
Contribution to Reserves	\$492,453	Contribution to Reserves	\$0.00
Capital Budget	\$6,747,001	Capital Budget	\$6,026,972
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	Grand Total Expense Budget	\$12,654,214
Grand Total Revenue	\$13,469,004	Grand Total Revenue	\$12,654,214
* Net of Debt Service			

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Respectfully submitted,

Rick Howard  
General Manager



# Town of Discovery Bay CSD Organization

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

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



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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:

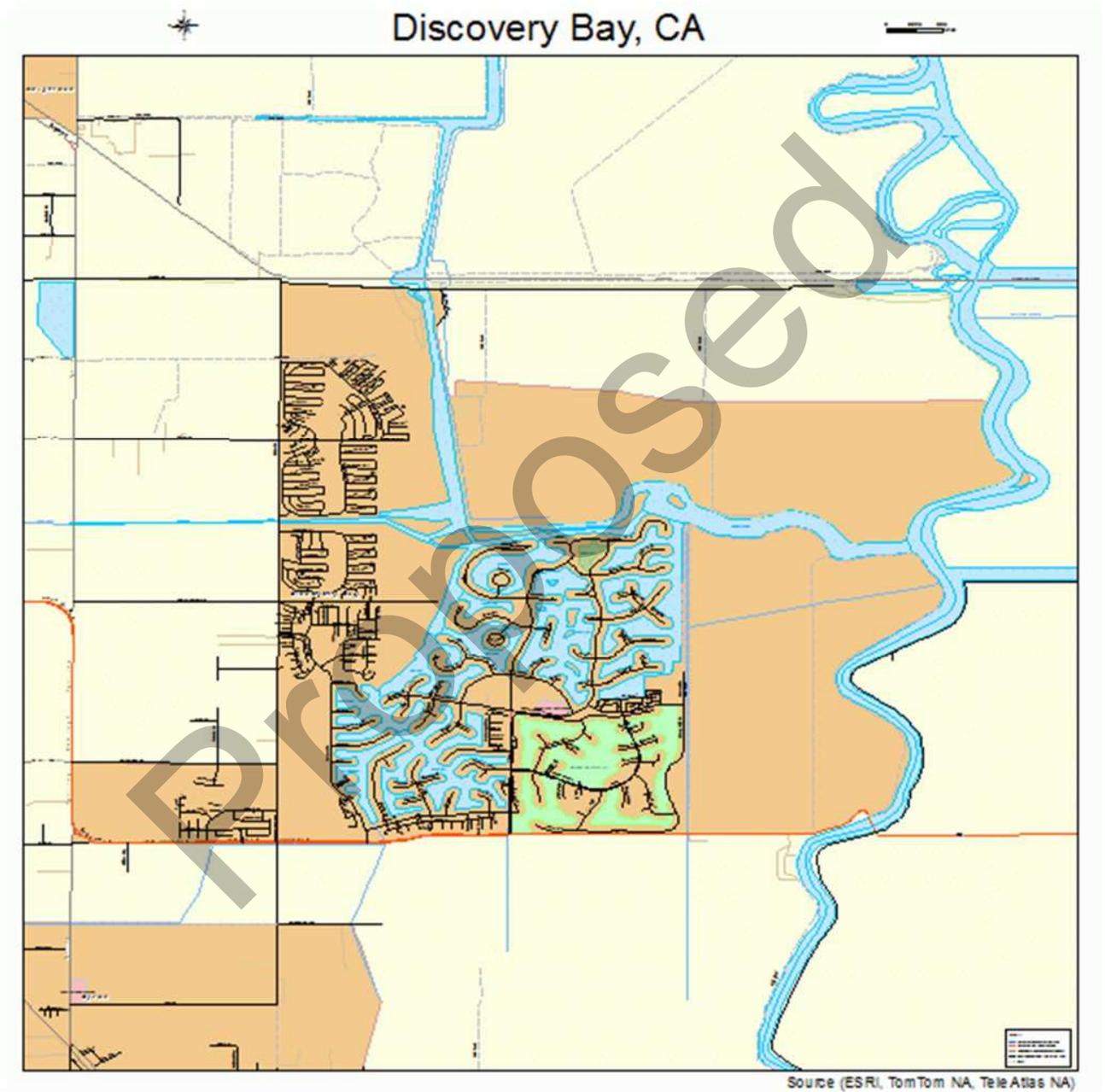
Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this 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 most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.



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

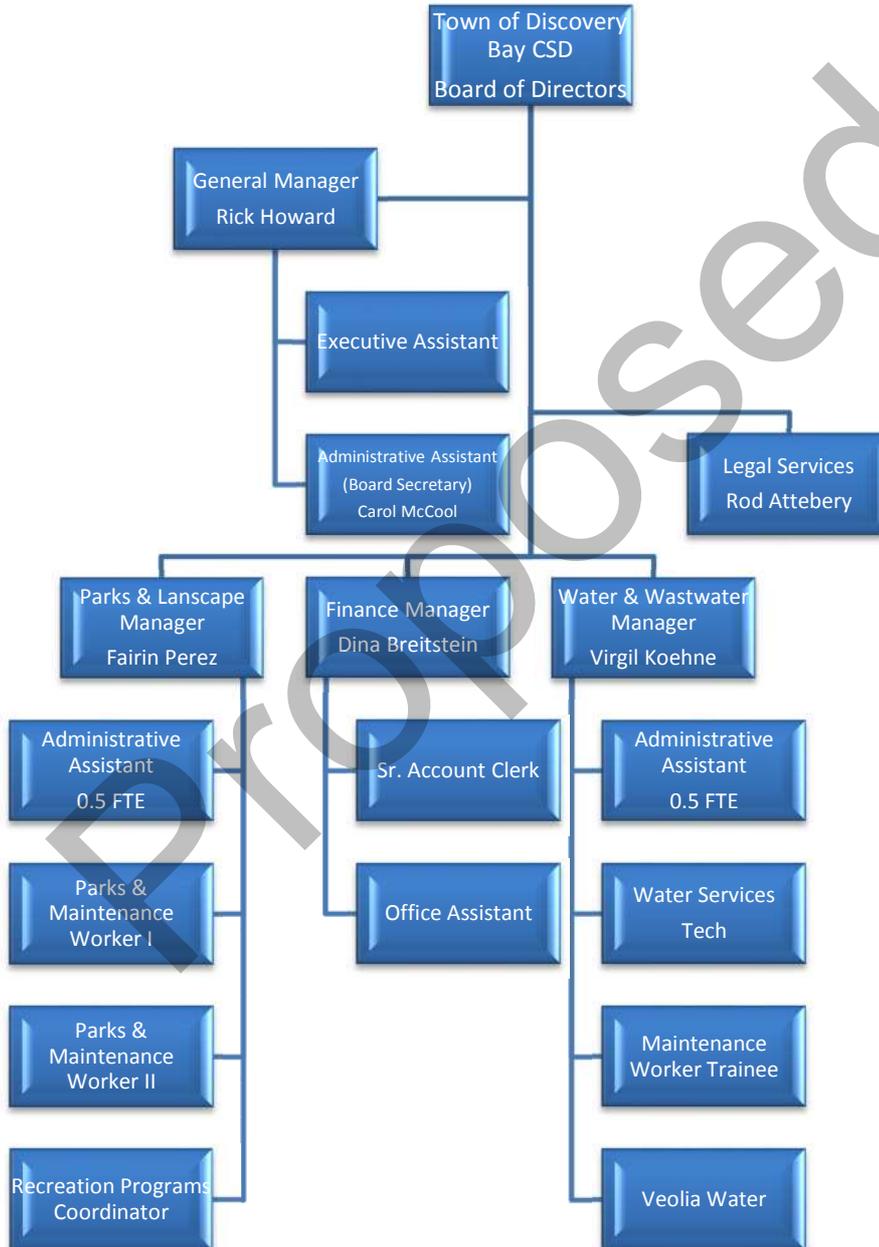


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of 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	Montly	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 & Landscape 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**



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



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

Position Title	Actual FY 2012-13	Actual FY 2013-14	Proposed FY 2014-15
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	1	1
Finance Manager	1	1	1
Administrative Assistant	2	2	2
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	1
Maintenance Worker Trainee	0	1	1
Water Services Technician I	1	1	0
Water Services Technician II	0	0	1
Parks & Maintenance Worker I	0	0	1
Parks & Maintenance Worker II	2	1	1
<b>Totals</b>	<b>17</b>	<b>18</b>	<b>19</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

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



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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, 2013-2014:**

- Obtained California Special District Association (CSDA) Recognition in Special District Governance award for all five Board members and the General Manager.
- Received CSDA's Certificate of Excellence in Transparency that included a comprehensive review of the Town's organizational and operational areas as well as an in-depth look at the manner in which the Town provides access of information to the public.
- Obtained CSDA's highest level of recognition; being acknowledged as a California District of Distinction, one of only 20 Special Districts in the State to achieve this recognition.
- Published and distributed the Pipeline, a newsletter informing residents of activities and projects throughout town.
- Completed updated personnel manual.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Worked closely with the California Regional Water Quality Control Board to successfully re-issue the Town's five-year NPDES permit.

**Objectives, 2014-2015:**

- Provide management and oversight of the District's Capital Improvement Program.
- Successfully oversee the implementation of the Community Center, its programming and activities.
- 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.



DISCOVERY BAY

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



<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, 2013-2014:**

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implemented new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop comprehensive financial reporting models.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

**Objectives, 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



DISCOVERY BAY

**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, 2013-2014:**

- Initiated construction of Well #7 with the drilling of a new production well.
- Worked on finalizing the design work for new Well 7 pump and motor and resolved issues related to water discharge at the startup of each pump cycle at this new site.
- Awarded bid to complete Well 7 electrical and yard piping, integration and operational processes.
- Distributed Consumer Confidence Report with no violations noted.

**Objectives, 2014-2015:**

- Bring Well 7 online which will be used to augment Well 5A.
- As part of the 10-year master plan, start preliminary discussions on adding a new Storage Tank at Newport Water Treatment facility.
- Initiate water Filter Vessel and Backwash tank at the Willow Lake Treatment Facility pursuant to the Water Master Plan recommendations.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.



DISCOVERY BAY

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



**Department : Public Services**

**Program Area: Wastewater**

**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, 2013-2014:**

- Completed the installation of the third Aeromod Beltpress pursuant to the Wastewater Master Plan.
- Completed construction and placed into operation two Bio-solids solar drying chambers (Chamber C & D).
- Replaced "Rotor" at the "Ox-Ditch #2 (WWTP#2) due to the fact that the 4-inch drive-shaft broke.
- Completed installation of a new Fiber backbone, between Plant #1 and 2 improving internet connectivity between the facilities.
- Completed install of a new 4-inch water main at Plant #2 to serve the Belt Press facility.
- Continued work on the design and construction of the new "Booster Pump" station at Plant #2.
- Assisting PG&E with intergovernmental support on their gas main replacement project in Discovery Bay.
- Initiated the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project, estimated to be completed in early FY 2014-15.

**Objectives, 2014-2015:**

- Complete the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Complete Lift Station F rehabilitation project.
- Continue towards a fall 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Complete the Booster Pump Station Project and reclaimed water intertie.
- Work on finding alternate solutions to our Salinity issue.
- Implement requirements of newly issued NPDES Permit and develop planning and implementation schedule.



DISCOVERY BAY

**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, 2012-2013**

- Newport Lane Irrigation and Planting Project
- Cornell Park Solar Lighting Project Completion
- Winner of the Breathe California Technology Award - Ravenswood Park / Cornell Park Solar Lighting
- Community Center Landscape Upgrades – Earth Day Project

**Objectives, 2013-2015:**

- Initiation of In-House Maintenance Program
- Tennis Court Renovation at Community Center
- Swimming Pool Renovation at Community Center
- Installation of the District’s first off-leash Dog Park



DISCOVERY BAY

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



**Department:** Parks & Landscaping Services

**Program Area:** Recreation Services

**Program Description:**

New for FY 2013-2015, the Recreation Services program 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.

**Accomplishments, 2013-2014:**

- Opened swimming pool for community wide use; established Aquatics personnel manual, policies and fee structure.
- Completed interior and exterior building renovation to the Community Center. Effectively adding additional room space for programming.
- Completed first Activity Guides and initiated On-line Registration platform
- Added fulltime Recreation Programs Coordinator
- Created facility rental policies and fee structure
- Created policies, forms and contracts for Independent Instructors
- Cooperatively coordinated and established the Discovery Bay River Otters Swim Team program.

**Objectives, 2014-2016:**

- Establish Youth Advisory Commission
- Continue to provide enhanced community based and age appropriate recreational programming.
- Increase event and program participation of Discovery Bay residents
- Establish Volunteer Policies and program



## Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ 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.

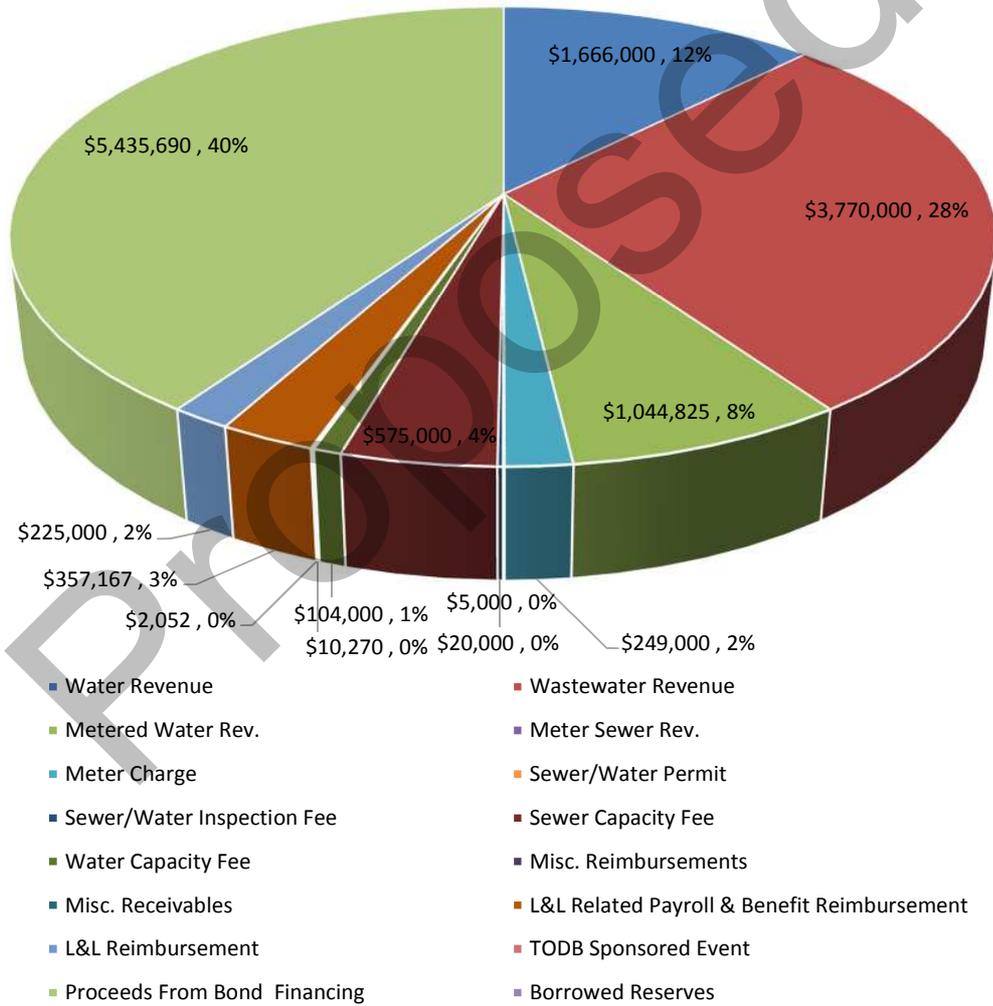
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections			Year End	Proposed	Proposed
Fiscal Year	2012/2013	2013/2014	2013/2014	2014/2015	2015/2016
Account Description	Actuals	Budget	Estimated	Budget	Budget
Water Revenue		\$1,666,000	\$1,650,136	\$1,858,240	\$1,932,570
Wastewater Revenue	\$5,475,974	\$3,770,000	\$3,791,017	\$3,799,884	\$3,951,879
Metered Water Rev.	\$1,308,201	\$1,044,825	\$1,044,825	\$975,000	\$1,014,000
Meter Sewer Rev.			\$120,000	\$125,000	\$130,000
Meter Charge		\$249,000	\$249,000	\$258,960	\$269,318
Sewer/Water Permit	\$4,950	\$5,000	\$55,000	\$25,000	\$25,000
Sewer/Water Inspection Fee	\$6,720	\$20,000	\$42,000	\$20,000	\$20,000
Sewer Capacity Fee	\$287,464	\$575,000	\$140,000	\$150,000	\$150,000
Water Capacity Fee	\$36,312	\$104,000	\$20,000	\$50,000	\$50,000
Misc. Reimbursements	\$11,116	\$10,270	\$17,000	\$10,500	\$10,500
Misc. Receivables	\$276,269	\$2,052	\$0	\$2,109	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$186,552	\$357,167	\$357,467	\$415,443	\$432,060
L&L Reimbursement	\$108,332	\$225,000	\$225,000	\$225,000	\$250,000
TODB Sponsored Event	\$5,700		\$0		
Proceeds From Bond Financing	\$5,083,893	\$5,435,690	\$7,192,000	\$4,160,882	\$2,004,000
Grant				\$200,000	
Developer Deposit Holding Account				\$300,000	
Borrowed Reserves				\$78,196	
<b>Grand Total Revenue</b>	<b>\$12,791,483</b>	<b>\$13,469,004</b>	<b>\$14,903,445</b>	<b>\$12,654,214</b>	<b>\$10,237,128</b>

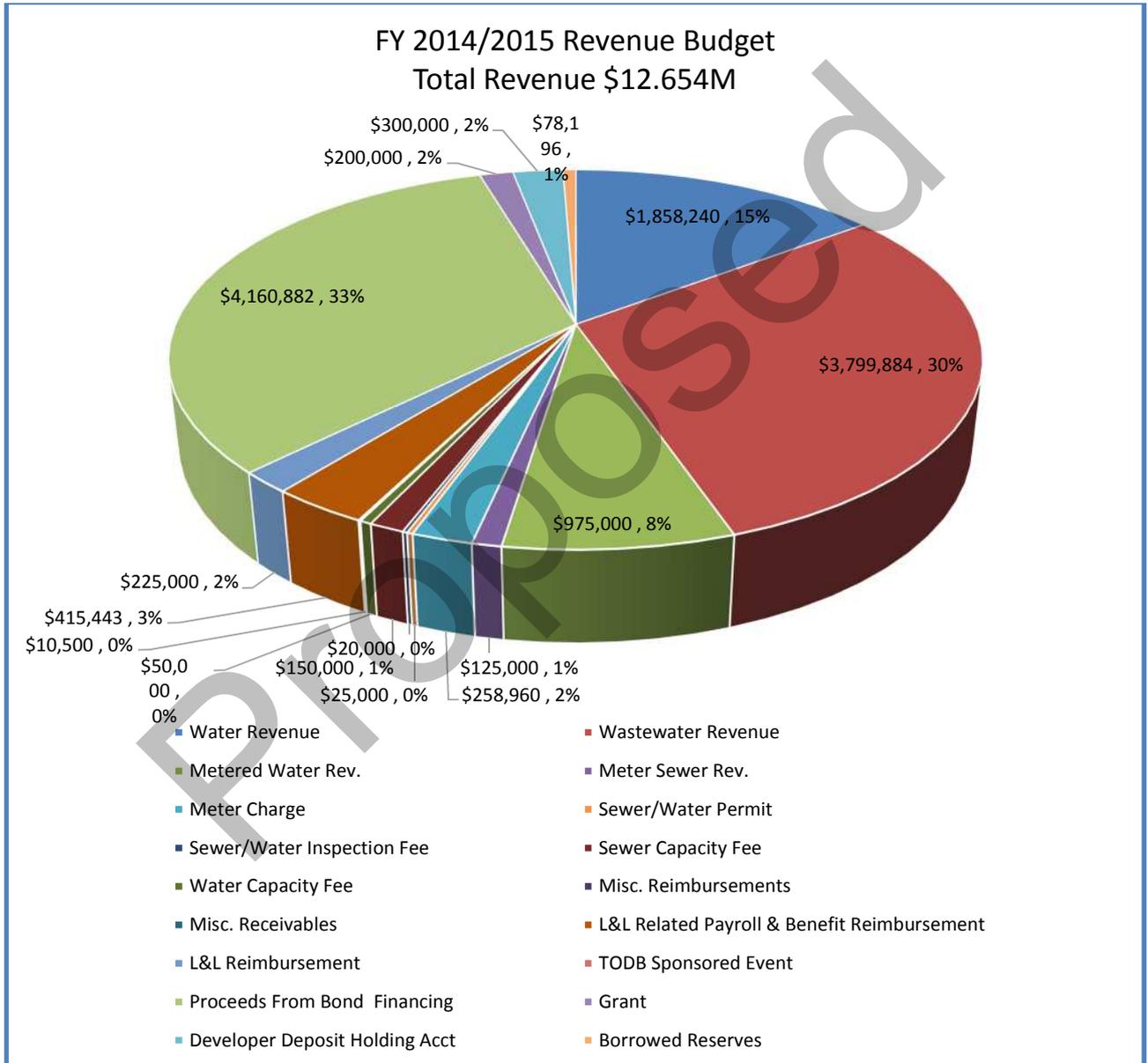
**Town of Discovery Bay Community Services**  
**District Contra Costa County, California**  
**Revenue Budget**



**FY 2013-2014 Revenue Budget**  
**Total Revenue \$13.469M**



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



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



The Operations and Maintenance Budget for the Fiscal Year 2013-15 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 13-15 the O&M budget remains essentially the same as FY 2012-2013. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,102,243 in FY 14/15 and \$6,116,360 in FY 15/16 for a total of \$12,218,603 over two years. This represents an increase of \$398,455 or 2% over FY 2013-2014 and \$14,117 over FY 14/15. Increases to the O&M program are evident in the Consulting Services, where an increase of \$173,300 is needed for State Mandated special studies as well as a records retention and an organizational safety project. The second area that has increased is in Large Item Preventative & Corrective Replacement which represents a new budget amount of \$100,000. The last major increase is in Electrical Utilities. This increase of \$20,000 represents the new plant upgrades that have been taking place under the five year Capital Improvement Plan. These increases represent a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan.

Water & Wastewater	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
Personnel	\$911,299	\$911,299	\$952,950	\$991,069
Operation & Maintenance	\$5,257,838	\$5,257,838	\$5,149,293	\$5,125,291
<b>Total</b>	<b>\$6,169,137</b>	<b>\$6,169,137</b>	<b>\$6,102,243</b>	<b>6,116,360</b>

Administration Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
<b>Salary &amp; Wages</b>				
Salary & Wages	\$906,299	\$906,299	\$373,899	\$388,855
Employer Taxes			\$41,544	\$43,206
Overtime	\$5,000	\$5,000		
<b>Operation &amp; Maintenance</b>				
Landscape Related Reimbursable	\$225,000	\$225,000	\$225,000	\$250,000
<b>General Fund Total</b>	<b>\$1,136,299</b>	<b>\$1,136,299</b>	<b>\$640,443</b>	<b>\$682,061</b>

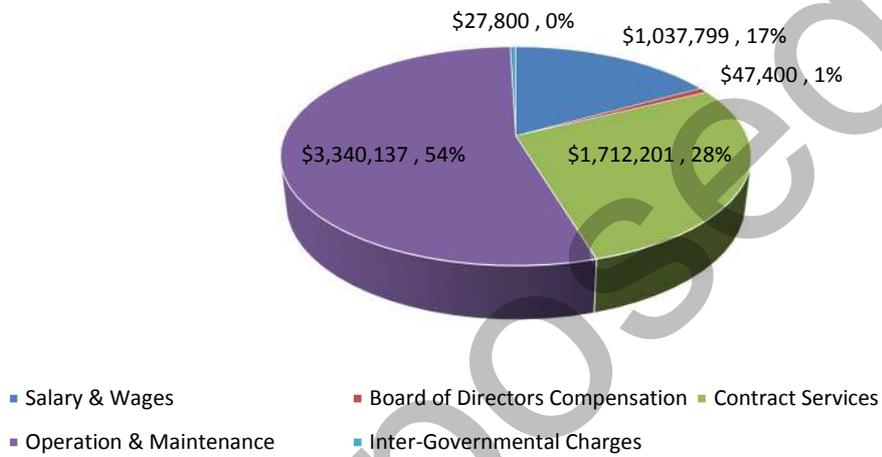
<b>Water Division</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Proposed Budget</b>	<b>FY 15/16 Proposed Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages			\$193,503	\$201,243
Employer Taxes			\$21,500	\$22,360
Overtime			\$2,000	\$2,000
Group Insurance	\$15,240	\$15,240	\$15,240	\$15,697
Worker's Comp	\$20,000	\$20,000	\$20,000	\$20,600
457 B Plan	\$12,000	\$12,000	\$12,000	\$12,360
Temp Employees	\$3,360	\$3,360	\$3,360	\$3,600
<b>Board of Directors</b>				
Compensation	\$16,560	\$16,560	\$16,560	16,560
Travel	\$1,600	\$1,600	\$2,400	\$2,400
Trainings, Meetings	\$800	\$800	\$800	\$800
<b>Consulting Services</b>				
Consulting Services	\$84,000	\$84,000	\$153,320	\$109,000
Waste Water Service Contract	\$478,720	\$478,720	\$493,082	\$507,874
Professional Fees	\$960	\$960		
Preventative & Corrective	\$42,800	\$42,800	\$42,800	\$42,800
P&C Large Replacement			\$40,000	\$40,000
Legal	\$60,000	\$60,000	\$62,000	\$62,000
Audit Services	\$12,400	\$12,400	\$12,400	\$12,800
Contract Mailing	\$15,000	\$15,000	\$15,000	\$15,000
<b>Operations &amp; Maintenance</b>				
Travel	\$2,000	\$2,000	\$2,000	\$3,200
Training	\$2,800	\$2,800	\$2,800	\$2,800
Subscriptions	\$1,060	\$1,060	\$1,060	\$1,060
Memberships	\$7,200	\$7,200	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$2,400	\$2,400	\$2,400
PR, Advertising & Elections	\$2,600	\$2,600	\$7,800	\$3,200
Telecommunications	\$9,480	\$9,480	\$9,480	\$9,480
Materials	\$400	\$400	\$1,880	\$1,880
Automotive Fuel, Supplies & Repairs	\$12,000	\$12,000	\$12,400	\$16,400
Repairs & Maintenance	\$279,600	\$279,600	\$279,600	\$280,472
Office Supplies	\$4,600	\$4,600	\$4,600	\$5,400
Rent & Facility Expense	\$15,800	\$15,800	\$13,800	\$7,800
Insurance	\$28,400	\$28,400	\$30,000	\$31,388
Permits & Fees	\$16,000	\$16,000	\$16,000	\$16,000
Utilities	\$302,000	\$302,000	\$310,000	\$320,000
Chemicals	\$37,500	\$37,500	\$37,500	\$37,500
Freight	\$1,120	\$1,120	1,120	\$1,120
Other	\$283,715	\$283,715	\$97,463	\$97,642
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$11,120	\$11,120	\$13,440	\$13,440
<b>Water Fund Total</b>	<b>\$1,783,235</b>	<b>\$1,783,235</b>	<b>\$1,956,508</b>	<b>\$1,945,477</b>

Wastewater Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
<b>Salary &amp; Wages</b>				
Salary & Wages			\$290,245	\$301,864
Employer Taxes			\$32,250	\$33,540
Overtime			\$3,000	\$3,000
Group Insurance	\$22,860	\$22,860	\$22,860	\$23,546
Worker's Comp	\$30,000	\$30,000	\$30,000	\$30,900
457 B Plan	\$18,000	\$18,000	\$18,000	\$18,540
Temp Employees	\$5,040	\$5,040	\$5,040	\$5,400
<b>Board of Directors</b>				
Compensation	\$24,840	\$24,840	\$24,840	\$24,840
Travel	\$2,400	\$2,400	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$1,200	\$1,200	\$1,200
<b>Consulting Services</b>				
Consulting Services	\$126,000	\$126,000	\$229,980	\$163,500
Waste Water Service Contract	\$718,080	\$718,080	\$739,623	\$761,812
Professional Fees	\$1,440	\$1,440		
Preventative & Corrective	\$64,200	\$64,200	\$64,200	\$64,200
P&C Large Replacement			\$60,000	\$60,000
Legal	\$90,000	\$90,000	\$93,000	\$93,000
Audit Services	\$18,600	\$18,600	\$18,600	\$19,200
Contract Mailing				
<b>Operations &amp; Maintenance</b>				
Travel	\$3,000	\$3,000	\$3,000	\$4,800
Training	\$4,200	\$4,200	\$4,200	\$4,200
Subscriptions	\$1,590	\$1,590	\$1,590	\$1,590
Memberships	\$10,800	\$10,800	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$3,600	\$3,600	\$3,600
PR, Advertising & Elections	\$3,900	\$3,900	\$11,700	\$4,800
Telecommunications	\$14,220	\$14,220	\$14,220	\$14,220
Materials	\$600	\$600	\$2,820	\$2,820
Automotive Fuel, Supplies & Repairs	\$18,000	\$18,000	\$18,600	\$24,600
Repairs & Maintenance	\$424,400	\$424,400	\$424,400	\$424,400
Office Supplies	\$6,900	\$6,900	\$6,900	\$8,100
Rent & Facility Expense	\$23,700	\$23,700	\$20,700	\$11,700
Insurance	\$42,600	\$42,600	\$45,000	\$47,082
Permits & Fees	\$49,000	\$49,000	\$49,000	\$49,000
Utilities	\$453,000	\$453,000	\$465,000	\$480,000
Chemicals	\$25,000	\$25,000	\$25,000	\$25,000
Freight	\$1,680	\$1,680	\$1,680	\$1,680
Other	\$1,024,072	\$1,024,072	\$740,474	\$740,670
<b>Inter-Governmental Charges</b>				
Inter-Governmental	\$16,680	\$16,680	20,160	\$20,160
<b>Wastewater Fund Total</b>	<b>\$3,249,603</b>	<b>\$3,249,603</b>	<b>\$3,505,292</b>	<b>\$3,488,672</b>
<b>Total Budget</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimate</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
	<b>\$6,165,337</b>	<b>\$6,165,337</b>	<b>\$6,102,243</b>	<b>\$6,116,360</b>

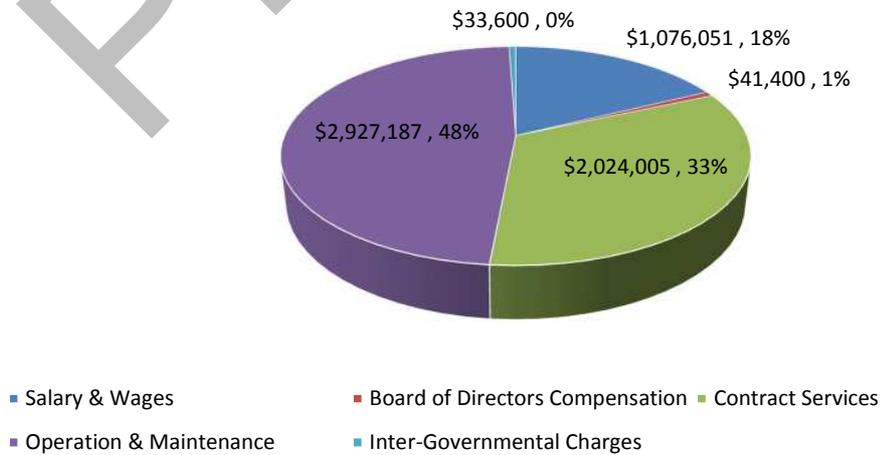
**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Operations and Maintenance Budget**



**FY 2013/2014 Operations & Maintenance Budget  
 Total Expenditures \$6.165M**



**FY 2014/2015 Proposed Operations & Maintenance Budget  
 Total Expenditures \$6.102M**



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



The Capital Improvement Program for Fiscal Year 2014-2016 is valued at \$11,013,072 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$6,164,882 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,166,000 for the approved CIP projects, \$200,000 Grant for the Reclaimed water project; and \$1,482,190 for future growth projects.

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 2014/15 the Wastewater CIP and Structures & Replacements represent 18 projects at a total combined cost of \$4,628,952; of which \$3,533,582 is allocated the construction work of the Wastewater Master Plan which will be financed and \$397,370 is allocated for Growth Induced projects. \$698,000 is allocated for approved CIP projects including, Collection System Pump Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, and Lift Station Rehabilitation Project.

**Water Capital Improvements and Structures & Replacements**

For FY 2014/15 The CIP for Domestic Water production includes 3 projects at total combined cost of \$898,020. The projects include \$627,300 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$250,000 is allocated for approved CIP projects including replacing 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

**Equipment: Capital**

There are no planned Equipment purchases listed for FY 2014/15 at this time.

**Building and Improvements**

For FY 2014/2015 there are 3 planned Building & Improvement projects totaling \$500,000. These projects included \$150,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2, \$150,000 for the design work for District offices to be built on the Community Center property, and \$200,000 anticipated Grant Funding for a Reclaimed Water Project.

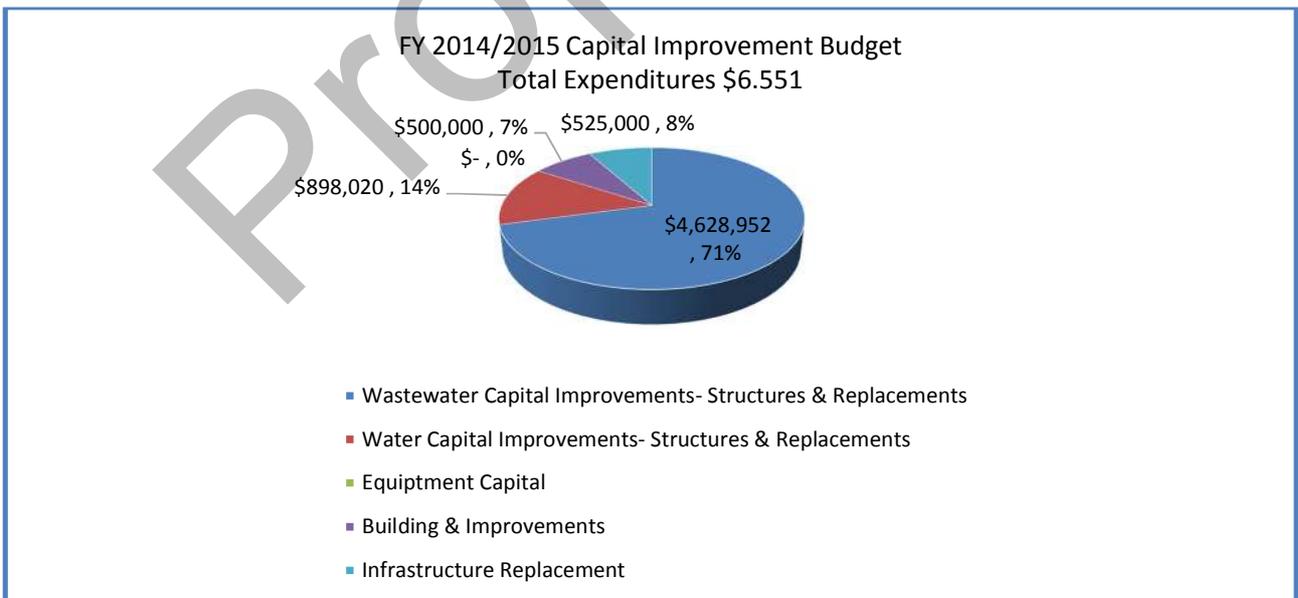
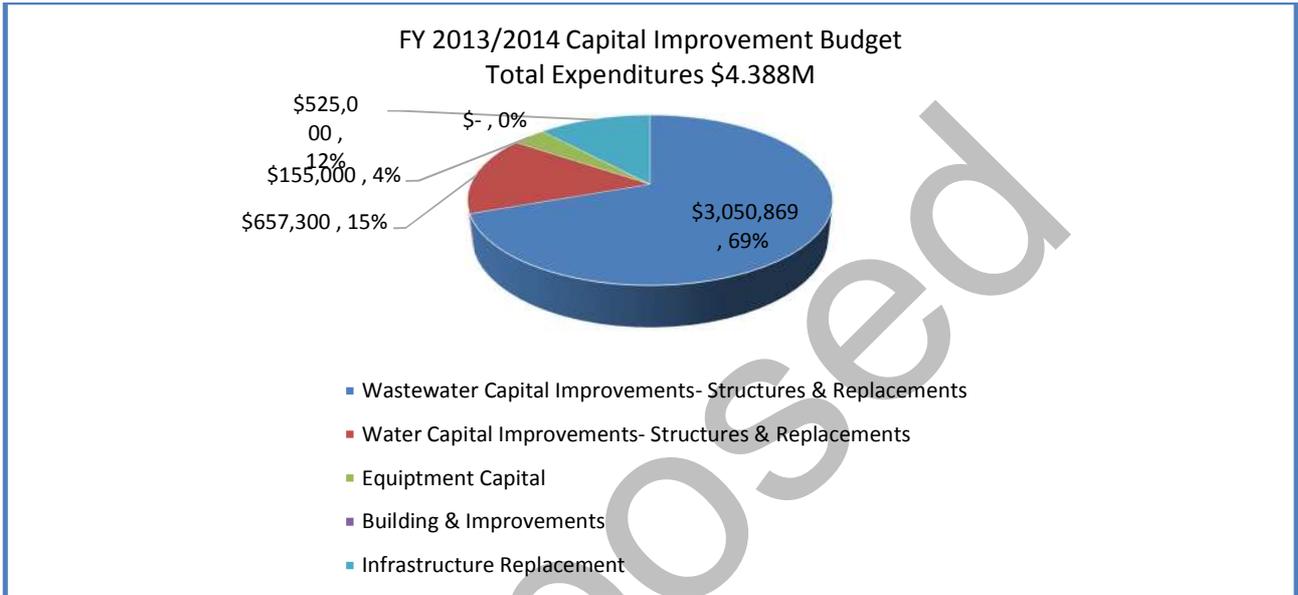
Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2014/2015 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
Wastewater Capital Improvements & Structures Replacement	\$3,050,869	\$3,050,869	\$4,628,952	\$2,982,620
Water Capital Improvements & Structures & Replacement	\$657,300	\$657,300	\$898,020	\$663,480
Vehicle Capital				40,000
Equipment Capital	\$155,000	\$155,000		
Building & Improvements			\$500,000	\$250,000
Infrastructure Replacement	\$525,000	\$525,000	\$525,000	\$525,000
<b>Total Capital Improvements</b>	<b>\$4,388,169</b>	<b>\$4,388,169</b>	<b>\$6,551,972</b>	<b>\$4,461,100</b>

Proposed

**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.

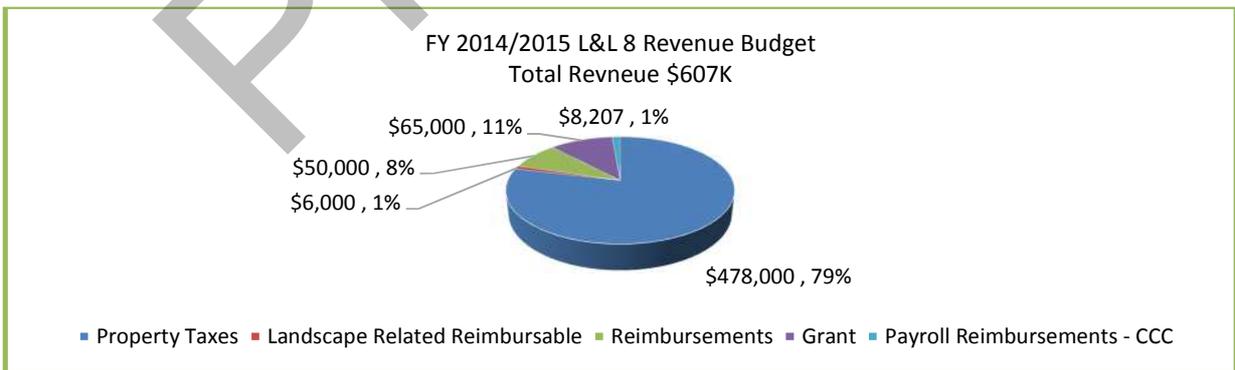
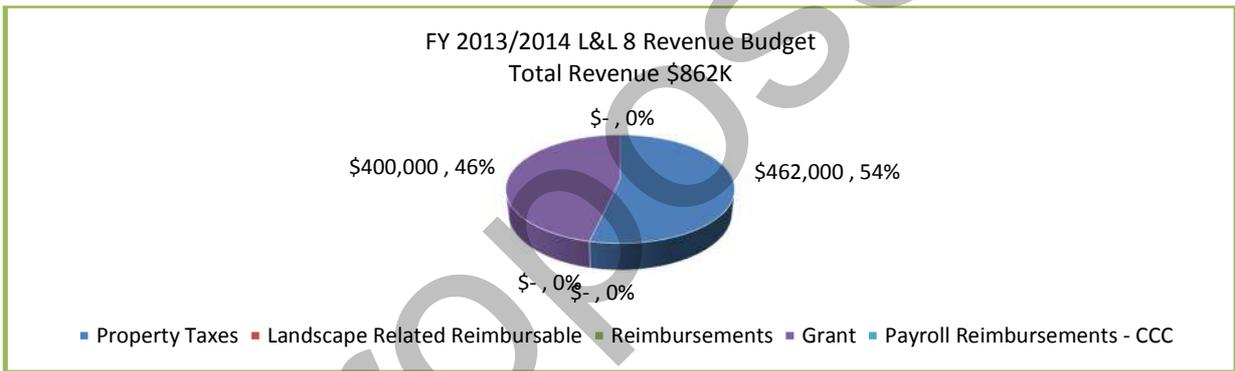
**Contra Costa County Landscape & Lighting Zone #61:**

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**



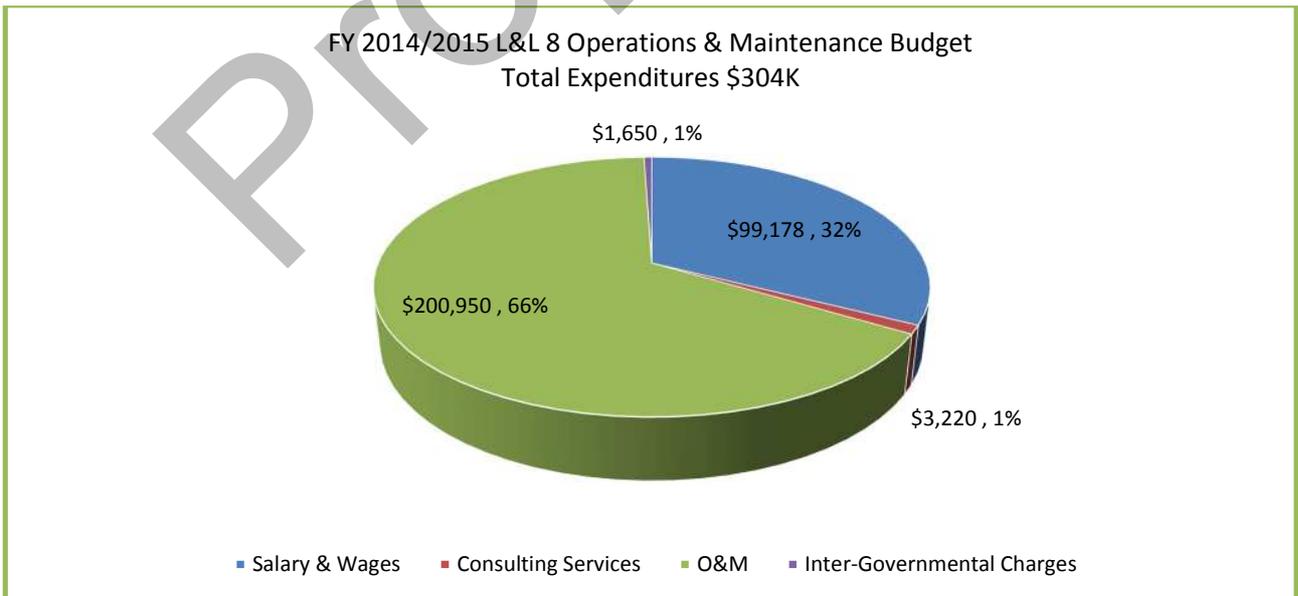
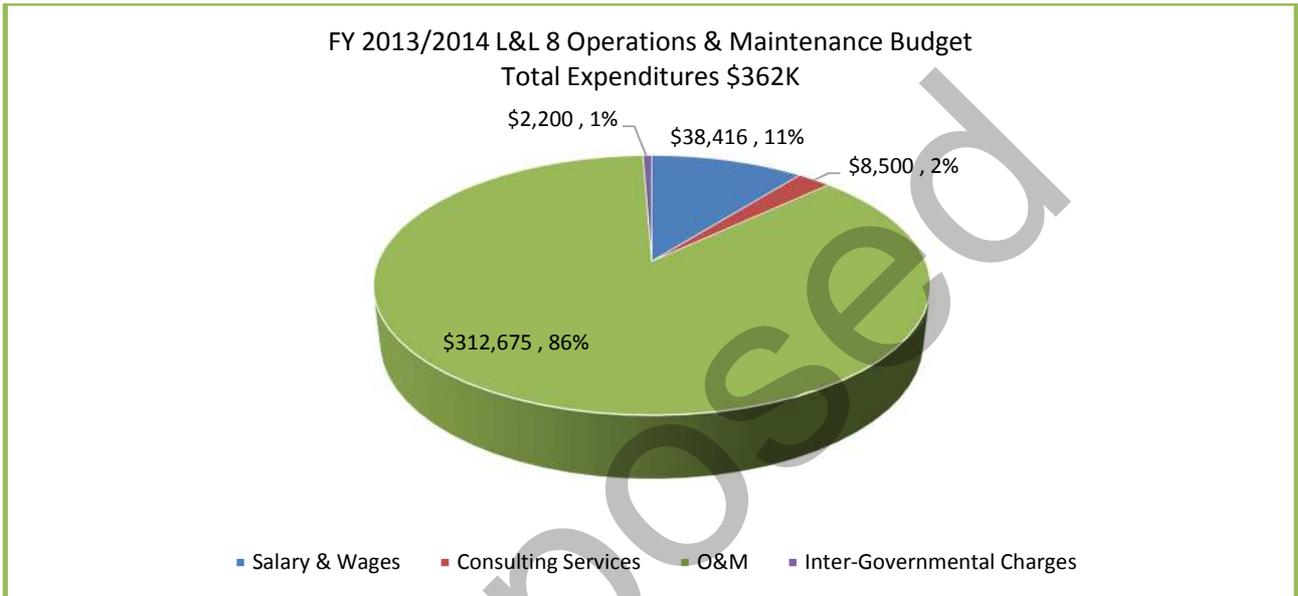
L&L 8 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$462,000	\$478,265	\$478,000	\$478,000
Grant	\$400,000	\$400,000	\$65,000	
Landscape Related Reimbursable		\$6,000	\$6,000	\$6,000
Reimbursements		\$10,857	\$50,000	
Payroll Reimbursable		\$5,708	\$8,206	\$8,206
<b>Total Revenue</b>	<b>\$862,000</b>	<b>\$900,830</b>	<b>\$607,206</b>	<b>\$492,206</b>



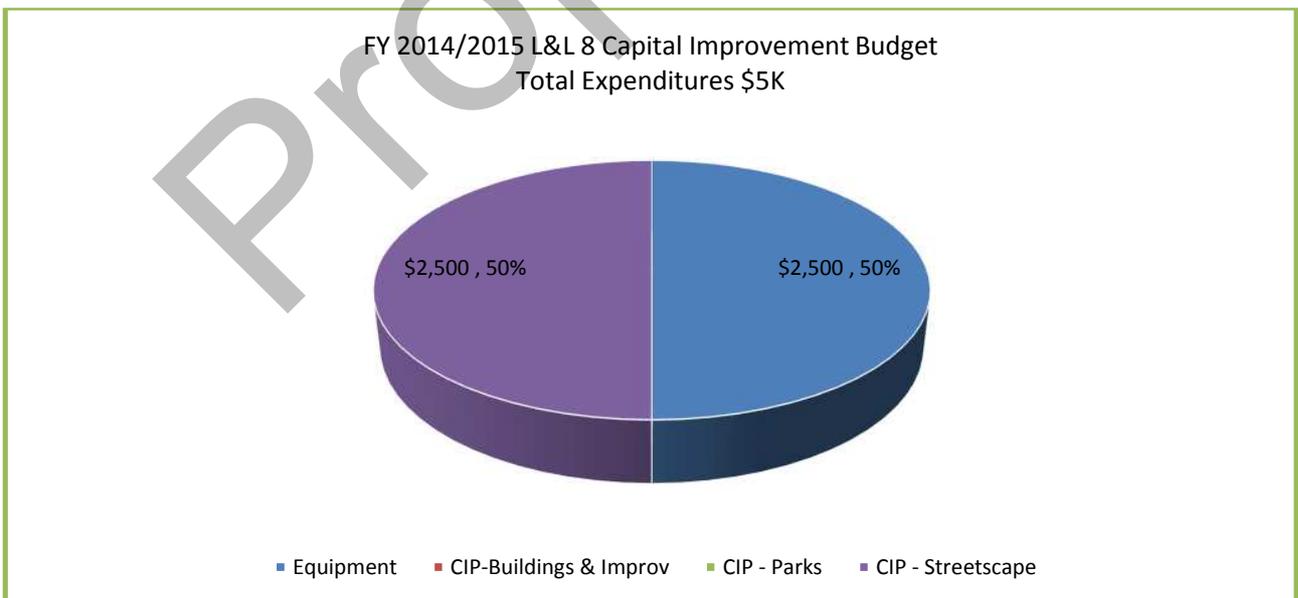
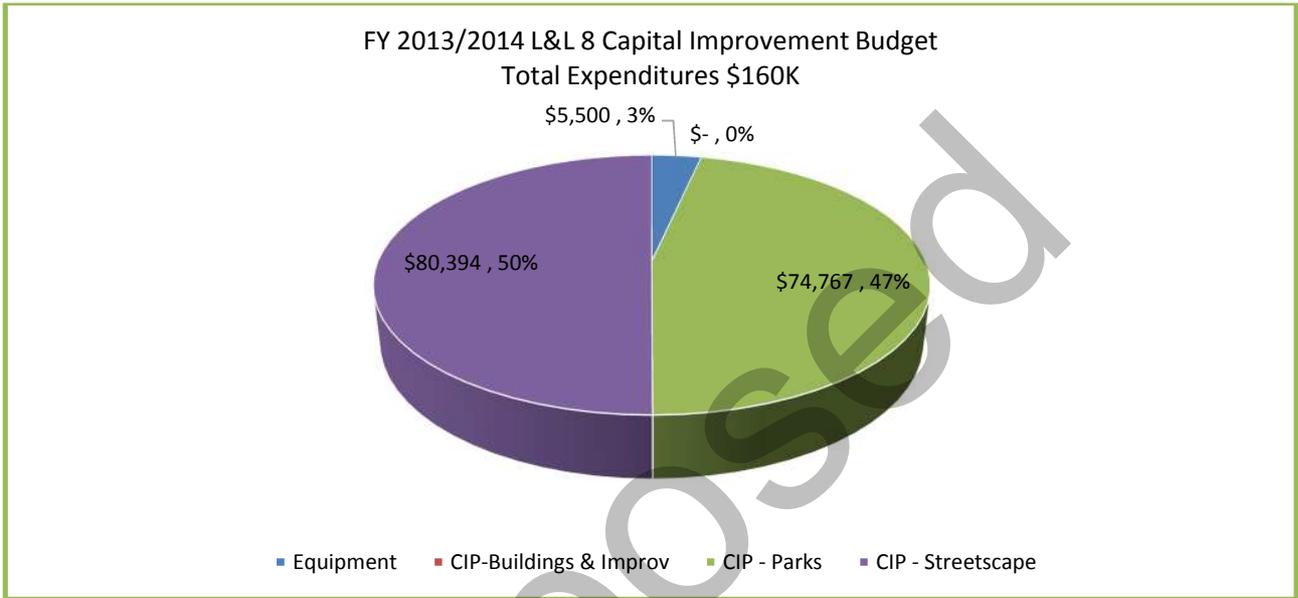
<b>L&amp;L 8 Expenditures</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$38,416	\$51,086	\$89,259	\$94,259
Employer Taxes			\$9,917	\$9,917
Temp Employees		\$4,191		
<b>Consulting</b>				
Consulting Services	\$3,500	\$4,007		
Legal	\$500	\$500	\$1,000	\$1,000
Audit	\$2,215	\$2,215	\$2,220	\$2,220
<b>Operations &amp; Maintenance</b>				
Travel	\$1,000	\$1,000	\$1,000	\$1,000
Training	\$1,500	\$1,500	\$1,500	\$1,500
Subscriptions	\$200	\$190	\$200	\$200
Memberships	\$525	\$430	\$525	\$525
PR, Advertising & Elections	\$300		\$50	\$50
Telecommunications	\$2,325	\$3,600	\$3,325	\$3,325
Materials	\$500		\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$4,500	\$4,300	\$5,000	\$5,000
Repairs & Maintenance	\$3,850	\$6,335	\$4,950	\$4,950
Office Supplies	\$4,800	\$2,650	\$2,450	\$2,450
Rent & Facility Exp	\$161,750	\$138,336	\$55,000	\$55,000
Insurance		\$1,608	\$1,700	\$1,700
Permits & Fees				
Utilities	\$120,675	\$123,700	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$10,750	\$(2,050)	\$4,750	\$4,750
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$2,200	\$2,195	\$1,650	\$1,650
<b>Total Expenditures</b>	<b>\$361,791</b>	<b>\$281,600</b>	<b>\$304,997</b>	<b>\$309,997</b>

<b>L&amp;L 8 Capital Improvement</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
Equipment	\$5,500	\$1,782	\$2,500	\$2,500
Buildings & Improvements				
Parks	\$74,767	\$68,973	\$14,500	
Streetscapes	\$80,394	\$10,680	\$2,500	\$2,500
<b>Total Revenue</b>	<b>\$160,661</b>	<b>\$81,436</b>	<b>\$19,500</b>	<b>\$5,000</b>

**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Lighting & Landscaping Zone 8 Operations &  
 Maintenance Budget**



**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Lighting & Landscaping Zone 8 Capital  
 Improvement Budget**



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



New for FY 2013-2015, 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.

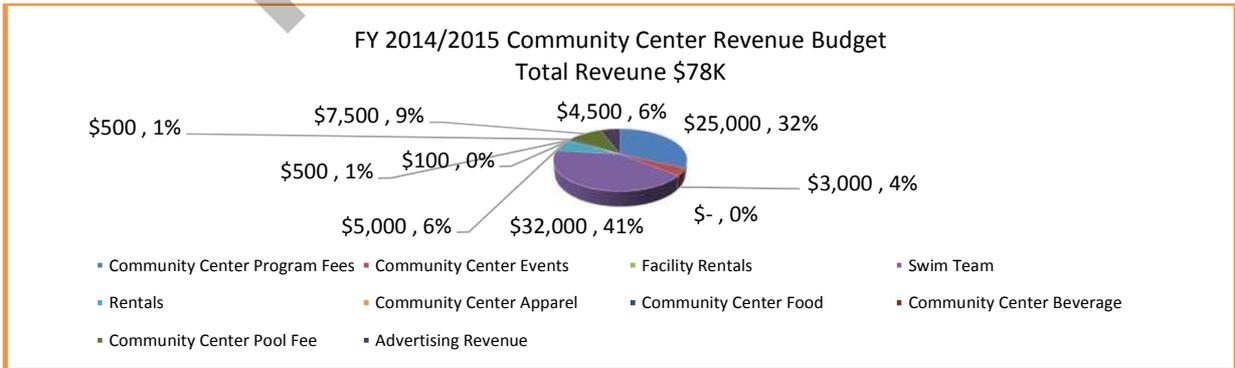
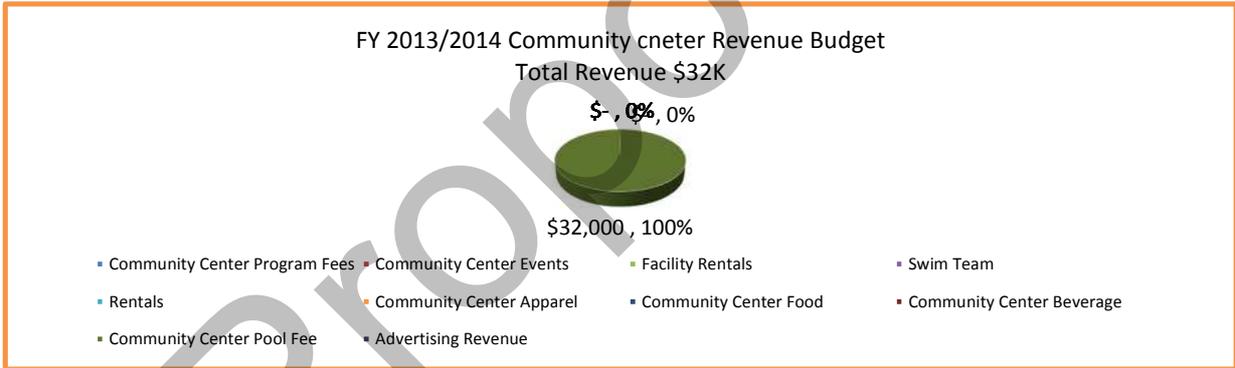
The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures. For FY 14-15 the Operations and Maintenance (O&M) program has a proposed spending plan of \$295,109. The CIP Proposed Budget consists of \$115,000 for FY 14/15 these projects include the pool renovation and partial tennis court renovation. Planned funding sources to assist with renovation cost are; Measure WW Park Funds for \$65,000.

Proposed

**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 Estimated	FY 14/15 Budget	FY 15/16 Budget
Program Fees		\$21,000	\$25,000	\$25,000
Events		\$6,737	\$3,000	\$3,000
Swim Team		\$33,090	\$32,000	\$32,000
Rentals		\$4,500	\$5,000	\$5,000
Apparel				
Food		\$400	\$500	\$500
Beverage		\$325	\$500	\$500
Pool Fee	\$32,000	\$4,875	\$7,500	\$7,500
Advertising			\$4,500	\$4,500
<b>Total Revenue</b>	<b>\$32,000</b>	<b>\$71,202</b>	<b>\$78,100</b>	<b>\$78,100</b>



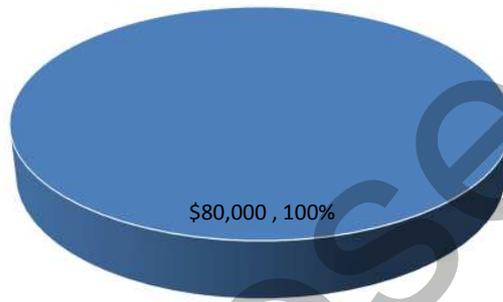
<b>Community Center Expenses</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$81,241	\$107,567	\$156,518	\$161,518
Employer Taxes			\$17,390	\$17,390
Temp Employees	\$25,352	\$8,326		
<b>Consulting</b>				
Consulting Services	\$13,600	\$10,149		
Legal		\$1,350	\$1,500	\$1,500
Audit				
<b>Operations &amp; Maintenance</b>				
Travel		\$685	\$700	\$700
Training	\$1,550	\$1,550	\$1,500	\$1,500
Subscriptions	\$265	\$219	\$300	\$300
Memberships				
PR, Advertising & Elections	\$5,000	\$6,500	\$9,000	\$9,000
Telecommunications	\$2,335	\$3,900	\$3,700	\$3,700
Materials				
Automotive Fuel, Supplies & Repairs	\$750	\$900	\$100	\$100
Repairs & Maintenance		\$2,988	\$11,900	\$11,900
Office Supplies	\$1,900	\$3070	\$3,000	\$4,500
Rent & Facility Exp	\$21,870	\$12,400	\$9,000	\$9,000
Insurance	\$3,500		\$4,500	\$4,500
Permits & Fees	\$1,300	\$2,000	\$2,000	\$2,000
Utilities	\$30,500	\$31,000	\$35,000	\$35,000
Chemicals	\$3,000	\$3,000	\$3,000	\$3,000
Freight	\$100			
Other	\$2,200	\$7,310	\$6,800	\$6,800
Community Center Exp	\$12,000	\$38,650	\$29,200	\$29,200
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges				
<b>Total Expenditures</b>	<b>\$206,463</b>	<b>\$241,564</b>	<b>\$295,109</b>	<b>\$301,609</b>

<b>Community Center CIP</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
Building & Improvements	\$137,325	\$154,232	\$115,000	N/A
<b>Total CIP</b>	<b>\$137,325</b>	<b>\$154,232</b>	<b>\$115,000</b>	<b>N/A</b>

**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Community Center Zone 8 Capital  
 Improvement Budget**

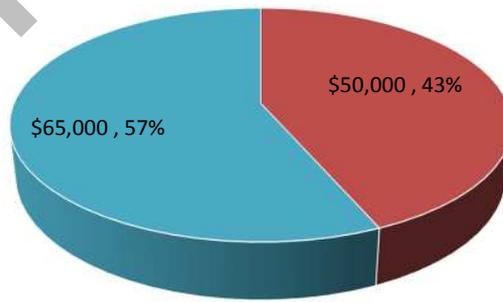


FY 2013/2014 Community Center Capital Improvement Budget  
 Total Expenditures \$80K



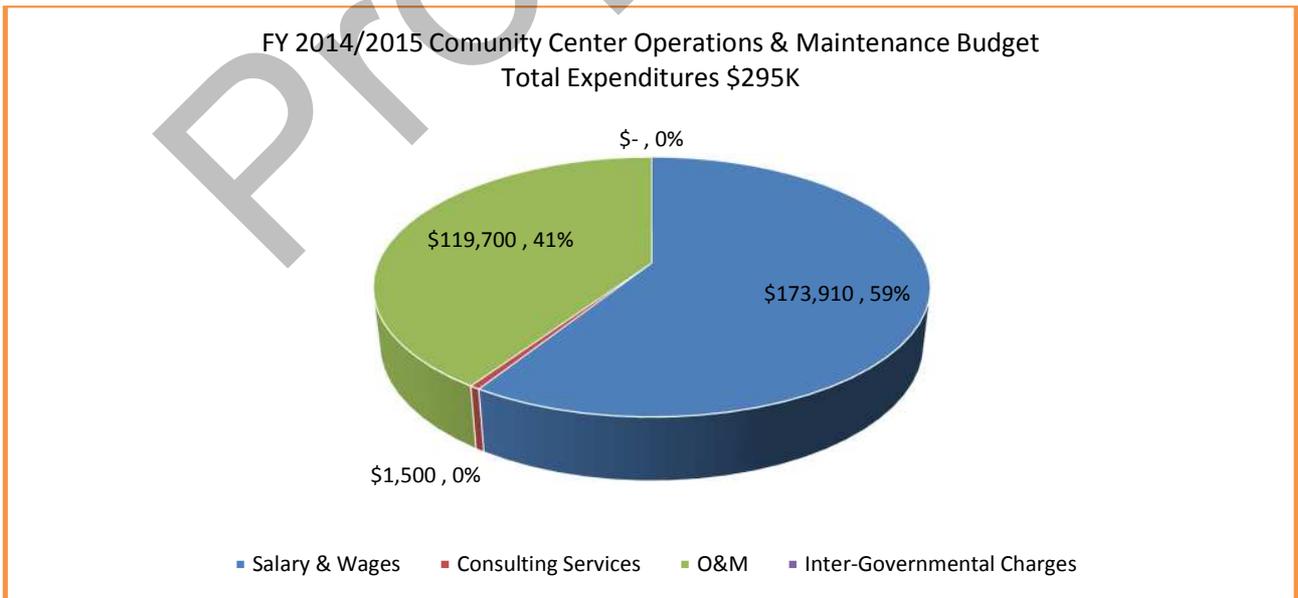
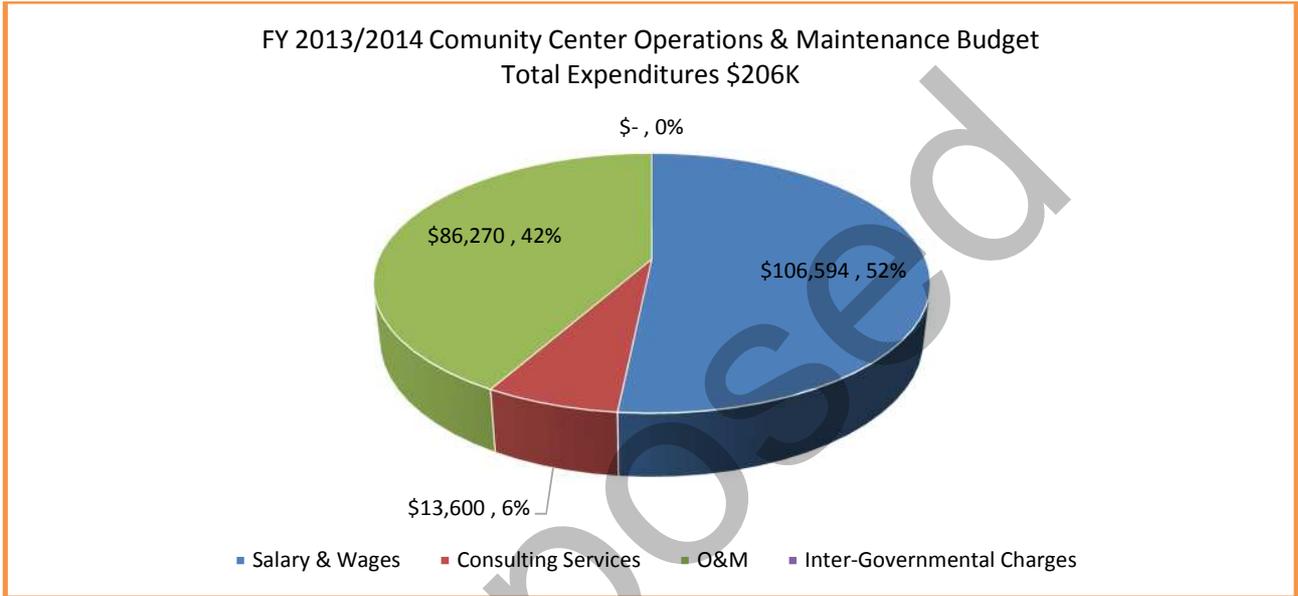
- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

FY 2014/2015 Community Center Capital Improvement Budget  
 Total Expenditures \$115K



- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

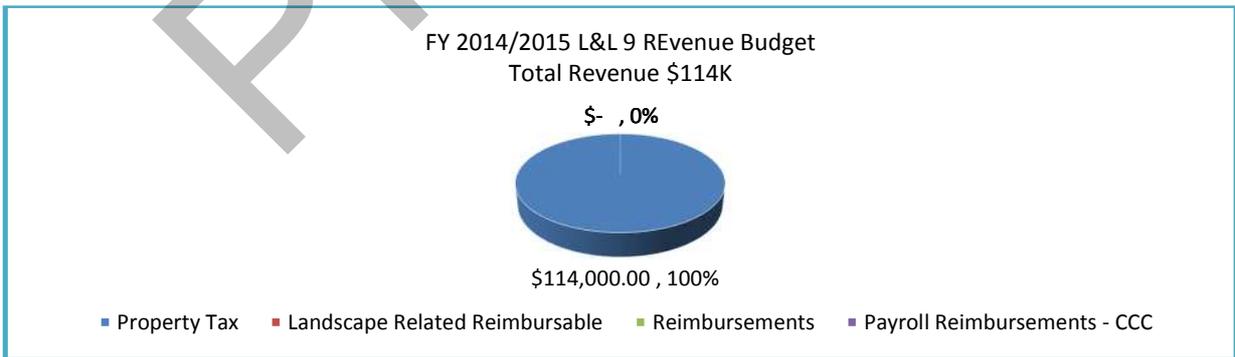
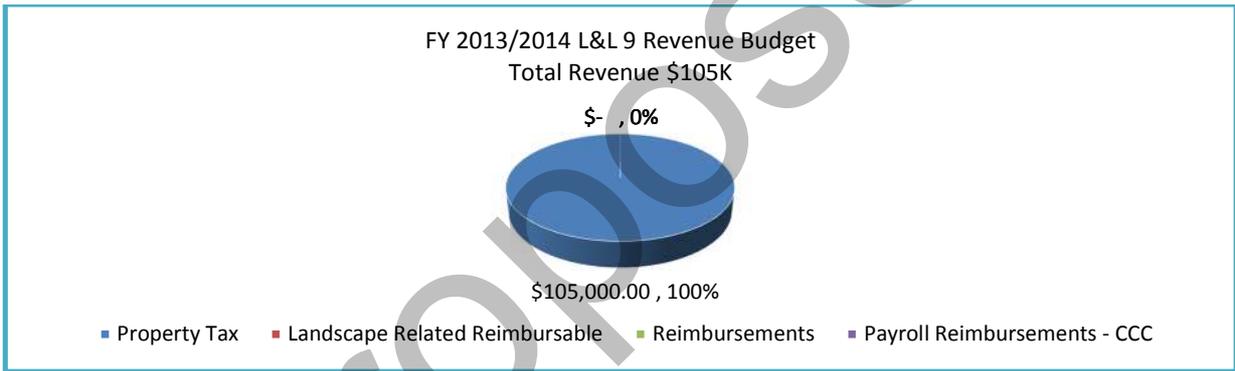
**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Community Center Zone 8 Operation &  
 Maintenance Budget**



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



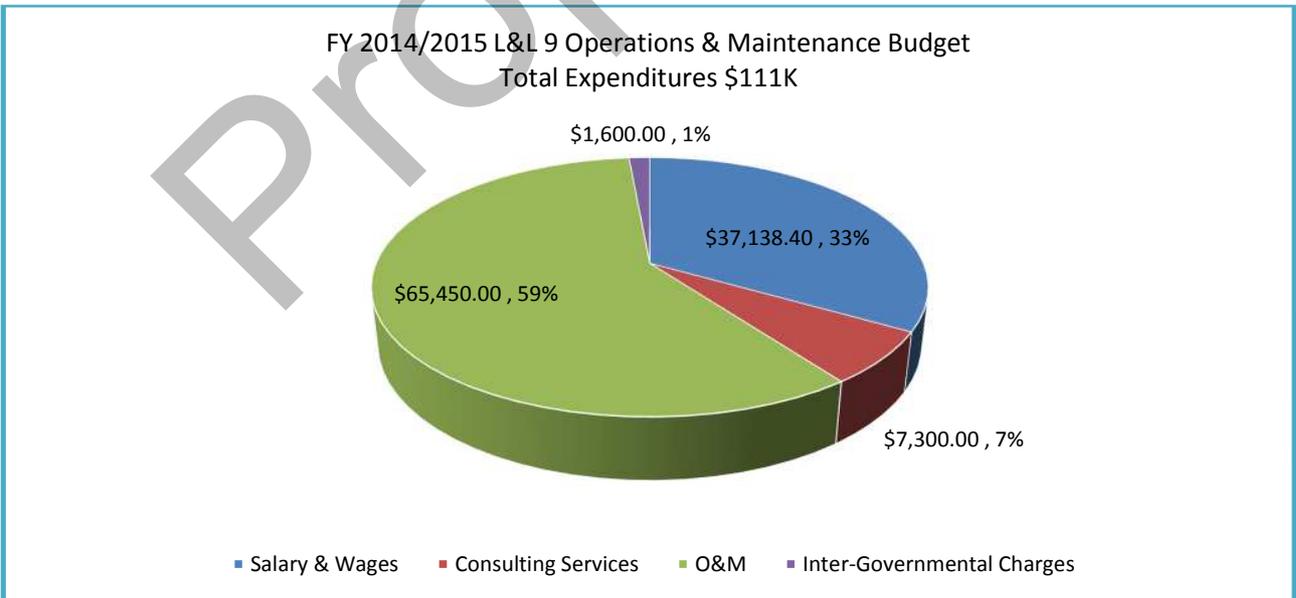
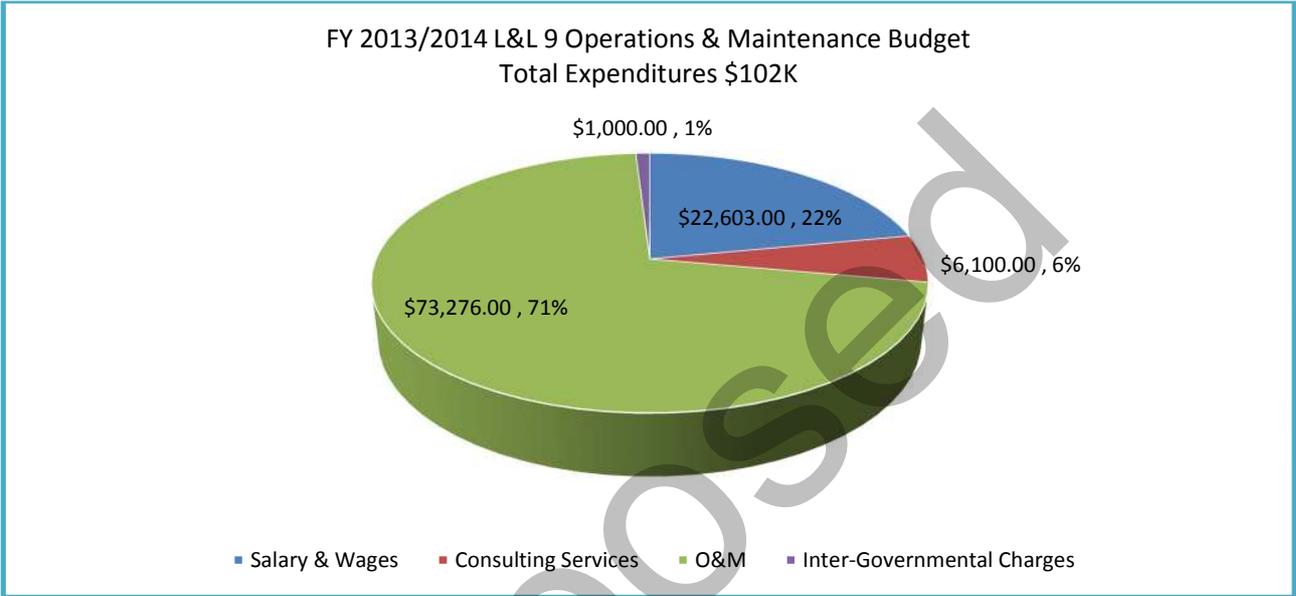
L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$105,000	\$114,479	\$114,000	\$114,000
Landscape Related Reimbursements		\$2,400		
Reimbursements		\$4,342		
Payroll reimbursements	\$105,000	\$2,283		
<b>Total Revenue</b>	<b>\$105,000</b>	<b>\$114,479</b>	<b>\$114,000</b>	<b>\$114,000</b>



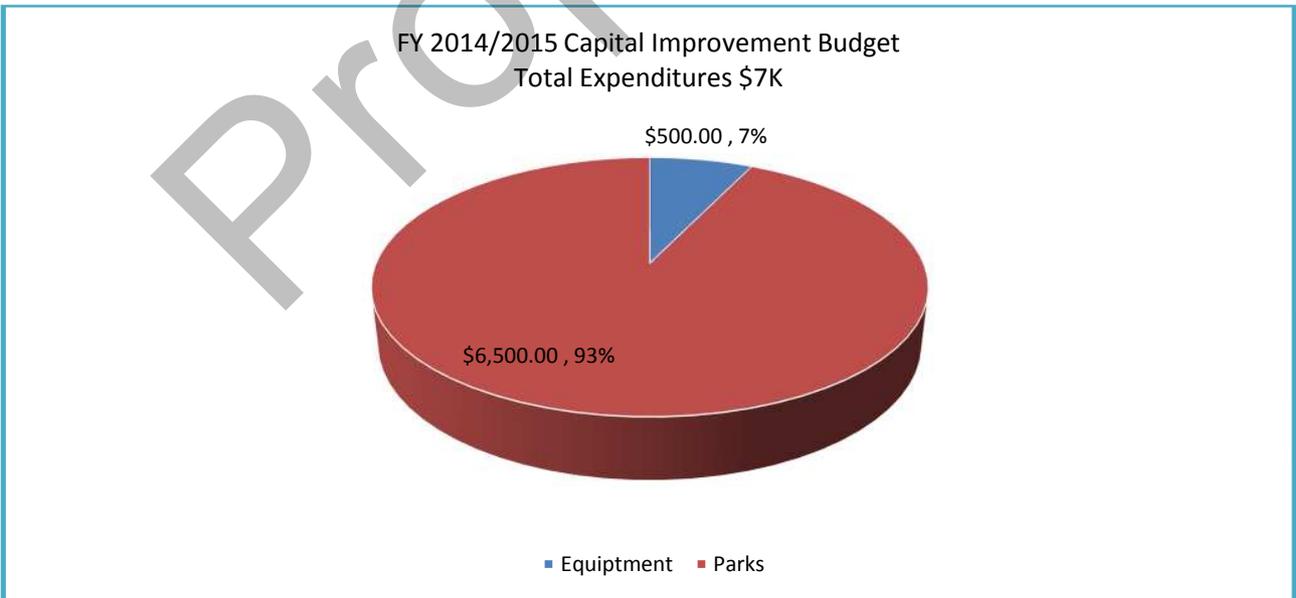
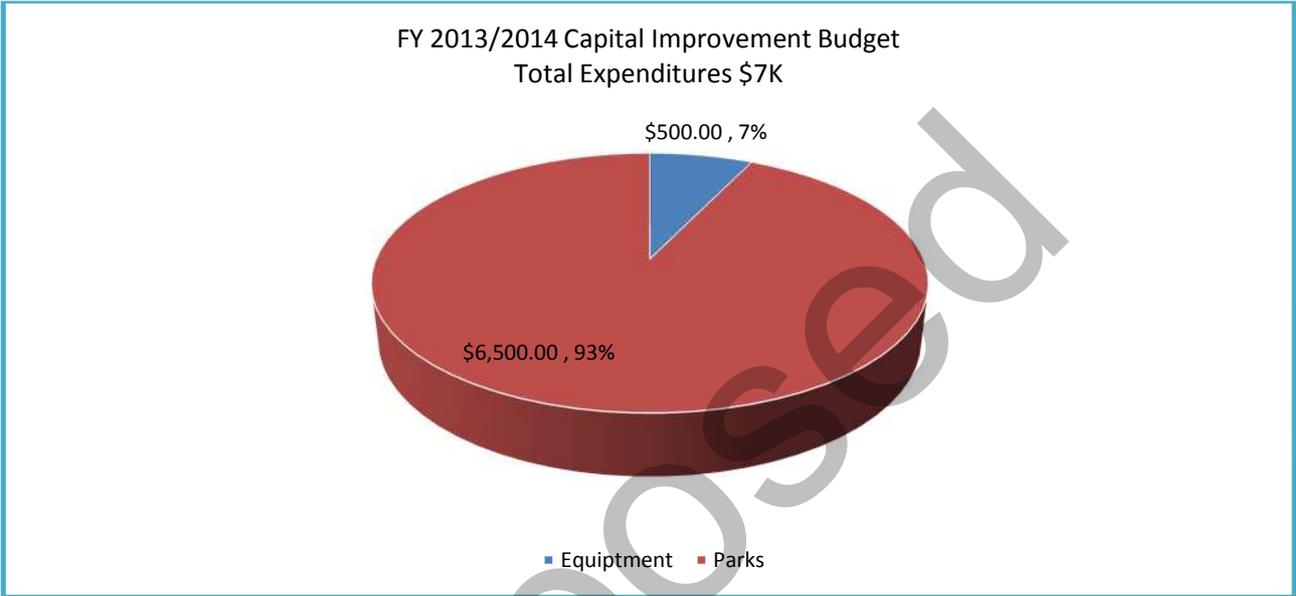
<b>L&amp;L 9 Expenditures</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
<b>Salary &amp; Wages</b>				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Temp Employees		\$4,827		
<b>Consulting</b>				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$2,215	\$2,200	\$2,220
<b>Operations &amp; Maintenance</b>				
Travel	\$250	\$318	\$500	\$500
Training	\$250	\$289	\$300	\$300
Subscriptions	\$100	\$160	\$200	\$200
Memberships	\$200	\$240	\$240	\$240
PR, Advertising & Elections	\$350	\$59	\$60	\$60
Telecommunications	\$1,950	\$2,725	\$2,450	\$2,450
Materials	\$200		\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$1,250	\$3,200	\$3,250	\$3,250
Repairs & Maintenance	\$1,100	\$2,983	\$3,200	\$3,200
Office Supplies	\$1,650	\$1,400	\$1,550	\$1,550
Rent & Facility Exp	\$48,726	\$49,026	\$28,350	\$15,850
Insurance		\$1,073	\$1,200	\$1,200
Permits & Fees				
Utilities	\$16,450	\$20,150	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$800	\$1,335	\$1,000	\$1,000
<b>Inter-Governmental Charges</b>				
Inter-Governmental Charges	\$1,000	\$600	\$1,600	\$1,600
<b>Total Expenditures</b>	<b>\$102,979</b>	<b>\$124,176</b>	<b>\$111,488</b>	<b>\$114,957</b>

<b>L&amp;L 9 Capital Improvement</b>	<b>FY 13/14 Budget</b>	<b>FY 13/14 Estimated</b>	<b>FY 14/15 Budget</b>	<b>FY 15/16 Budget</b>
Equipment	\$500	\$86	\$500	\$500
Parks	\$6,500		\$6,500	\$6,500
<b>CIP Total</b>	<b>\$7,000</b>	<b>\$86</b>	<b>\$7,000</b>	<b>\$7,000</b>

**Town of Discovery Bay Community Services  
 District Contra Costa County, California  
 Zone 9 Operation & Maintenance Budget**



**Town of Discovery Bay Community Services**  
**District Contra Costa County, California**  
**Zone 9 Capital Improvement Budget**





# 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

Proposed





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

### Agenda Title

Award of Contract for the Well No. 7 Pump Station Project

### Recommended Action

That the Board: Award bid in the amount of \$635,400.00 to Conco West, Inc. for the construction and installation of Water Production Well No. 7 pumps and intertie; authorize the General Manager to approve contract change orders up to 5% of the contract amount; and authorize the General Manager to execute all contract documents.

### Executive Summary

The development and construction of Well No. 7 is and has been a discussion of the Board of Directors for the past three fiscal years. Well No. 7 was included and recommended for development in the Water Master Plan. It has also been included in the Town of Discovery Bay capital forecast and planning for the past three fiscal years and it is included in the current Five-Year Capital Improvement Program Budget.

This portion of the project includes the pump station, electrical work, connection to the conveyance system and all testing. The project is anticipated that the new Well 7 Pump Station would have a design capacity of approximately 2,000 gpm. This flow rate would be consistent with that of Well 5A, allowing the new Well to augment Well 5A to improve water quality (or as back up to Well 4A when Well 4A requires Well rehabilitation and/or pump repairs). No expansion of the existing Newport WTP capacity is proposed as part of this project. The Well Station piping would connect Well 7 to the existing raw water line in Newport Drive feeding into the Newport WTP. Existing treatment, storage, and conveyance facilities at Newport WTP would be adequate to serve the proposed Well 7 as it would only be used to replace, rather than augment, existing groundwater supplies from Well 5A.

Luhdorff and Scalmanini Consulting Engineers is the engineer of record and designed the well consistent with the California Department of Public Health requirements. The Well was put to bid, 8 bidders attended the mandatory pre-bid conference, and 5 bids were received (see attached bids). Conco West, Inc. submitted the lowest responsible bid in the amount of \$635,400.00.

### 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

Award of Bid to Zim Industries - August 21, 2013  
Adoption of Water Master Plan – February 2012

### Attachments

1. Bid Summary Results - Well 7 Pump Station

AGENDA ITEM: G-2

<b>BID SUMMARY</b>			
<b>Discovery Bay Well 7 Pump Station</b>			
<b>Owner:</b> Town of Discovery Bay CSD			
<b>Project:</b> Discovery Bay Well 7 Pump Station			
<b>Date:</b> May 29, 2014 - 2:00 p.m.			
<b>Contractor Company Name</b>	<b>Date Received</b>	<b>Time Received</b>	<b>Bid dollar Amount</b>
Koch & Koch, Inc.	5/29/2014	1:54 PM	\$813,100
Anderson Pacific Engineering Con	5/29/2014	1:55 PM	\$778,900
Pacific Infrastructure Corp.	5/29/2014	1:55 PM	\$707,000
Conco West, Inc.	5/29/2014	1:55 PM	\$635,400
TNT Industrial Contractors, Inc.	5/29/2014	1:57 PM	\$700,331*

\* Amount shown is corrected bid amount (Contractor totaled incorrectly)



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

### Agenda Title

Environmental Impact Report for the Bay Delta Conservation Plan BDCP

### Recommended Action

As Necessary

### Executive Summary

According to the Bay Delta Conservation Plan (BDCP), the "BDCP is a part of California's overall water management portfolio. It is being developed as a 50-year habitat conservation plan with the goals of restoring the Sacramento-San Joaquin Delta ecosystem and securing California water supplies. The BDCP would secure California's water supply by building new water delivery infrastructure and operating the system to improve the ecological health of the Delta. The BDCP also would restore or protect approximately 150,000 acres of habitat to address the Delta's environmental challenges."

This plan also includes the massive twin tunnel water conveyance system, and as noted by the BDCP, will become one of the largest public works projects in the Country. The tunnels new proposed alignment is in very close proximity to Discovery Bay. The new alignment takes the tunnels route immediately to the east of Discovery Bay through Victoria Island and on to the Clifton Court Fore Bay and the Tracy Pumping Station.

The Board has previously taken action to oppose this project.

Comments to the DEIR were to be submitted no later than June 13, 2014. However, on May 30, 2014 that date was extended to July 29, 2014, giving the Board additional time to provide a more detailed and comprehensive response.

At this time, staff is seeking Board input into the attached letter.

### 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

August 30, 2012 Board Letter to Governor Brown opposing the twin tunnel water conveyance project.

### Attachments

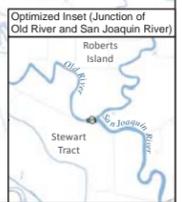
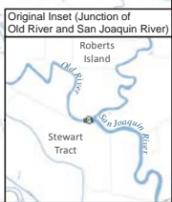
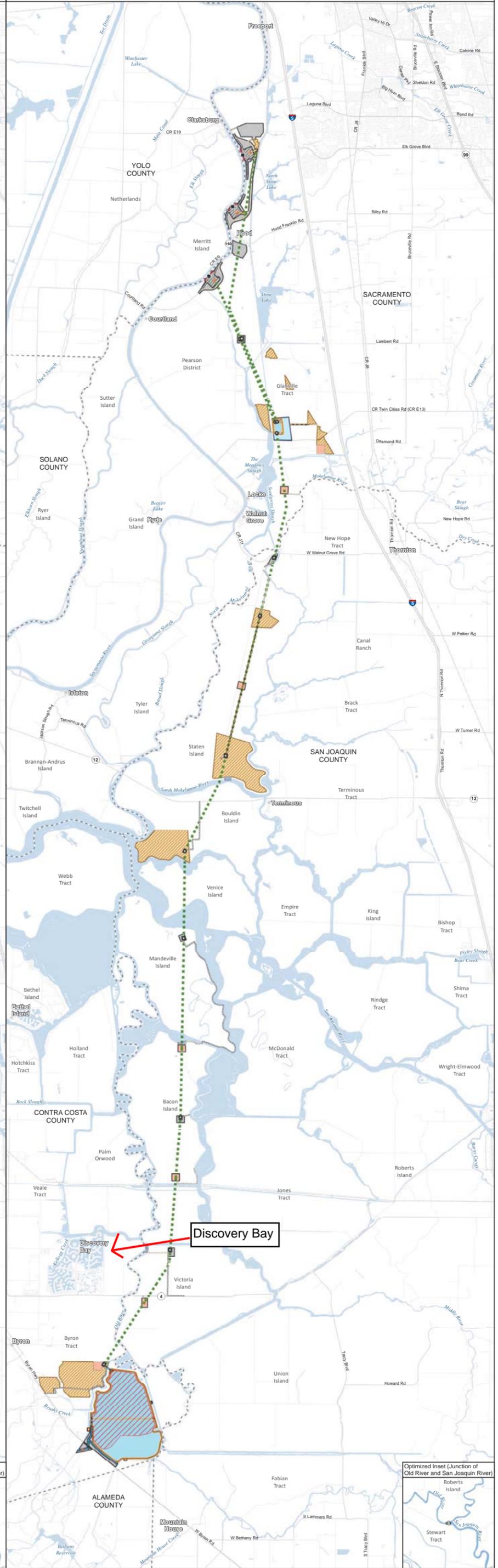
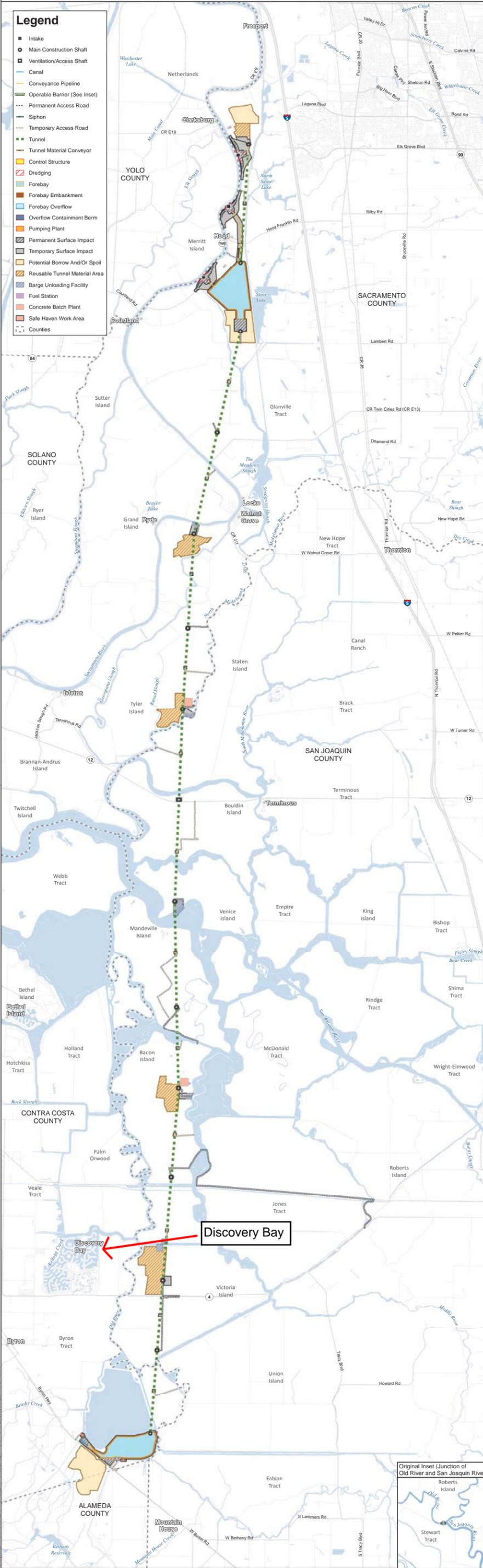
1. Map of Proposed twin tunnel water conveyance project alignment
2. Draft Letter responding to DEIR

AGENDA ITEM: G-3

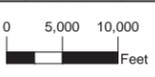
**Original Features**

**Optimized Features**

- Legend**
- Intake
  - Main Construction Shaft
  - Ventilation/Access Shaft
  - Canal
  - Conveyance Pipeline
  - Operable Barrier (See Inset)
  - Permanent Access Road
  - Siphon
  - Temporary Access Road
  - Tunnel
  - Tunnel Material Conveyor
  - Control Structure
  - ▨ Dredging
  - ▨ Forebay
  - ▨ Forebay Embankment
  - ▨ Forebay Overflow
  - ▨ Overflow Containment Berm
  - ▨ Pumping Plant
  - ▨ Permanent Surface Impact
  - ▨ Temporary Surface Impact
  - ▨ Potential Borrow And/Or Spoil
  - ▨ Reusable Tunnel Material Area
  - ▨ Barge Unloading Facility
  - ▨ Fuel Station
  - ▨ Concrete Batch Plant
  - ▨ Safe Haven Work Area
  - Counties



DHCCP - Engineering  
Working Draft  
Subject to Change  
04-04-800-9671  
13 Aug 2013



California Department Of Water Resources  
Advancing the Bay Delta Conservation Plan  
Delta Habitat Conservation & Conveyance Program

**Facility Optimization**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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June 4, 2014

Ryan Wulff  
ATTN: BDCP Comments  
National Marine Fisheries Service  
650 Capitol Mall, Suite 5-100  
Sacramento, CA 95814

Subject: Town of Discovery Bay Community Services District Comments on the Draft Bay Delta Conservation Plan and Bay Delta Conservation Plan Draft Environmental Impact Report/ Environmental Impact Statement

Dear Mr. Wulff:

The Town of Discovery Bay appreciates the opportunity to review and comment on the Draft Bay Delta Conservation Plan and Bay Delta Conservation Plan Draft Environmental Impact Report/Environmental Impact Statement. This letter provides the Town's comments in accordance with the provisions of the California Environmental Quality Act (CEQA), CEQA Guidelines, and the National Environmental Protection Act (NEPA).

The Town of Discovery Bay, located in eastern Contra Costa County, is the largest residential water based community on the environmentally sensitive California Delta. The Delta is the lifeblood of our community. The Delta and its ecosystem singularly sustain the largest estuary on the Pacific Coast and it is home to a myriad of fish, waterfowl, and mammals, many of them endangered. The Delta offers countless recreational opportunities as well, including boating, fishing, bird watching, hunting and many others. Most importantly, however, the Delta is also home to the farms and fields that feed America. The BDCP proposes to make physical and operational improvements to the State and Federal water projects in the Delta claiming to protect reliable future water supplies and to restore and protect ecosystem health in the Delta. Unfortunately, the BDCP as proposed fails to accomplish either of these purposes and the Draft EIR/EIS inadequately analyses impacts to the Delta ecosystem, water quality and supply, and communities.

The Town of Discovery Bay Community Services District Board of Directors believe that implementation of the BDCP, and particularly the construction of the dual conveyance system allegedly designed to reduce the amount of fresh Sacramento River water flowing into and through the Delta, would cause additional and significant deterioration of an already sensitive Delta ecosystem. The Delta ecosystem has shown increasing signs of stress as the natural hydrology has been altered by the operations of the State and Federal Water Projects in the Delta. Salt water intrusions have continued to move upstream for many years, more and more native species are being threatened, and increased water diversions have resulted in substantial degradation of water quality. Less water flowing into and through the Delta would exacerbate these problems rather than resolve them.

The dual conveyance system's draw on the Sacramento River will substantially upset the extensive network of levees, rivers, and dams in the Delta region. Fisheries and fish habitats will be impacted as less fresh water is introduced to the system. Brackish water would move much further upstream resulting further degradation of the Delta and the destruction of a large portion of the rich agricultural industry that provides many of the food crops for America. The BDCP and the dual conveyance system will result in

significant ecosystem, fishery, flood control, and water quality impacts which are not sufficiently analyzed in the Draft EIR/EIS.

The dual conveyance system, in its present proposed alignment, crosses directly in, through and adjacent to the Town of Discovery Bay on its way to the Clifton Court Forebay. The environmental impacts that will be caused as a result of the construction and ongoing project maintenance will forever change the relationship between the Discovery Bay community, the environmental stewardship of the Delta, and the economic and significant cultural resources of the Delta region. These significant impacts are not adequately addressed in the Draft EIR/EIS

The BDCP, and the dual conveyance system, will not resolve California's ongoing water issues. Rather, it will degrade the Delta environment, ecosystem, and communities. We urge you to reconsider your support of the BDCP and join the millions of Americans who believe water conservation and water storage projects are more environmentally preferable than the dual conveyance system.

Based on the comments provided above and those of the other Delta Initiative stakeholders, the Town believes that the current Draft EIR/EIS is technically and legally inadequate, as it does not comply with the provisions of CEQA, CEQA Guidelines, and NEPA. Accordingly, we urge you to deny the Draft EIR/EIS.

Sincerely,

The Board of Directors of the Town of Discovery Bay Community Services District

\_\_\_\_\_  
Board President  
Mark Simon

\_\_\_\_\_  
Director  
Bill Pease

\_\_\_\_\_  
Vice-President  
Chris Steele

\_\_\_\_\_  
Director  
Marianne Wiesen

\_\_\_\_\_  
Director  
Kevin Graves

Cc: Honorable Supervisor Mary N. Piepho, Board of Supervisors, District III  
Honorable Ken Salazar, Secretary, United States Department of the Interior  
Honorable Rebecca Blank, Acting Secretary, United States Department of Commerce  
Honorable Mike Thompson, Member House of Representatives, 1<sup>st</sup> District  
Honorable Doris Matsui, Member House of Representatives, 5<sup>th</sup> District  
Honorable Lynn Woolsey, Member House of Representatives, 6<sup>th</sup> District  
Honorable George Miller, Member House of Representatives, 7<sup>th</sup> District  
Honorable Barbara Lee, Member House of Representatives, 9<sup>th</sup> District  
Honorable John Garamendi, Member House of Representatives, 10<sup>th</sup> District  
Honorable Jerry McNerney, Member House of Representatives, 11<sup>th</sup> District  
Honorable Jackie Speier, Member House of Representatives, 12<sup>th</sup> District  
Honorable Pete Stark, Member House of Representatives, 13<sup>th</sup> District  
Honorable Anna G. Eshoo, Member House of Representatives, 14<sup>th</sup> District  
Honorable Sam Farr, Member House of Representatives, 17<sup>th</sup> District  
Honorable Senator Mark DeSaulnier, 7<sup>th</sup> District  
Honorable Joan Buchanan, California State Assembly, 15<sup>th</sup> District  
Honorable John Laird, Secretary, California Natural Resources Agency  
Mayor, City of Brentwood  
Mayor, City of Oakley  
Mayor, City of Stockton  
Mayor, City of Tracy  
Mountain House Community Services District  
Ironhouse Sanitary District  
Byron-Bethany Irrigation District



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 4, 2014

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

### Agenda Title

Consideration of Changes to the Bylaws of the California Special District Association.

### Recommended Action

Approve the proposed Bylaw changes and authorize the General Manager to sign the ballot for the California Special District Association.

### Executive Summary

The Town of Discovery Bay Community Services District is a member of the California Special Districts Association (CSDA). CSDA has made a series of recommended changes to their Bylaws and have asked member agencies to approve those changes.

The proposed changes generally clean up language or clarify processes and procedures relative to the business of the Association.

### Fiscal Impact:

**Amount Requested**

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

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

### Attachments

1. CSDA Recommended Bylaw changes
2. Ballot for Proposed Bylaws Amendment

AGENDA ITEM: G-4



# **BYLAWS**

## **California Special Districts Association**

### **Approved Bylaw Revision Dates:**

**Revised 1996**

**Revised 1999**

**Revised 2004**

**Revised October 1, 2009**

**Revised August 2, 2010**

**Revised August 1, 2011**

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## ARTICLE I – GENERAL

### **Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

### **Section 2. CSDA Regions/~~Networks~~:**

The state of California shall be divided along county boundaries into six ~~(6)~~-voting regions/~~networks~~. The areas of the regions/~~networks~~ have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) regions/~~networks~~ of CSDA.

Exhibit B.....Names of the counties within the six ~~(6)~~ regions.

### **Section 3. Principal Office:**

The principal business office of CSDA shall be located in Sacramento, California.

## **ARTICLE II – MEMBERSHIP**

### **Section 1. Qualification of Membership:**

There may be several classes of membership in the CSDA, as determined by the Board of Directors. The following classes have been adopted:

#### **A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

#### **B. Associate Non-Voting Members:**

Shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges and may not hold a seat on the Board of Directors.

#### **C. Business Affiliate Members:**

Shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges and may not hold a seat on the Board of Directors.

**D. Liaison Representatives:**

~~Members of CSDA, who hold memberships in other organizations which have shown an interest in the purposes of CSDA, may request the Board of Directors to appoint a non-voting liaison representative from the interested organization to participate in activities conducted by CSDA. Non-inclusive examples of said organizations are recreation and park, fire, cemetery, and mosquito abatement/vector control.~~

~~The Board of Directors may invite the non-voting liaison representatives to attend CSDA meetings and participate in CSDA committees at the discretion of the Board. Liaison representatives have no voting privileges and may not hold a seat on the Board of Directors.~~

**Section 2. Membership Application:**

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

**Section 3. Membership Dues:**

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

**Section 4. Membership Voting:**

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

**A. Voting Designee:**

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member. ~~Each regular voting member shall file such resolution with CSDA.~~

**B. Voting Authorization:**

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing

shall be entitled to one vote on all matters brought before the membership for vote at any meeting or mail ballot.

## **Section 5. Membership Quorum:**

### **A. Meeting Quorum:**

Twenty-five (25) voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. Absentee ballots ~~shall~~ will not be accepted.

### **B. Mailed Ballot Quorum:**

Mail ballots received from ~~twenty-five (25)~~ voting designees shall constitute a quorum.

## **Section 6. Membership Meetings:**

### **A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting shall include all matters that the Board intends to present for action and vote by the members.

Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.

### **B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or by a majority of at least a quorum of the members. Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.

Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.

### **C. Notice of Meetings:**

~~Written notice of any annual or special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, not later than forty five (45) days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

**D.C. Mail Ballot:**

The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall be mailed by first class mail, at least ~~not later than forty-five (45)~~ days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.

**E.D. Majority Vote:**

A majority of votes cast or ballots received ~~vote of all regular voting members voting~~ shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall ~~will~~ not be allowed.

**Section 7. Termination of Membership:**

Any member delinquent in the payment of dues for a period of three ~~(3)~~ months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for ~~forty-five (45)~~ days after said notice, the delinquent member shall automatically cease to be a member of CSDA.

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

## ARTICLE III – DIRECTORS

### **Section 1. Number of Directors:**

The authorized number of elected directors to serve on the Board of Directors shall be ~~eighteen~~ (18). Each regular voting member agency shall be limited to one seat on the Board.

There shall be three ~~(3)~~ directors elected from each of the six ~~(6)~~ CSDA regions/networks. Directors elected from each of the six ~~(6)~~ regions/networks shall hold staggered three ~~(3)~~-year terms. The three directors serving a term of office from a region/network shall be elected from three ~~(3)~~-different regular voting member agencies located in that region/network.

### **Section 2 Term of Office:**

Directors elected from each of the six ~~(6)~~ regions/networks shall hold staggered three ~~(3)~~-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three ~~(3)~~-years.

### **Section 3. Nomination of Directors:**

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's<sup>s</sup> Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region's/network's qualified nominees will be submitted by mail ballot, to that region's/network's regular voting membership for election pursuant to Article III, Section 4

### **Section 4. Election of Directors:**

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated. ~~six (6) regions and shall be conducted by mail.~~

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the and officially date for the nomination requests to be received at the CSDA office, and ~~will~~ set the date of the election.

#### **A. Written Notice:**

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent first class mail to each regular member on the date specified by the Election and Bylaws Committee, which shall be at least ~~one hundred and twenty (120)~~ days prior to the election. The nominations must be received by the CSDA before the established deadline which shall be no later than ~~sixty (60)~~ days prior to the election. Nominations received after the deadline date shall be deemed invalid.

## **B. Balloting and Election:**

Voting for directors shall be by mail.

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region/network shall be distributed to each regular voting member in that region/network ~~good standing~~ by first class mail. Each such regular member in each region/network shall be entitled to cast one vote for each of that region's/network's open seats on the Board.

The ballot for each region/network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a region/network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region/network were mailed a ~~mail~~-ballot.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~forty-five (45)~~ days prior to the ~~annual business meeting of the members held at the Annual Conference.~~ Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

## **Section 5. Event of Tie:**

In the event of a tie vote, a supplemental mail ballot containing only the names of those candidates receiving the same number of votes shall be mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail ballots received prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail ballots received after the designated date will be deemed invalid. All ~~such~~ ballots shall remain sealed until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail ballot results in a tie vote, the successful candidate will be chosen by a drawing by lot.

## **Section 6. Director Vacancy:**

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

**A. Two or Three Vacant Seats in the Same Region/Network:**

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail ballot shall be prepared; listing all nominees for that region/network accepted and approved pursuant to Article III, Section 4 of these Bylaws

Regular Members of each region/network shall be entitled to cast one vote for each open seat in that region/network. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

**B. Vacancy During Nomination Period:**

In the event of a vacancy occurring “during” the nomination period ~~prior to the annual election~~, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent to each regular member in the region/network in which the vacancy occurred. Nominations will be accepted for ~~the~~ such vacant seat and which shall be placed on the mail ballot for election in that region/network.

**C. Vacancy After Nomination Period:**

In the event of a vacancy occurring “after” the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may shall be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, Notification of the vacancy and request for nominations shall be sent to all regular members in the region/network in which the vacancy occurred.

The region's/network's existing directors sitting on the CSDA Board shall interview all interested candidates of that region/network and bring a recommendation to the CSDA Board of Directors of the CSDA. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

**Section 7. Director Disqualification:**

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director's district is no longer a member of the CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or CEO ~~Executive Director~~. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director shall fails to attend three ~~(3)~~ consecutive meetings of the Board, ~~without prior notice to the Board President~~.

**Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

## **ARTICLE IV – DIRECTOR MEETINGS**

### **Section 1. Place of Meetings:**

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

### **Section 2. Ratification Meeting:**

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of the CSDA.

### **Section 3. Organization Meeting:**

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of the CSDA.

### **Section 4. Planning Session:**

As directed by the Board of Directors ~~Before the end of each calendar year,~~ a special Strategic Planning Meeting shall be held ~~by the Board of Directors~~ to review and evaluate the plans, policies and activities related to the business interests of CSDA.

### **Section 5. Regular Meetings:**

The dates of the regular meetings of the Board of Directors shall be ratified at the ~~last~~<sup>first</sup> Board meeting of the ~~previous~~ year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

### **Section 6. Special Meetings:**

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of seven ~~(7)~~ directors.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten ~~(10)~~ days prior to the special meeting and electronic notices ~~at least~~<sup>not less than</sup> five ~~(5)~~ days prior.

### **Section 7. Quorum:**

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten ~~(10)~~ directors. A majority vote among at least ten ~~(10)~~ directors present at a duly noticed meeting shall constitute action of the Board of Directors.

**Section 8. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

## ARTICLE V – OFFICERS

### **Section 1. Number and Selection:**

The officers of ~~the~~CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve ~~the CSDA~~ without compensation.

Each shall hold office for the term of one ~~(1)~~-year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of ~~the~~CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

### **Section 2. Duties of the President:**

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of ~~the~~CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President and shall ~~recommend~~ appoint appointment of committee chairs and vice-chairs and members of the Standing Committees. ~~Such appointments are subject to ratification~~ confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

### **Section 3. Duties of the Vice President:**

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be ~~the chair of the Planning Committee and~~ an ex-officio member of all of the Standing Committees.

### **Section 4. Duties of the Secretary:**

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or ~~such~~ designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of ~~the~~CSDA.

A list of the membership of ~~the~~CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or ~~such~~ designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

#### **Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of ~~the~~CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or ~~such~~ designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of ~~the~~CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or ~~such~~ designee, shall disburse, or cause to be disbursed by ~~such~~ persons as authorized by resolution of the Board of Directors, the funds of ~~the~~CSDA, as ordered by the Board of Directors.

The Treasurer or ~~such~~ designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of ~~the~~CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or ~~such~~ designee shall, after the close of the fiscal year of ~~the~~CSDA, cause an annual audit of the financial condition of ~~the~~CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

#### **Section 6. Disbursement of Funds:**

No funds shall be disbursed by ~~the~~CSDA unless at the check, draft or other evidence of such disbursement has been ~~shall be~~ executed on behalf of ~~the~~CSDA by ~~such~~ persons authorized by resolution of the Board of Directors.

#### **Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

## ARTICLE VI – COMMITTEES

### **Section 1. Creation of Committees Structure:**

~~The Board of Directors by a majority vote may create one or more committees to serve at the pleasure of the Board, and have such authority as provided by the Board of Directors.~~

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. ~~Appointment of two (2) or more directors to the committees shall be by a majority vote of the Board.~~ Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

~~Other members of any committee may include designees of regular, associate or professional Business Affiliate members, and liaison representatives from other organizations pursuant to Article II, Section 1 to be approved by majority vote of the CSDA Board of Directors.~~

### **Section 2. Committee Actions:**

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; ~~e~~Expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

### **Section 3. Committee Meetings:**

Meetings of the committees of ~~the~~ CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined

by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

#### **Section 4. Standing Committees:**

Standing Committees of the CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Education Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, ~~Membership Recruitment~~ Member Services and ~~Planning and Audit~~.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

##### **A. Executive Committee:**

The Executive Committee shall consist of all officers of the CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the immediate Ppast President of the CSDA. If the immediate Ppast President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as president in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

##### **B. Professional Development Education Committee:**

The ~~Education~~ Professional Development Committee shall plan, organize and direct CSDA the education professional development programs and events of the CSDA. The Committee shall organize the Annual Conference and the Special District Legislative Days. A public relations program shall be maintained by the Committee.

##### **C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for of the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

##### **D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to

enter into all contracts necessary to provide financial assistance to CSDA members and be responsible for oversight of the programs of the CSDA Finance Corporation.

**E. Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be prepared reviewed by the committee and shall be ratified by the Board of Directors.

~~The Fiscal Committee shall assist the Planning Committee in the continuing development of the CSDA's "Strategic Plan".~~

**F. Legislative Committee:**

The Legislative Committee shall be responsible for the development of the CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Legislative Department with legislative and public policy issues.

**G. Member Services Membership and Recruitment Committee:**

The ~~Membership and Recruitment~~ Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

**H. Planning Committee:**

~~The Planning Committee in conjunction with the Fiscal Committee shall be responsible for the continuing development of the "Strategic Plan" of the CSDA. The "Strategic Plan" shall be reviewed and monitored. The Committee shall recommend revisions and/or additions to the Board of Directors for ratification.~~

**I.H. Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Director approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two ~~(2)~~ members of the Board of Directors. Other members of such committees may include designees

of regular, associate or professional members, ~~liaison representatives of other organizations,~~ or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two ~~(2)~~ or more directors, but less than a quorum of the Board of Directors.

## **ARTICLE VII – INDEMNIFICATION**

### **Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

### **Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

### **Section 3. Insurance:**

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

### **Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA’s creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA’s assets for payment.

## ARTICLE VIII – LOCAL CHAPTERS

### **Section 1. Purpose:**

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

### **Section 2. Organization:**

The regular voting members of the CSDA are encouraged to create and establish local chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to of the following ~~existing~~ chapters must have at least one (1) CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. ~~These existing chapters are strongly encouraged to have all district members as CSDA members, however the existing local chapter may include members of~~ Such existing chapters may include as members local organizations, districts and professionals who are not members of the CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members ~~as~~ be current members of CSDA members in order to be a chapter affiliate of CSDA. ~~The existing~~ Such local chapters may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and execution of the Chapter Affiliation Agreement by the local chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors ~~of the CSDA~~. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

### **Section 3. Rules, Regulations and Meetings:**

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of ~~the~~ CSDA.

**Section 4. Financing of Local Chapters:**

No part of ~~the~~CSDA's funds shall be used for the operation of the local chapter affiliates. ~~The~~ CSDA is not responsible for the debts, obligations, acts or omissions of ~~the~~its local chapters.

**Section 5. Legislative Program Participation:**

Local chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist ~~the~~CSDA in the distribution of information to their members.

## **ARTICLE IX – AMENDMENTS TO THE BYLAWS**

### **Section 1. Amendment Proposals:**

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon resolution of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by the CSDA, at a specially called meeting, or by a mailed ballot.

### **Section 2. Amendment Membership Meeting:**

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given by the Board of Directors to the regular voting members, not later than ~~forty-five (45)~~ days in advance of the amendment meeting.

Electronic copies of the proposed amendment/s shall be available on the CSDA website for the regular voting members prior to the meeting. Copies of the proposed amendments shall be available for the voting members at the amendment meeting, ~~upon advance requests.~~

### **Section 3. Mailed Amendment Ballot:**

When a mailed ballot is utilized to amend these Bylaws, the ballot shall include all amendments and matters the Board ~~of Directors~~ intends to present for action and vote by the members and shall be mailed by the CSDA to all regular voting members ~~in good standing~~. ~~The~~Such ballot shall be mailed by first class mail, not later than ~~forty-five (45)~~ days in advance of the date the CSDA has designated for the receipt of the ballot.

The amendment ballot must be received by ~~the~~CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid

### **Section 4. Amendment Ratification:**

#### **A. Membership Meeting:**

The proposed Bylaw amendments shall be deemed adopted by a majority vote of all regular voting members present at a membership meeting, at which a quorum, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

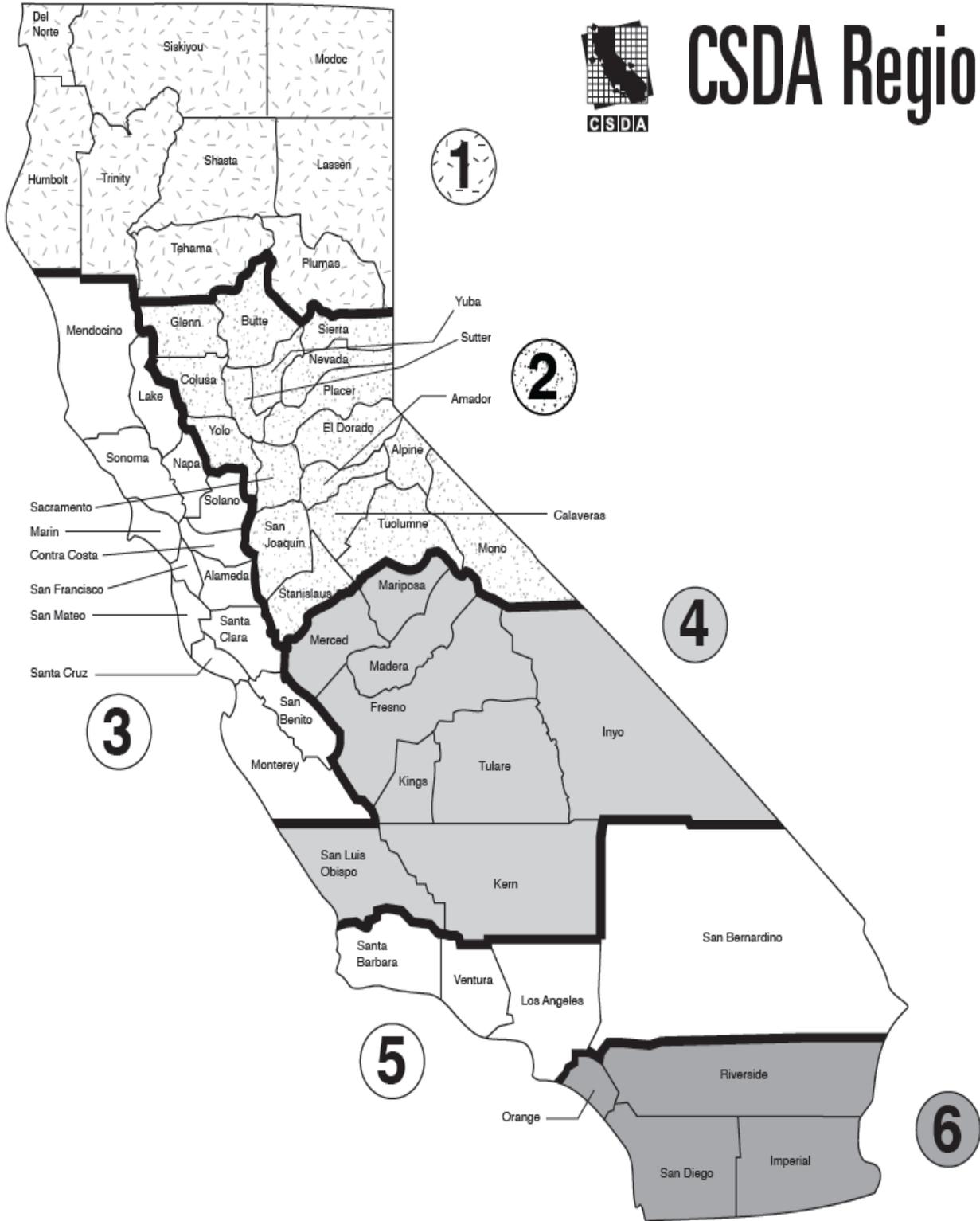
#### **B. Mailed Ballot:**

The proposed Bylaw amendment/s shall be deemed adopted when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.

**EXHIBITS A/B**



# CSDA Regions





# 2015 Regions/Networks





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## Shall the 2014 Proposed CSDA Bylaws Amendments be Adopted?

- Yes
- No

CSDA Member District Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*(GM or Board President)*

View current CSDA Bylaws and proposed new bylaws at [csda.net/bylaws](http://csda.net/bylaws)  
Must be received by June 13, 2014. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe, CSDA Executive Assistant at (877) 924-CSOA.) If approved, bylaws will become effective July 1, 2014.



No Back Up  
Documentation  
For Agenda Item # H



No Back Up  
Documentation  
For Agenda Item # I



No Back Up  
Documentation  
For Agenda Item # J-1



No Back Up  
Documentation  
For Agenda Item # K



No Back Up  
Documentation  
For Agenda Item # L



No Back Up  
Documentation  
For Agenda Item # M

# Byron Municipal Advisory Council Park Dedication Ad Hoc Committee



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
3361 Walnut Blvd. Suite 140  
Brentwood, CA 94513  
925-240-7260

*The Byron Municipal Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors and the County Planning Agency.*

**Councilmember Beltran**  
**Councilmember Larsen**

## **Record of Actions**

**Meeting start time: 5:33 p.m.**  
**Thursday, February 20, 2014**

- 1.) Meeting called to order by Chair Larsen at 5:33p.m. All members present.
- 2.) Public Comment: None.
- 3.) Items for Discussion and/or Action
  - a.) **Discuss Byron area Park Dedication funds:** Overview of Park Dedication funds and previous projects other communities have completed. Reminder that the monies cannot be used for reoccurring costs and are to be used for projects which enhance the community of origin with park amenities. The current balance the Byron area Park Dedication funds is \$42,777. Discussion to contact the churches in the Byron community and the School District to see if there is interest in using the funds.
- 4.) Council Member Comments/Future Agenda Items  
None
- 5.) Adjourned at 5:54

*The Byron Municipal Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors.*

The Byron Municipal Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting. Individuals should contact Karyn Cornell at least 72 hours before the meeting, at (925) 240-7260.

**Byron  
Municipal  
Advisory  
Council  
DRAFT**



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
3361 Walnut Blvd. Suite 140  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

*The Byron Municipal Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors and the County Planning Agency.*

**Record of Actions**

**Meeting start time: 6:00 p.m.**

**Thursday, March 20, 2014**

1.) Meeting called to order by Chair Juarez at 6:00p.m. Chair Juarez and Councilmember Beltran absent.

2.) Public Comment: None received.

3.) Review of Record of Actions of 2-20-14 meeting: Motion to approve as prepared made by Councilmember Schmit. Second made by Councilmember Lopez. Motion carried 3-0. AYES: Larsen, Lopez, and Schmit.

**4.) Agency Reports**

a.) **East Contra Costa Fire Protection District:** Field Representative Cornell distributed the February 2014 Operational Update.

b.) **Contra Costa County Sheriff's Department:** Field Representative Cornell provided an overview of the February 2014 statistics including 135 call for service, 15 reports generated, 4 arrests and 26 traffic enforcement stops.

c.) **California Highway Patrol:** No Report.

d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell provided an update on the following items: Comment period for the Bay Delta Conservation Plan EIS/EIR is open until April 14, 2014; Caltrans will be performing work on Highway 160 with overnight closures; the Contra Costa Superior Court is accepting application for the Civil Grand Jury 2014-2015 term, application dues March 28<sup>th</sup>; discussed the new Brown Act requirement of listing the various Committee member votes in the Record of Actions.

**5.) Items for Discussion and/or Action**

a.) **Discuss Agency Comment Request LP14-2009 requesting approval of a land-use permit plan to Quarry 89,000 cubic yards to level parcel for private agricultural land-use purposed, such as a private horse pasture and corral, and a gravel parking area for horse trailers at 280 Camino Diablo Road:** Motion to approve the project as presented made by Councilmember Lopez. Second made by Councilmember Schmit. Ayes: Larsen, Lopez and Schmit.

b.) **Discuss Agency Comment Request L14-2010 regarding approval of a reclamation plan to Quarry 89,000 cubic yards to level parcel for private agricultural land-use purposed, such as a private horse pasture and corral, and a gravel parking area for horse trailers at 280 Camino Diablo Road:** Motion to approve the project as presented made by Councilmember Lopez. Second made by Councilmember Schmit. Ayes: Larsen, Lopez and Schmit.

c.) **Discuss 2014 Clean-Up Day:** Selection of July 12 as the 2014 Clean-Up Day. Councilmember Lopez appointed as the lead for the project.

d.) **Discuss Byron MAC Website:** Discussion regarding the Byron MAC portions of the page on the Supervisor's portion of the County website including discussion that if there is a request to post material and the there is inadequate time for the Byron MAC to review the Chair can review the material and pass on the request to the Supervisor's office.

e.) **Discuss Groundwater in the Byron Area:** Discussion of groundwater in the Byron community and the recent Integrated Regional Water Management Plan.

**6.) Correspondence Key: R= Received S= Sent**

- a. R-2/19/14 Contra Costa County Zoning Administrator Agenda for February 19, 2014
- b. R-2/25/14 Contra Costa Planning Commission Cancellation Notice
- c. R-3/3/14 Contra Costa Zoning Administrator Agenda for March 3, 2014
- d. R-3/11/14 Contra Costa Planning Commission Agenda for March 11, 2014
- e. R-3/12/14 Contra Costa Local Formation Commission Agenda for March 12, 2014
- f. R- 3/17/14 Contra Costa Zoning Administrator Agenda for March 17, 2014
- g. R-3/25/14 Contra Costa Planning Commission Cancellation Notice for March 25, 2014

**7.) Councilmember Comment/Future Agenda Item:**

Website

2014 Clean-Up Day

Signage in the Community

**8.)** Adjourned to next meeting scheduled for March 20 at 6:00p.m.

**Discovery Bay  
P-6 Zone Citizen  
Advisory  
Committee**

**DRAFT**



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
181 Sand Creek Road, Suite L  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

*The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 8:00 p.m.**

**Wednesday, April 9, 2014**

**1.) Meeting called to order by Vice Chair Stevens at 8:01 p.m., with Chair Kane and Councilmember Earl absent.**

**2.) Public Comment:** No public comment received.

**3.) Review of Record of Actions of October 14, 2013 meeting:** Committee member Ziegler made a motion to accept the Record of Actions with the correction of Diane Stevens as Vice Chair. Second made by Committee member Mankin. Motion carried 3-0. AYES: Mankin, Stevens, and Zeigler.

**4.) Correspondence: (Key: R= Received S= Sent)**  
None.

**5.) Old Business:**

a. **Discuss DB P-6 Zone CAC Budget:** Lt. Beltran provided an update regarding the close out of the the estimated 2013/2014 budget and a brief overview of the 2014/2015 estimated budget. Lt. Beltran will work to bring further information to the next meeting. Discussion of the cost of a Deputy in 2014/2015 as well as the projection of new homes in the next year.

b. **Discuss Byron Union School District School Resource Officer Funding:** Lt Beltran provided an update that Sheriff Livingston has continued the current SRO position through the 2013/2014 school year. Superintendent Burnett discussed the strong support of the School District of the position and their work to provide \$50,000 towards the cost. School Board member also stated the positive addition the position brings to the school and stated that the School Board continues to look for grant funding for the position.

**6.) New Business:**

a.) **Monthly Activity Report (Lt. Beltran):** Crime Specialist Anthony Fontenot discussed the calls for service and reports for the last three months. Lt. Beltran discussed a string of burglaries from vehicles and reminded residents to remove valuables from their cars and to lock the car doors.

Other new Business: None.

**7.) Future agenda items/Committee Member Comments:**

- a.) DB P-6 Zone Budget
- b.) Byron Union School District School Resource Officer Funding

**9.) Adjourn:** Meeting adjourned at 8:47p.m.

DRAFT

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR'S AGENDA ITEM NO. D.4**

**Meeting Date:** May 5, 2014

**Subject/Title:** Receive Operational Update for April 2014

**Submitted by:** Hugh Henderson, Fire Chief

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**RECOMMENDATION FOR ACTION**

Receive Operational Update for April 2014

**SUBJECT BACKGROUND**

This Staff report summarizes District activities for the month of April.

Calls for service:

There were a total of 511 service calls in the month of April, with an average response time of 7:04 minutes. In the month of March the District ran 526 calls with an average response time of 7:04 minutes. In the calendar year of 2013, the District ran 6454 calls for service with an average response time of 7:08.

Looking at the response times by stations:

- **Station 52- John Muir Parkway, Brentwood**, had 169 calls in the month of April with an average response time of 6:19 minutes. In March there were a total of 165 calls with an average response time of 6:19 minutes. In the calendar year of 2013 the station ran 1857 calls for service with an average response time of 6:26.
- **Station 54-Downtown Brentwood**, had 100 calls in the month of April with an average response time of 6:21 minutes. In March there were a total of 82 calls with an average response time of 6:18 minutes. In the calendar year of 2013 the station ran 1336 calls for service with an average response time of 6:28.
- **Station 59-1685 Bixler Rd, Discovery Bay**, had 52 calls in the month of April with an average response time of 8:56 minutes. In March there were a total of 57 calls with an average response time of 8:18 minutes. In the calendar year of 2013 the station ran 774 calls for service with an average response time of 8:54.
- **Station 93 530 O'Hare Ave, Oakley**, had 136 calls in the month of April with an average response time of 6:32 minutes. In March there were a total of 161 calls with an average response time of 6:37 minutes. In the calendar year of 2013 the station ran 1752 calls for service with an average response time of 6:16.

- **Station 94-15 A St, Knightsen**, had 13 calls in the month of April with an average response time of 9:09 minutes. In March there were a total of 13 calls with an average response time of 9:09 minutes. In the calendar year of 2013 the station ran 176 calls for service with an average response time of 8:30.
- **Station 95- 3045 Ranch Ln, Bethel Island** (closed 7-1-2012), had 27 calls in the area of this closed station in the month of April with an average response time of 12:38 minutes. In the month March of there were 36 calls with an average response time of 11:56 minutes. In the calendar year of 2013 the District ran 355 calls for service in the station area with an average response time of 11:31.
- **Cal-Fire Station 16-Marsh Creek/Morgan Territory** had 14 calls in the month of April with an average response time of 10:27 minutes. In March there were a total of 11 calls with an average response time of 8:22 minutes. In the calendar year of 2013 the station ran 195 calls for service with an average response time of 9.25.

Auto aid:

In the month of April, the District received auto aid from Contra Costa County Fire 17 times, with them sending 19 engines. The District sent auto aid to Contra Costa County Fire 12 times providing them with 15 engines. During the month of March, Contra Costa County Fire came into the District 26 times with 31 engines and we responded into Contra Costa County Fire 12 times with 15 engines. In 2013, the District received auto aid from Contra Costa County Fire 345 times with them sending 476 engines. The District sent auto aid to Contra Costa County Fire a total of 198 times in 2012, sending 234 engines.



# County Supervisor Mary Nejedly Piepho, District III

## CONTRA COSTA COUNTY BOARD OF SUPERVISORS

TownOfDiscoveryBay CSD

Received

MAY 27 2014

May 21, 2014

Mark Simon, President  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear President Simon and Directors,

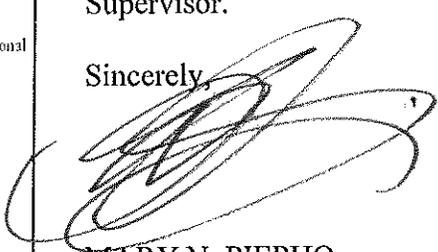
Please find enclosed a Board Order from the May 13, 2014 Board of Supervisors' meeting. The Board Order is with regards to the approval and authorization of the Contra Costa County Public Works Department to approve the plans for the 2014 Discovery Bay Asphalt Rubber Cape Seal project and award the project to American Pavement Systems, Inc.

The Public Works Department is working with the local school schedules and works is currently scheduled to begin in the beginning of June. Additionally, I have included a copy of the 2014 Discovery Bay Asphalt Rubber Cape Seal Street Name list for your reference.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

  
MARY N. PIEPHO  
County Supervisor, District III

MNP: kc

### COMMITTEES

- Legislation Committee, Chair
- Transportation, Water and Infrastructure Committee, Chair
- Finance Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPLAN, East County Transportation Planning
- East Contra Costa Habitat Conservancy, Governing Board, Chair
- California Identification System Remote Access Network Board
- Contra Costa Health Plan Joint Conference Committee
- Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair
- City-County Relations Committee

### SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission

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C. 3

To: Board of Supervisors

From: Julia R. Bueren, Public Works  
Director/Chief Engineer

Date: May 13, 2014



Contra  
Costa  
County

Subject: Award and Authorize Execution of a Construction Contract for the 2014 Discovery Bay Asphalt Rubber Cape Seal project, Discovery Bay area.

**RECOMMENDATION(S):**

(1) APPROVE plans, specifications, and design for the 2014 Discovery Bay Asphalt Rubber Cape Seal project, Project No. 0672-6U2150-14.

(2) DETERMINE that American Pavement Systems, Inc., the lowest monetary bidder, has complied with the requirements of the County's Outreach Program for this project, as provided in the project specifications; and FURTHER DETERMINE that American Pavement Systems, Inc., has submitted the lowest responsive and responsible bid for the project.

APPROVE  
 RECOMMENDATION OF CNTY ADMINISTRATOR

OTHER  
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 05/13/2014

APPROVED AS RECOMMENDED  OTHER

**Clerks Notes:**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 13, 2014

David J. Twa,

BY: [ ] , Deputy

**VOTE OF SUPERVISORS**

AYES [ ] NOES [ ]  
ABSENT [ ] ABSTAIN [ ]  
RECUSE [ ]

Contact: Kevin Emigh, 925-313-2233

**RECOMMENDATION(S): (CONT'D)**

(3) AWARD the construction contract for the above project to American Pavement Systems, Inc., in the listed amount (\$1,910,779.30) and the unit prices submitted in the bid, and DIRECT that American Pavement Systems, Inc., shall present two good and sufficient surety bonds, as indicated below, and that the Public Works Director, or designee, shall prepare the contract.

(4) ORDER that, after the contractor has signed the contract and returned it, together with the bonds as noted below and any required certificates of insurance or other required documents, and the Public Works Director has reviewed and found them to be sufficient, the Public Works Director, or designee, is authorized to sign the contract for this Board.

(5) ORDER that, in accordance with the project specifications and/or upon signature of the contract by the Public Works Director, or designee, bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for security shall be returned.

(6) ORDER that, the Public Works Director, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(7) DELEGATE, pursuant to Public Contract Code Section 4114, to the Public Works Director, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(8) DELEGATE, pursuant to Labor Code Section 6705, to the Public Works Director, or to any registered civil or structural engineer employed by the County, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

(9) DECLARE that, should the award of the contract to American Pavement Systems, Inc., be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

**FISCAL IMPACT:**

The construction contract will be funded by 100% Road funds.

**BACKGROUND:**

The above project was previously approved by the Board of Supervisors, plans and specifications were filed with the Board, and bids were invited by the Public Works Director. On April 8, 2014, the Public Works Department received bids from the following contractors:

**BIDDER, TOTAL AMOUNT, BOND AMOUNTS**

American Pavement Systems, Inc.: \$1,910,779.30; Payment: \$1,910,779.30; Performance: \$1,910,779.30

VSS International, Inc.: \$2,018,951.00

The bidder listed first above, American Pavement Systems, Inc., submitted the lowest responsive and responsible bid, which is \$108,171.70 less than the next lowest bid.

The Public Works Director has reported that American Pavement Systems, Inc., documented an adequate good faith effort

to comply with the requirements of the County's Outreach Program, as provided in the project specifications, has entered into a Project Labor Agreement with the Contra Costa Building and Construction Trade Council to comply with the requirements of the County's Project Labor Agreement Policy, and the Public Works Director recommends that the construction contract be awarded to American Pavement Systems, Inc.

The Public Works Director recommends that the bid submitted by American Pavement Systems, Inc., is the lowest responsive and responsible bid, and this Board concurs and so finds.

The Board of Supervisors previously determined that the project is exempt from the California Environmental Quality Act as a Class 1(c) Exemption, and a Notice of Exemption was filed with the County Clerk on September 26, 2013.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, and copies will be made available to any party upon request.

**CONSEQUENCE OF NEGATIVE ACTION:**

Construction of the project would be delayed, and the project might not be built.

**CHILDREN'S IMPACT STATEMENT:**

Not applicable.

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**2014 Discovery Bay Asphalt Rubber Cape Seal  
Street Name List**

<b>Street Name</b>	<b>Beginning Location</b>	<b>Ending Location</b>	<b>Width (ft)</b>	<b>Length (ft)</b>	<b>Area (sy)</b>
Anchorage Way	Biscay Court 9357BB	Montauk Court 9357BH	29	1,056	3,403
Balboa Way	Clipper Drive 9357AP	Cove Lane 9357BW	33	206	755
Balboa Way	Cove Lane 9357BW	end @ 2427 Balboa Way	29	252	812
Beacon Place	Newport Drive 9357BN	end @ 4236 Beacon Place	33	1,650	6,050
Biscay Court	Anchorage Way 9357BC	end @ 2211 Biscay Court	29	422	1,360
Biscay Way	Seal Way 9357AZ	Biscay Court 9357BB	29	158	509
Bixler Road	Marsh Creek Road 8943	50 ft. north of Regatta	46	1,470	7,513
Bixler Road	50 ft. north of Regatta	Highway 4	46	1,104	5,643
Bodega Court	Cove Lane 9357BW	end @ 2442 Bodega	29	310	999
Bolinas Place	Newport Drive 9357BN	end @ 3997 Bolinas Place	29	608	1,959
Bowsprit Court	Anchorage Way 9357BC	end @ 2000 Bowsprit	29	422	1,360
Breaker Court	Anchorage Way 9357BC	end @ 2140 Breaker	29	422	1,360
Capstan Place	Newport Drive 9357BN	end @ 4036 Capstan	29	590	1,901
Catalina Way	Regatta Drive 8945Q	N / S Anchor Court	36	838	3,352
Catamaran Court	Sailboat Drive 8945N	end	32	687	2,443
Clipper Drive	Discovery Bay Boulevard	Cypress Point 9357AR	49	2,059	11,210
Clipper Drive	Cypress Point 9357AR	Windward Point 9357BM	49	1,162	6,326
Clipper Drive	Windward Point 9357BM	Newport Drive 9357BN	49	528	2,875
Coastal Court	Sailboat Drive 8945N	end	32	304	1,081
Cove Court	Clipper Drive 9357AP	end @ 2216 Cove Court	29	792	2,552
Cove Lane	Cove Place 9357BV	Balboa Way 9357BX	33	1,850	6,783
Cove Lane	Balboa Way 9357BX	Imperial Court 9357CJ	33	898	3,293
Cove Place	Clipper Drive 9357AP	Cove Lane 9357BW	37	210	863
Cove Place	Cove Lane 9357BW	end @ 2495 Cove Place	29	352	1,134
Cypress Point	Clipper Drive 9357AP	Driftwood Court 9357AS	37	1,003	4,123
Cypress Point	Driftwood Court 9357AS	end @ 2000 Cypress	33	950	3,483
Del Mar Court	Cove Lane 9357BW	end @ 2467 Del Mar	29	238	767
Driftwood Court	Cypress Point 9357AR	end @ 4500 Driftwood	29	686	2,210
Driftwood Place	Cypress Point 9357AR	end @ 4200 Driftwood	29	739	2,381
Fertado Lane	Marsh Creek Road 8943	N. P.L. 1925 Fertado Ln	33	422	1,547
Foghorn Way	Regatta Drive 8945B	Halyard Way 8945C	36	1,056	4,224
Foghorn Way	Halyard Way - 8945V	Yacht Court - 8945RA	33	158	579
Galley Court	Regatta Drive 8945Q	end	32	341	1,212
Goleta Place	Newport Drive 9357BN	Newport Court 9357CF	33	212	777
Halyard Way	Regatta Drive 8945B	Foghorn Way 8945D	36	264	1,056
Imperial Court	Cove Lane 9357BW	end	30	211	703
Keel Court	North Anchor Court	end	32	185	658
Largo Court	Anchorage Way 9357BC	end @ 2070 Largo Court	29	422	1,360
Lighthouse Place	Newport Drive 9357BN	end @ 3960 Lighthouse	33	1,224	4,488
Montauk Court	E End, 2002 Montauk Ct	W End, 2071 Montauk Ct	29	634	2,043
Montauk Way	Sand Point Road 9357Z	Montauk Ct 9357BH	29	158	509
Monterey Court	Cypress Point 9357AR	End, 4300 Monterey Ct	29	686	2,210

**2014 Discovery Bay Asphalt Rubber Cape Seal  
Street Name List**

<b>Street Name</b>	<b>Beginning Location</b>	<b>Ending Location</b>	<b>Width (ft)</b>	<b>Length (ft)</b>	<b>Area (sy)</b>
Nautical Court	Sailboat Drive 8945N	end	32	360	1,280
Newport Court	Newport Drive 9357BN	end @ 2164 Newport	29	1,142	3,680
Newport Drive	State Highway 4	Clipper Drive 9357AP	49	390	2,123
Newport Drive	Clipper Drive 9357AP	Capstan Place 9357BQ	37	1,570	6,454
Newport Drive	Capstan Place - 9357BQ	Bolinas Place - 9357BU	27	2,564	7,692
Newport Drive	Bolinas Place 9357BU	Newport Lane 9357CJ	27	900	2,700
Newport Lane	Newport Drive 9357BN	end	29	1,060	3,416
Newport Place North	Newport Court 9357CF	end @ 2300 Newport	29	210	677
Newport Place South	Newport Court 9357CF	end @ 2402 Newport	29	555	1,788
North Anchor Court	Catalina Way 8945D	end	36	634	2,536
North Coral Court	Sailboat Drive 8945N	end	32	240	853
Pacific Grove Court	Cove Lane 9357BW	end	30	264	880
Pelican Court	Sailboat Drive 8945N	end	32	360	1,280
Pier Point	Newport Drive 9357BN	end @ 4082 Pier Point	29	590	1,901
Pismo Court	Cove Lane 9357BW	end @ 2448 Pismo Court	29	236	760
Porthole Drive	Highway 4	Sailboat Drive 8945N	60	339	2,260
Portside Court	Spinnaker Way 9357AM	end	29	317	1,021
Reef Court	Clipper Drive 9357AP	end @ 2204 Reef Court	29	845	2,723
Regatta Drive	Bixler Road 9163A	Sailboat Drive 8945N	34	2,257	8,526
Regatta Drive	Sailboat Drive	Highway 4	40	269	1,196
Rudder Court	Regatta Drive 8945B	end	32	106	377
Sailboat Drive	N / S Coral Court	Porthole Drive 8945P	36	1,553	6,212
Sailboat Drive	Porthole Drive - 8945P	Yacht Drive - 8945Z	33	739	2,710
San Simeon Court	Cove Lane 9357BW	end @ 2470 San Simeon	29	358	1,154
Santa Barbara Court	Cove Lane 9357BW	end @ 2488 Santa	29	238	767
Santa Cruz Court	Cove Lane 9357BW	end @ 2417 Santa Cruz	29	254	818
Seagull Court	Sailboat Drive 8945N	end	32	291	1,035
Seahorse Court	Catalina Way 8945D	end	32	111	395
Seal Way	Discovery Bay Boulevard	end @ 2024 Seal Way	33	1,901	6,970
Shell Place	Newport Drive 9357BN	end @ 96 Shell Place	29	194	625
South Anchor Court	Catalina Way 8945D	end	32	240	853
South Coral Court	Sailboat Drive 8945 N	end	32	305	1,084
Spinnaker Way	Discovery Bay Boulevard	Portside Court 9357AL	33	634	2,325
Spinnaker Way	Portside Court 9357AL	end	29	845	2,723
Tiller Court	Foghorn Way 8945D	end	32	106	377
Venice Court	Cove Lane 9357BW	end	30	211	703
Windward Court	Windward Point 9357BM	end @ 4100 Windward	29	422	1,360
Windward Point	Clipper Drive 9357AP	end @ 1900 Windward	33	2,323	8,518
Windward Point	Clipper Drive 9357AP	Cove Lane 9357BW	33	159	583
Yacht Court	Foghorn Way - 8945W	end	31	102	351
Yacht Drive	Foghorn Way - 8945W	Sailboat Drive - 8945N	33	1,373	5,034

**Total area = 208,590**

**2014 Discovery Bay Slurry Seal Only  
Street Name List**

<b>Street Name</b>	<b>Beginning Location</b>	<b>Ending Location</b>	<b>Width (ft)</b>	<b>Length (ft)</b>	<b>Area (sy)</b>
Aberdeen Lane	Cambridge Way 9358A	Worthing Way 9358C	33	1,320	4,840
Amesbury Street	Newbury Lane 9357CY	End at 274 Amesbury	32	634	2,254
Berkshire Court	Berkshire Lane 9357CQ	End at 1080 Berkshire	32	264	939
Berkshire Lane	Newport Drive 9357BN	Hastings Drive 9357CX	36	634	2,536
Birmingham Court	Berkshire Lane 9357CQ	End at 125 Birmingham	32	211	750
Blake Court	Bronte Drive	End at 731 Blake Court	29	370	1,192
Brighton Court	Aberdeen Lane 9358E	End	32	158	562
Bristol Court	Hastings Drive 9357CX	End at 632 Bristol Court	32	211	750
Bronte Drive	Cullen Drive	Coleridge Way	37	475	1,953
Cambridge Court	Aberdeen Lane 9358E	End	32	317	1,127
Cambridge Drive	Worthing Way 9358C	Cambridge Way 9358B	29	528	1,701
Cambridge Drive	Cambridge Way 9358B	Aberdeen Lane 9358E	33	686	2,515
Cambridge Way	Newport Drive 9357BN	Cambridge Way 9358A	40	110	489
Cardinal Lane	Newbury Lane 9357CY	Hampshire Drive 9357CZ	32	528	1,877
Coleridge Way	Wilde Drive	Cummings Lane	33	252	924
Coleridge Way	Cummings Lane	Bronte Drive	37	381	1,566
Coronado Court	Berkshire Lane 9357CQ	End at 335 Coronado	32	317	1,127
Cullen Drive	Wilde Drive	Cummings Lane	33	252	924
Cullen Drive	Cummings Lane	Bronte Drive	37	400	1,644
Cummings Lane	Cullen Drive	Coleridge Way	37	415	1,706
Dickinson Court	Bronte Drive	End at 648 Dickenson	29	370	1,192
Dorchester Court	Berkshire Lane 9357CQ	End at 233 Dorchester	32	264	939
Emerson Court	Newbury Lane	End at 458 Emerson	33	634	2,325
Fareham Court	Newbury Lane 9357CY	End at 353 Fareham	32	422	1,500
Frost Way	Wilde Drive	Wilde Court	33	1,214	4,451
Hampshire Drive	Newbury Lane 9357CY	Amesbury Street 9357DB	32	950	3,378
Hastings Drive	Berkshire Lane 9357CQ	Preston Drive 9357CP	36	422	1,688
Keats Court	Newbury Lane	End at 550 Keats Court	29	370	1,192
Learning Lane	Bixler Road	End	32	1,154	4,103
Newbury Lane	Preston Drive 9357CP	East Lot Line 202	36	739	2,956
Newbury Lane	East Lot Line 202	Cullen Drive	33	422	1,547
Newport Drive	Newport Lane 9357CJ	Berkshire Lane	33	2,230	8,177
Newport Drive	Berkshire Lane	Bixler Road 9163A	33	266	975
Park and Ride Court	Bixler Road	End of Cul-de-Sac	24	134	357
Plymouth Court	Aberdeen Lane 9358E	End	32	317	1,127
Poe Drive	Point of Timber Road	Bronte Drive	50	581	3,228
Preston Drive	Point of Timber Road 8953	Newport Drive 9357BN	36	1,373	5,492
Seuss Court	Frost Way	End at 622 Seuss Court	29	211	680
Shakespeare Court	Frost Way	End at 428 Shakespeare	29	211	680
Sheffield Court	Hastings Drive 9357CX	End at 525 Sheffield	32	317	1,127
Slifer Drive	Wilde Drive	Frost Way	33	581	2,130
Slifer Drive	Frost Way	End at 524 Slifer Court	29	211	680

**2014 Discovery Bay Slurry Seal Only  
Street Name List**

<b>Street Name</b>	<b>Beginning Location</b>	<b>Ending Location</b>	<b>Width (ft)</b>	<b>Length (ft)</b>	<b>Area (sy)</b>
Stirling Court	Aberdeen Lane 9358E	End	32	317	1,127
Sussex Court	Aberdeen Lane 9358E	End	32	317	1,127
Tennyson Court	Wilde Drive	End at 130 Tennyson	29	317	1,021
Whitman Court	Wilde Drive	End at 244 Whitman	29	317	1,021
Wilde Court	Frost Way	End at 748 Wilde Court	29	634	2,043
Wilde Drive	1671 Wilde Drive	Wilde Court	33	2,370	8,690
Worthing Court	Aberdeen Lane 9358E	End	32	370	1,316
Worthing Way	Newport Drive 9357BN	Aberdeen Lane 9358E	27	370	1,110
				<b>Total area =</b>	<b>98,759</b>



# County Supervisor Mary Nejedly Piepho, District III

## CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Town of Discovery Bay (CST)

Received

MAY 27 2014

### COMMITTEES

- Legislation Committee, Chair
- Transportation, Water and Infrastructure Committee, Chair
- Finance Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Chair
- Delta Counties Coalition, Founder
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- Local Agency Formation Commission
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- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
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- East Contra Costa Habitat Conservancy, Governing Board, Chair
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- City-County Relations Committee

### SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission

May 21, 2014

Adam Harry  
5750 Prestwick Court  
Discovery Bay, CA 94505

Dear Mr. Harry,

Please find here within a response, from Caltrans District Director Bijan Sartipi, to my inquiry regarding your concerns relating to traffic and safety on Highway 4 in the Discovery Bay area.

As noted with regards to your concern with the current lane makeup in front of the Sandy Coves shopping center, Caltrans will be installing 8-inch solid striping near the shopping center entrance to replace the existing 4-inch broken striping.

With regards to your concern regarding the current length of the left turn lane from Highway 4 onto Discovery Bay Boulevard and issues of traffic backup onto the Highway, Caltrans will be reviewing and adjusting the signal timing at the intersection to eliminate or reduce the traffic queue issues.

Please feel free to contact my office if I can be of any additional assistance with this or any future matters at (925) 252-4500.

Sincerely,

MARY NEJEDLY PIEPHO  
County Supervisor, District III

*Thank you for your advocacy!*

Cc: Mark Simon, President, Town of Discovery Bay CSD ✓  
Julie Bueren, Director, Contra Costa County Public Works Department  
Randy Iwasaki, Executive Director, CCTA  
Bijan Sartipi, District Director, Caltrans

**DEPARTMENT OF TRANSPORTATION**

111 GRAND AVENUE  
P.O. BOX 23660  
OAKLAND, CA 94623-0660  
PHONE (510) 286-5900  
FAX (510) 286-5903  
TTY 711  
www.dot.ca.gov



*Serious drought.  
Help save water!*

May 12, 2014

Ms. Mary Nejedly Piepho  
County Supervisor, District III  
Contra Costa County Board of Supervisors  
3361 Walnut Boulevard, Suite 140  
Brentwood, CA 94513

Dear Supervisor Piepho:

This is in response to your recent letter regarding Mr. Adam Harry's traffic and safety concerns on Highway 4 in the Discovery Bay Area in Contra Costa County.

Mr. Harry's first concern is about drivers using the right turn lane in front of the Sandy Coves shopping center to bypass mainline traffic on westbound Highway 4. He suggested to "cone off" the right turn lane and force drivers "to commit to making the right turn into the parking lot", or otherwise stated, to restrict movements at the driveway to right-turns in and out. Our field investigation revealed that the entrance to the parking lot in front of the shopping center cannot accommodate trucks due to insufficient turning radius. As such, there is an existing sign instructing trucks to proceed straight and turn right on Bixler Road to enter into the shopping center parking lot. Besides this accessibility issue, placing cones or delineators, as suggested, is expected to also result in a significant and on-going maintenance burden for upkeep of the delineators. As a more practical way to address Mr. Harry's concern and to discourage drivers from using this right turn only lane for passing, we will install an 8-inch solid striping near the shopping center entrance to replace the existing 4-inch broken stripe to reduce the undesirable maneuvers. We expect to schedule and complete this work in the coming four to six months, barring unforeseen workload and circumstances.

The other concern expressed by Mr. Harry is regarding traffic queue from the left turn lane at the Discovery Bay Boulevard intersection extending onto eastbound Highway 4 mainline. To address this issue, we will review and adjust signal timing at the intersection to provide additional time for this movement; thus, eliminating or reducing the respective traffic queues. We expect this work to take place within the next two to four weeks.

County Supervisor Mary Nejedly Piepho  
May 9, 2014  
Page 2

Thank you for your partnership and interest in enhancing traffic safety and operations on bay Area State highways. If you have any questions, please contact Sean Nozzari, Deputy District Director, Traffic Operations, at (510) 286-6345.

Sincerely,



BIJAN SARTIPI  
District Director



No Back Up  
Documentation  
For Agenda Item # 0



No Back Up  
Documentation  
For Agenda Item # P