



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
June 18, 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 18, 2014

REGULAR MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. DRAFT minutes of previous special meeting dated June 4, 2014
2. DRAFT minutes of previous regular meeting dated June 4, 2014
3. Approve Register of District Invoices
4. Annual Audited Financial Statements for FY 2012-13
5. Approval of Second Amendment to Employment Contract between the Town of Discovery Bay and the General Manager
6. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2014-15 – Adopt and Approve Resolution No. 2014-12

F. BUSINESS AND ACTION ITEMS

1. Consideration of Annual Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets and Adoption of Resolution 2014-13
2. Approve Contract to Sierra Nevada Construction, Inc. for Slurry Seal of various recreational area facilities

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

H. VEOLIA REPORT

1. Veolia Report for the month of April
2. Veolia Report for the month of May

I. MANAGER'S REPORTS – Discussion and Possible Action

1. Dog Park

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

1. National Pollutant Discharge Elimination System (NPDES) Permit Update

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated March 13, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated May 5, 2014
3. R – Byron Municipal Advisory Council meeting minutes dated May 15, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated July 2, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



No Back Up
Documentation
For Agenda Item # C



No Back Up
Documentation
For Agenda Item # D



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 June 4, 2014
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:30 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:30 P.M.

A. ROLL CALL

Call business meeting to order – 6:31 p.m. by President Simon
Roll Call – All Present

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – Closed session as identified on the Agenda.

D. CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6
Unrepresented Employee: General Manager

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – No reportable action coming out of Closed Session.

F. ADJOURNMENT

The meeting adjourned at 6:44 p.m. to the Regular Meeting on June 4, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 06.10.14

<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 June 4, 2014

REGULAR MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by Vice-President Steele

Roll Call – All Present

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

None

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**

General Manager Howard – Provided details of item C-1. Awards presented to the Board from Megan Hemming - California Special District Association, Erica Rodriguez-Langley - Assemblymember Jim Frazier, Karyn Cornell - Supervisor Piepho, and Congressman Jerry McNerney.

D. AREA AGENCIES REPORTS / PRESENTATION

1. **Sheriff's Office Report**

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of May. There was discussion between the Crime Prevention Specialist, the General Manager, the Parks and Landscape Manager, and the Board.

2. **CHP Report**

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

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

Chief Henderson – Provided the East Contra Costa Fire Protection District report and the details for the month of May. There was discussion between Chief Henderson 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 a report and the details of the Code Enforcement meeting dated May 29, 2014.

4. Special Districts Report** – No 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%.

Motion by: Director Graves to approve the Consent Calendar

Second by: Director Pease

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

G. BUSINESS AND ACTION ITEMS

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

General Manager Howard – Provided the details of item G-1. There was discussion between the General Manager and the Board. Erica Rodriguez-Langley with Assembly Member Jim Frazier's office will be providing a letter of support for the Grant application.

2. Award of Contract for the Well 7 Pump Station Project

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

Motion by: Director Graves to 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 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.

Second by: Director Pease

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

3. Environmental Impact Report for the Bay Delta Conservation Plan BDCP

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

Motion by: Director Pease to direct staff to transmit the letter - Comments on the Draft Bay Delta Conservation Plan and Bay Delta Conservation Plan Draft Environmental Impact Report/ Environmental Impact Statement.

Second by: Director Graves

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

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

General Manager Howard – Provided the details of item G-4.

Motion by: Director Pease to approve the proposed Bylaw changes and authorize the General Manager to sign the ballot for the California Special District Association.

Second by: Director Graves

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

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Steele – Provided a report and the details of the Byron Union School District meeting dated May 29, 2014.

Director Graves – Provided a report of the East Contra Costa County Fire Protection District meeting dated June 2, 2014.

Director Wiesen – Provided a report and the details of the P6 meeting dated May 14, 2014.

J. MANAGER'S REPORT

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

General Manager Howard – Provided details of item J-1.

Parks and Landscape Manager Perez – Provided additional details of item J-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There was one Public Comment Speaker.

K. GENERAL MANAGER'S REPORT

General Manager Howard – Provided the meeting date of the Regional Water Quality Control Board in Sacramento, LAFCO will be conducting the adoption of the Municipal Services Review (MSR), also provided details regarding the water pressure issues.

L. DISTRICT LEGAL COUNSEL REPORT

No 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

1. District Boundaries MSR - serve the region

Q. ADJOURNMENT

The meeting adjourned at 8:41 p.m. to the next regular meeting dated June 18, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 06.05.14

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 18, 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 \$ 255,569.40

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: E-3

Request for authorization to pay invoices (RFA)
For the Meeting on June 18, 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>
Administration				
Boething Treeland Farms, Inc.	TV256035	Plants (Z61)	05/20/14	\$376.62
Boething Treeland Farms, Inc.	TV256115	Plants (Z61)	05/21/14	\$297.95
Brut Force Janitorial	6/2014	Janitorial Service June 2014 (Z57,Z61)	05/30/14	\$50.00
Commercial Tree Care	18081	Tree Removal (Z61)	02/28/14	\$720.00
Commercial Tree Care	18084	Remove Trees (Z57,Z61)	02/28/14	\$575.00
Odyssey Landscape Co, Inc.	36039624	Maintenance May 2014 (Z35,Z57,Z61)	05/20/14	\$7,589.79
Odyssey Landscape Co, Inc.	36039650.1	Tree Replacement (Z35)	05/30/14	\$1,800.00
Odyssey Landscape Co, Inc.	36039650.2	Tree Removal (Z35)	05/30/14	\$1,200.00
Odyssey Landscape Co, Inc.	36039650.6	Install Bark (ZPnR)	05/30/14	\$1,800.00
U.S. Bank Corporate Payment System	4246044555703473/514	Landscape Reimb. (Z35,Z57,Z61)	05/26/14	\$34.90
			Administration	
			Sub-Total	\$14,444.26
Water				
American Retrofit Systems	1007	Install Camera Cables Willow Lake	05/22/14	\$150.00
American Retrofit Systems	1011	Air Conditioner Repair	06/06/14	\$70.00
Animal Damage Control	1	Pest Control	05/27/14	\$150.00
Big Dog Computer	BDC33023	Upgrade Server	04/22/14	\$75.00
Big Dog Computer	BDC33026	Printer Set Up, Norton, New Email	05/29/14	\$78.48
Big Dog Computer	BDC33031	Laptop Repair	06/09/14	\$75.00
Brentwood Ace Hardware	808/053114	Misc. Repair Items	05/31/14	\$17.08
Brut Force Janitorial	6/2014	Janitorial Service June 2014	05/30/14	\$80.00
Cintas	185470343	Uniforms	05/27/14	\$14.45
Cintas	185471060	Uniforms	06/03/14	\$14.45
County of Contra Costa Public Works Dept	917770	Encroachment Permit	05/13/14	\$568.79
Denalect Alarm Company	R7884	Qrtly Alarm Service	06/02/14	\$38.40
Double M Transport	939	Transport of Tractor	06/02/14	\$300.00
Gemini Group L.L.C.	114-11963	Consumer Confidence Report/Water Quality Report	05/30/14	\$1,189.18
Golden State Flow Measurement, Inc	I-041006	Water Meters	05/22/14	\$4,159.13
Herwit Engineering	DB-NPP-6	Newport Pointe Development	06/02/14	\$80.00
J.W. Backhoe & Construction, Inc.	2105	Replace Angle Meter Dolphin Ct	05/21/14	\$1,183.30
J.W. Backhoe & Construction, Inc.	2106	Water Leak Santa Cruz Ct	05/21/14	\$4,559.50
J.W. Backhoe & Construction, Inc.	2107	Water Leak Shell Ct	05/21/14	\$2,872.30
J.W. Backhoe & Construction, Inc.	2108	Water Leak Discovery Bay Blvd	05/21/14	\$4,168.30
J.W. Backhoe & Construction, Inc.	2113	Crack Sealer	05/29/14	\$790.70
J.W. Backhoe & Construction, Inc.	2115	Water Leak Marina Circle	06/02/14	\$1,579.65
J.W. Backhoe & Construction, Inc.	2116	Water Leak Willow Lake Ct	06/02/14	\$3,511.50
J.W. Backhoe & Construction, Inc.	2120	Water Leak Beaver Ct	06/03/14	\$3,853.17
J.W. Backhoe & Construction, Inc.	2121	New Service Beaver Ct	06/03/14	\$5,330.55
J.W. Backhoe & Construction, Inc.	2122	Water Leak Santa Cruz Ct	06/03/14	\$2,427.45
Marilyn Slack	3545 CATALINA WAY	Closed Acct, Refund Overpayment	06/10/14	\$43.60
National Meter & Automation, Inc.	S1052817.001	Meters	05/22/14	\$2,500.00
Office Depot	714672367001	Office Supplies	05/23/14	\$21.45
ReliaStar Life Insurance Company	#JR52 457(B) 061514	457(B) 06/01/14-06/15/14	06/15/14	\$415.77
Ricoh USA, Inc	5030810231	Photocopier May 2014	05/20/14	\$106.68
SDRMA	14961	Medical Benefits July 2014	06/04/14	\$1,484.71
Shred-It USA-Concord	9403707027	Shredding Service May 2014	05/29/14	\$23.97
U.S. Bank Corporate Payment System	4246044555703473/514	Well 7 Print Job	05/26/14	\$158.13
U.S. Bank Corporate Payment System	4246044555703473/514	Health Insurance	05/26/14	\$2,289.58
U.S. Bank Corporate Payment System	4246044555703473/514	Travel & Meetings	05/26/14	\$115.22
U.S. Bank Corporate Payment System	4246044555703473/514	Telephone General	05/26/14	\$501.58
U.S. Bank Corporate Payment System	4246044555703473/514	Telecom Networking	05/26/14	\$116.00
U.S. Bank Corporate Payment System	4246044555703473/514	Vehicle & Equipment Fuel	05/26/14	\$518.00
U.S. Bank Corporate Payment System	4246044555703473/514	Automotive Supplies & Repairs	05/26/14	\$294.12
U.S. Bank Corporate Payment System	4246044555703473/514	General Repairs	05/26/14	\$45.56
U.S. Bank Corporate Payment System	4246044555703473/514	Info System Maintenance	05/26/14	\$116.30
U.S. Bank Corporate Payment System	4246044555703473/514	Building Repairs	05/26/14	\$101.39
U.S. Bank Corporate Payment System	4246044555703473/514	Computer Software	05/26/14	\$19.99
U.S. Bank Corporate Payment System	4246044555703473/514	Office Supplies	05/26/14	-\$1.17
U.S. Bank Corporate Payment System	4246044555703473/514	Building Maintenance	05/26/14	\$107.52
U.S. Bank Corporate Payment System	4246044555703473/514	Special Expense	05/26/14	\$38.93
Univar	SJ618188	Chemicals Delivered 05/14/14	05/14/14	\$287.14
Univar	SJ618189	Chemicals Delivered 05/14/14	05/14/13	\$344.57

Univar	SJ619686	Chemicals Delivered 05/22/14	05/22/14	\$295.34
Univar	SJ619688	Chemicals Delivered 05/22/14	05/22/14	\$369.18
Upper Case Printing, Ink.	8235	Envelopes	05/22/14	\$47.30
Veolia Water North America	38189	Small R&M April 2014	05/23/14	\$228.46
Veolia Water North America	38458	Monthly O&M June 2014	06/04/14	\$39,493.70
Verizon Wireless	9725978493	Cell Phone Bill May 2014	05/26/14	\$223.63

Water	Sub-Total	\$87,643.03
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Wastewater

American Retrofit Systems	1008	Install Cable for Camera WWTP#2	05/23/14	\$250.00
American Retrofit Systems	1009	Reconfigure Wiring	05/23/14	\$300.00
American Retrofit Systems	1010	Rewire to Control P1 & P2	06/03/14	\$275.00
American Retrofit Systems	1011	Air Conditioner Repair	06/06/14	\$105.00
Animal Damage Control	1	Pest Control	05/27/14	\$225.00
Big Dog Computer	BDC33023	Upgrade Server	04/22/14	\$112.50
Big Dog Computer	BDC33026	Printer Set Up, Norton, New Email	05/29/14	\$117.72
Big Dog Computer	BDC33031	Laptop Repair	06/09/14	\$112.50
Brut Force Janitorial	6/2014	Janitorial Service June 2014	05/30/14	\$120.00
Cintas	185470343	Uniforms	05/27/14	\$21.68
Cintas	185471060	Uniforms	06/03/14	\$21.68
Comcast	8155400350232938/614	Internet Service WWTP#1	06/03/14	\$115.50
Comcast	8155400350232946/614	Internet Service WWTP#2	06/03/14	\$85.45
Denalect Alarm Company	R7884	Qrtly Alarm Service	06/02/14	\$57.60
Double M Transport	939	Transport of Tractor	06/02/14	\$450.00
Gemini Group L.L.C.	114-11963	Consumer Confidence Report/Water Quality Report	05/30/14	\$1,783.77
Herwit Engineering	DB-PNT-7	Pantages Development	06/02/14	\$320.00
Office Depot	714672367001	Office Supplies	05/23/14	\$32.18
ReliaStar Life Insurance Company	#JR52 457(B) 061514	457(B) 06/01/14-06/15/14	06/15/14	\$623.65
Ricoh USA, Inc	5030810231	Photocopier May 2014	05/20/14	\$160.02
SDRMA	14961	Medical Benefits July 2014	06/04/14	\$2,227.07
Shred-It USA-Concord	9403707027	Shredding Service May 2014	05/29/14	\$35.95
Stantec Consulting Services Inc	794433	RWD	05/27/14	\$1,814.00
U.S. Bank Corporate Payment System	4246044555703473/514	Security Cameras	05/26/14	\$80.88
U.S. Bank Corporate Payment System	4246044555703473/514	Health Insurance	05/26/14	\$3,434.36
U.S. Bank Corporate Payment System	4246044555703473/514	Travel & Meetings	05/26/14	\$212.38
U.S. Bank Corporate Payment System	4246044555703473/514	Telephone General	05/26/14	\$822.78
U.S. Bank Corporate Payment System	4246044555703473/514	Telecom Networking	05/26/14	\$174.00
U.S. Bank Corporate Payment System	4246044555703473/514	Vehicle & Equipment Fuel	05/26/14	\$334.37
U.S. Bank Corporate Payment System	4246044555703473/514	Automotive Supplies & Repairs	05/26/14	\$395.64
U.S. Bank Corporate Payment System	4246044555703473/514	Info System Maintenance	05/26/14	\$174.46
U.S. Bank Corporate Payment System	4246044555703473/514	Building Repairs	05/26/14	\$384.70
U.S. Bank Corporate Payment System	4246044555703473/514	Misc. Small Tools	05/26/14	\$282.09
U.S. Bank Corporate Payment System	4246044555703473/514	Computer Software	05/26/14	\$30.00
U.S. Bank Corporate Payment System	4246044555703473/514	Software	05/26/14	\$19.99
U.S. Bank Corporate Payment System	4246044555703473/514	Office Supplies	05/26/14	-\$16.48
U.S. Bank Corporate Payment System	4246044555703473/514	Building Maintenance	05/26/14	\$86.29
U.S. Bank Corporate Payment System	4246044555703473/514	Misc. Reimb.	05/26/14	-\$377.23
U.S. Bank Corporate Payment System	4246044555703473/514	Special Expense	05/26/14	\$58.39
Upper Case Printing, Ink.	8235	Envelopes	05/22/14	\$70.94
Veolia Water North America	38116	Large R&M April 2014	05/21/14	\$9,825.39
Veolia Water North America	38189	Small R&M April 2014	05/23/14	\$3,267.95
Veolia Water North America	38458	Monthly O&M June 2014	06/04/14	\$59,240.54
Verizon Wireless	9725978493	Cell Phone Bill May 2014	05/26/14	\$335.45

Wastewater	Sub-Total	\$88,203.16
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Community Center

Community Center	Sub-Total	\$0.00
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Grand Total	\$190,290.45
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Request For Authorization To Pay Invoices (RFA)
For the Meeting on June 18, 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>
Big Dog Computer	BDC33029	Community Center-Dropcam	05/29/14	\$297.61
Boething Treeland Farms, Inc.	TV256115	Plants Cornell Park	05/21/14	\$640.69
Brut Force Janitorial	6/2014	Janitorial Service June 2014	05/30/14	\$365.00
Brut Force Janitorial	6A/2014	Community Center-Janitorial Service June 2014	05/30/14	\$645.00
Carol Brown	1	Community Center-Program Fees	05/31/14	\$252.00
Cintas	185470343	Uniforms	05/27/14	\$18.07
Cintas	185471060	Uniforms	06/03/14	\$18.07
Cintas	185471060	Community Center-Uniforms	06/03/14	\$30.99
Claudia Karell	2751	Community Center-Class Cancellation	06/10/14	\$50.00
County of Contra Costa Public Works Dept	917770	Encroachment Permit	05/13/14	\$341.09
Denise Dimock	2455	Community Center-Park Rental Cancellation	06/10/14	\$22.50
Discovery Bay Disposal	17-0001966/053014	Com 2 Yd Bin Cornell Park	05/30/14	\$292.37
Discovery Bay Disposal	17-0013218/053014	Community Center-Com 2 Yd Bin	05/30/14	\$292.37
Francine Ferguson	2413	Community Center-Class Cancellation	06/10/14	\$99.00
Future Stars 2000's, Inc.	536524	Community Center-Program Fees	05/30/14	\$315.20
Jackson Dourgarian	1858	Community Center-Cancellation Swim Team	06/10/14	\$310.00
Kylie Dourgarian	1861	Community Center-Cancellation Swim Team	06/10/14	\$310.00
Linda Vanderford	2438	Community Center-Class Cancellation	06/10/14	\$50.00
Melinda Esau	106	Community Center-Program Fees	06/03/14	\$417.40
Odyssey Landscape Co, Inc.	36039624	Maintenance May 2014	05/20/14	\$7,965.00
Odyssey Landscape Co, Inc.	36039650.5	Planting At Cornell Park	05/30/14	\$210.00
Office Depot	711697866001	Community Center-Office Supplies	05/14/14	\$57.60
ProPet Distributors, Inc.	101346	Dogipot Bags	05/21/14	\$851.16
Town Of Discovery Bay CSD	297	Payroll Reimbursement March 2014	05/29/14	\$15,449.27
Town Of Discovery Bay CSD	302	Payroll Reimbursement April 2014	05/30/14	\$14,630.57
U.S. Bank Corporate Payment System	4246044555703473/514	Travel & Meetings	05/26/14	\$233.56
U.S. Bank Corporate Payment System	4246044555703473/514	Telephone General	05/26/14	\$96.11
U.S. Bank Corporate Payment System	4246044555703473/514	Vehicle & Equipment Fuel	05/26/14	\$333.36
U.S. Bank Corporate Payment System	4246044555703473/514	Automotive Supplies & Repairs	05/26/14	\$158.58
U.S. Bank Corporate Payment System	4246044555703473/514	Equipment Maintenance	05/26/14	\$32.06
U.S. Bank Corporate Payment System	4246044555703473/514	Misc. Small Tools	05/26/14	\$8.42
U.S. Bank Corporate Payment System	4246044555703473/514	Grounds Maintenance	05/26/14	\$150.32
U.S. Bank Corporate Payment System	4246044555703473/514	Chemicals	05/26/14	\$29.46
U.S. Bank Corporate Payment System	4246044555703473/514	Misc. Service & Supplies	05/26/14	-\$150.00
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Earth Day	05/26/14	\$446.00
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Sponsored Events	05/26/14	\$206.90
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Advertising	05/26/14	\$49.99
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Telephone General	05/26/14	\$198.72
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-General Repairs	05/26/14	\$165.20
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Software	05/26/14	\$310.96
U.S. Bank Corporate Payment System	4246044555703473/514	Community Center-Misc. Service & Supplies	05/26/14	\$125.00
Verizon Wireless	9725978493	Cell Phone Bill May 2014	05/26/14	\$109.82
Verizon Wireless	9725978493	Community Center-Cell Phone Bill May 2014	05/26/14	\$51.85
Watersavers Irrigation Inc.	1454643-00	Community Center-Irrigation Repairs	05/16/14	\$326.07
Total				\$46,813.34

Request For Authorization To Pay Invoices (RFA)
For the Meeting on June 18, 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>
Big Dog Computer	BDC33029	Laptop Repair	05/29/14	\$226.65
Boething Treeland Farms, Inc.	TV256036	Replacements Wilde Drive	05/20/14	\$769.13
Brut Force Janitorial	6/2014	Janitorial Service June 2014	05/30/14	\$25.00
Cintas	185470343	Uniforms	05/27/14	\$18.07
Cintas	185471060	Uniforms	06/03/14	\$18.07
Hydropoint Data Systems, Inc.	1028990/HR109898	Weathertrak Ravenswood	04/15/14	\$225.00
Odyssey Landscape Co, Inc.	36039624	Maintenance May 2014	05/20/14	\$2,900.73
Odyssey Landscape Co, Inc.	36039650.3	Replanting	05/30/14	\$1,415.00
Odyssey Landscape Co, Inc.	36039650.4	Plants & Mulch	05/30/14	\$1,800.00
Odyssey Landscape Co, Inc.	36039650.7	Planting At Ravenswood	05/30/14	\$300.00
ProPet Distributors, Inc.	101346	Dogipot Bags	05/21/14	\$186.84
Town of Discovery Bay CSD	298	Payroll Reimbursement March 2014	05/29/14	\$2,859.92
Town of Discovery Bay CSD	301	Payroll Reimbursement April 2014	05/30/14	\$6,721.02
U.S. Bank Corporate Payment System	4246044555703473/514	Travel & Meetings	05/26/14	\$259.31
U.S. Bank Corporate Payment System	4246044555703473/514	Telephone General	05/26/14	\$102.07
U.S. Bank Corporate Payment System	4246044555703473/514	Vehicle & Equipment Fuel	05/26/14	\$233.13
Verizon Wireless	9725978493	Cell Phone Bill May 2014	05/26/14	\$109.82
Williams Sanitary Service	26426	Ravenswood Toilet Rental	06/02/14	\$295.85
			Total	\$18,465.61



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 18, 2014

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Annual Audited Financial Statements for FY 2012-13

Recommended Action

Staff recommends that the Board approve and accept the FY 2012-13 Audited Financial Statements

Executive Summary

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

On June 11, 2014, Croce, Sanguinetti, and Vander Veen presented the DRAFT year-end audit for Fiscal Year 2012-13. The draft audit contained the findings and results from the audited financial statements for the period July 1, 2012 through June 30, 2013.

At this time, it is appropriate to accept the findings of the FY 2012-13 Audited Financial Statements and direct Croce, Sanguinetti, and Vander Veen to forward the final audit to the State Controller's Office and the Contra Costa County Auditor's Office.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

June 11, 2014 DRAFT Audit Presentation by Croce, Sanguinetti, and Vander Veen

Attachments

Final Audit 2012/2013

AGENDA ITEM: E-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT**

JUNE 30, 2013



CROCE, SANGUINETTI, & VANDER VEEN

CERTIFIED PUBLIC ACCOUNTANTS

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CROCE, SANGUINETTI, & VANDER VEEN

CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' Report

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

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District (District)** as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **Town of Discovery Bay Community Services District** as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

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

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants
Stockton, California
June 13, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

This narrative overview and analysis of the Town of Discovery Bay Community Services District's (District) financial activities for the fiscal year ended June 30, 2013 has been provided by the management of the District. The management's discussion and analysis is intended to serve as an introduction to the District's financial statements which follow this section and is recommended to be reviewed in conjunction with them.

Financial Highlights

- The District's net position increased by \$903,891 over the prior year, including a \$70,868 increase in net position of governmental activities, and a \$833,023 increase in net position of business-type activities. The District's net position is now \$42,554,176.
- Total assets of the District were \$57,679,745 with capital assets at \$35,967,193 net of accumulated depreciation. Current, non-current and other assets were \$21,712,552.
- Total liabilities were \$15,125,569 consisting of long-term liabilities of \$14,242,632 and other current liabilities of \$882,937.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$42,554,176 (net position). Of this amount, \$20,736,983 (unrestricted net position) may be used to meet the District's ongoing obligations, and \$21,817,193 is net investment in capital assets.
- On the current financial resources basis, the District's governmental fund expenditures (including \$793,663 in capital outlay expenditures) exceeded revenues by \$936,155. The proprietary fund revenues exceeded expenses by \$833,023.
- At year-end, there was \$1,090,856 in cash and investments to fund future governmental activities, and \$19,691,281 in cash and investments to fund future business-type activities.

Overview of the Financial Statements

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

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

Overview of the Financial Statements (Continued)

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

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

- **Governmental activities** include services financed mainly through property taxes. The District's general, lighting and landscaping and community center services comprise its governmental activities.
- **Business-type activities** include services financed, in whole or in part, by fees paid by those who directly benefit from the service. The District's business-type activities include providing water and wastewater services to the residents of the District.

2. **Fund financial statements** focus on the individual functions of the District, and report the District's operations in more detail than the government-wide statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used by state and local governments to control their resources that are legally restricted or otherwise earmarked for special purposes. The District reports its fund financial statements in the following two categories:

- **Governmental funds** are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on 1) short-term inflows and outflows of expendable resources, and 2) the resources remaining at the end of the fiscal year that are available for future use. Because the focus of governmental funds is narrower than the government-wide financial statements, a reconciliation that explains the relationship (or differences) between them is presented following each of the governmental fund statements.
- **Proprietary funds** are used to report the same functions presented as business-type activities in the government-wide financial statements in more detail.

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

Financial Analysis of the Government-wide Financial Statements

A review of net position over time may serve as a useful indicator of the District's financial position. Net position represents the difference between the District's assets and liabilities. As of June 30, 2013, the District's net position was \$42,554,176, an increase of \$903,891 from prior year. The following table outlines the District's net position by function for the current and prior fiscal years.

Town of Discovery Bay Community Services District Net Assets
(rounded to the nearest dollar)
As of June 30, 2013 and 2012

	Governmental Activities		Business-type Activities		Total		Variance \$
	2013	2012	2013	2012	2013	2012	
Assets							
Current and other assets	\$ 1,518,860	\$ 1,983,027	\$ 7,681,181	\$ 6,451,661	\$ 9,200,041	\$ 8,434,688	\$ 765,353
Restricted assets	-	-	12,451,709	-	12,451,709	-	12,451,709
Non-current assets	-	-	60,802	-	60,802	-	60,802
Capital assets, net	<u>2,442,704</u>	<u>1,788,170</u>	<u>33,524,489</u>	<u>32,297,899</u>	<u>35,967,193</u>	<u>34,086,069</u>	<u>1,881,124</u>
Total assets	<u>3,961,564</u>	<u>3,771,197</u>	<u>53,718,181</u>	<u>38,749,560</u>	<u>57,679,745</u>	<u>42,520,757</u>	<u>15,158,988</u>
Liabilities							
Current liabilities	149,859	32,203	733,078	808,731	882,937	840,934	42,003
Non-current liabilities	<u>7,051</u>	<u>5,208</u>	<u>14,235,581</u>	<u>24,330</u>	<u>14,242,632</u>	<u>29,538</u>	<u>14,213,094</u>
Total liabilities	<u>156,910</u>	<u>37,411</u>	<u>14,968,659</u>	<u>833,061</u>	<u>15,125,569</u>	<u>870,472</u>	<u>14,255,097</u>
Net Position							
Invested in capital assets	2,442,704	1,788,170	19,374,489	32,297,899	21,817,193	34,086,069	(12,268,876)
Unrestricted	<u>1,361,950</u>	<u>1,945,616</u>	<u>19,375,033</u>	<u>5,618,600</u>	<u>20,736,983</u>	<u>7,564,216</u>	<u>12,772,767</u>
Total net position	<u>\$ 3,804,654</u>	<u>\$ 3,733,786</u>	<u>\$ 38,749,522</u>	<u>\$ 37,916,499</u>	<u>\$ 42,554,176</u>	<u>\$ 41,650,285</u>	<u>\$ 903,891</u>

By far the largest portion of the District's net position (52%) reflects its net capital assets (e.g., land, buildings and improvements, equipment, etc.). The District uses its capital assets to provide the services it is responsible for and those assets don't represent future expendable resources. The second largest portion of the District's net position, approximately 48%, reflects its unrestricted net position, which may be used to meet the government's ongoing obligations.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

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

The following table displays the change in the District's net position for the year ended June 30, 2013.

Town of Discovery Bay Community Services District Change in Net Position

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Revenues						
Program revenues						
Charges for services	\$ 58,284	\$ -	\$ 7,133,748	\$ 5,502,278	\$ 7,164,032	\$ 5,502,278
Operating grants and contributions	3,509	-	-	-	3,509	-
Capital grants and contributions	422,330	92,036	-	-	422,330	92,036
General revenues						
Property taxes	443,156	443,147	-	-	471,156	443,147
Assessments	112,878	113,973	-	-	112,878	113,973
Investment income	-	77	3,739	58	3,739	135
Other	121,837	32,074	4,002	-	125,839	32,074
Total revenues	<u>1,161,994</u>	<u>681,307</u>	<u>7,141,489</u>	<u>5,502,336</u>	<u>8,303,483</u>	<u>6,183,643</u>
Expenses						
General government	115,672	-	-	-	115,672	-
Community center	89,411	10,051	-	-	89,411	10,051
Lighting and landscaping Zone 8	775,081	514,341	-	-	775,081	514,341
Lighting and landscaping Zone 9	110,962	99,935	-	-	110,962	99,935
Water and sewer	-	-	5,530,295	6,063,058	5,530,295	6,063,058
Financing authority	-	-	778,171	-	778,171	-
Total expenses	<u>1,091,126</u>	<u>624,327</u>	<u>6,308,466</u>	<u>6,063,058</u>	<u>7,399,592</u>	<u>6,687,385</u>
Transfers	-	-	-	-	-	-
Change in net position	70,868	56,980	833,023	(560,722)	903,891	(503,742)
Contributed capital	-	35,847	-	-	-	35,847
Net position, beginning of year	<u>3,733,786</u>	<u>3,640,959</u>	<u>37,916,499</u>	<u>38,477,221</u>	<u>41,650,285</u>	<u>42,118,180</u>
Net position, end of year	<u>\$ 3,804,654</u>	<u>\$ 3,733,786</u>	<u>\$ 38,749,522</u>	<u>\$ 37,916,499</u>	<u>\$ 42,554,176</u>	<u>\$ 41,650,285</u>

The \$903,891 increase in net position is attributed to each function as follows:

Governmental Activities

- Charge for services increased by \$58,284 due to fitness dues and pool fees received as a result of the purchase of the community center.
- Capital grants and contributions increased by \$330,294 due to grant monies received from East Bay Regional Park District Measure WW Park Bond.
- Costs for salaries increased \$87,645 (77%).

(Continued)

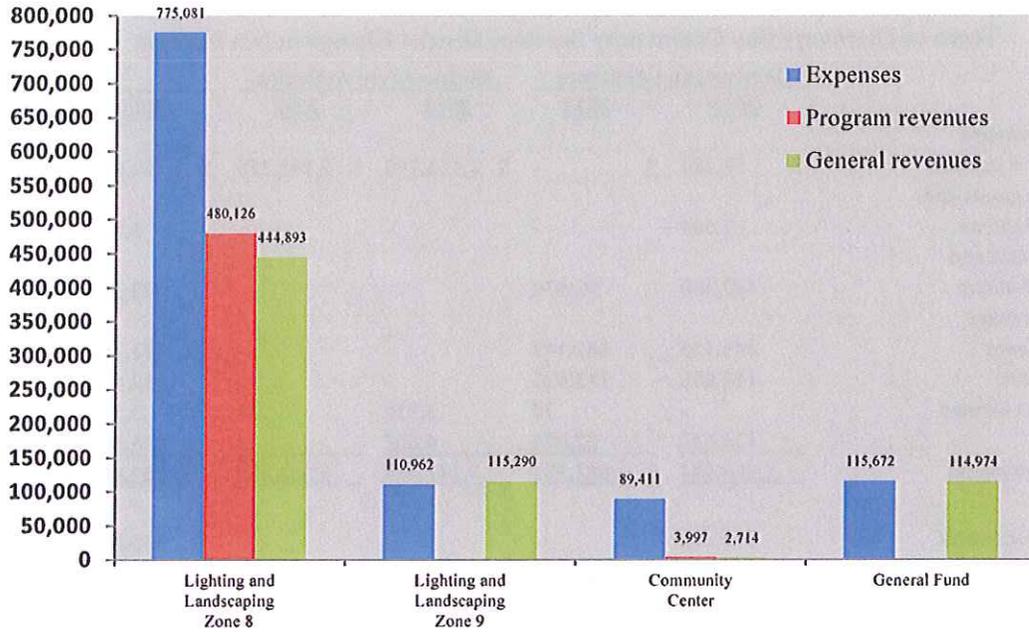
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

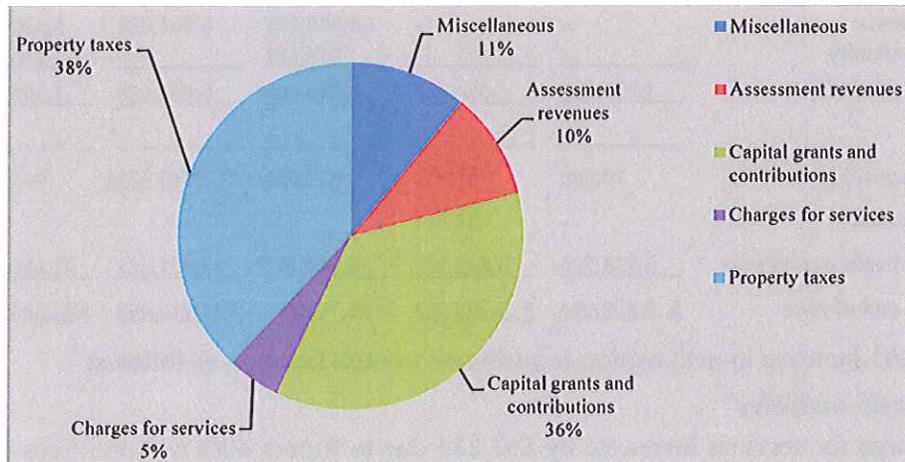
June 30, 2013

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

Expenses and Revenues - Governmental Activities



Revenues by Source - Governmental Activities



(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

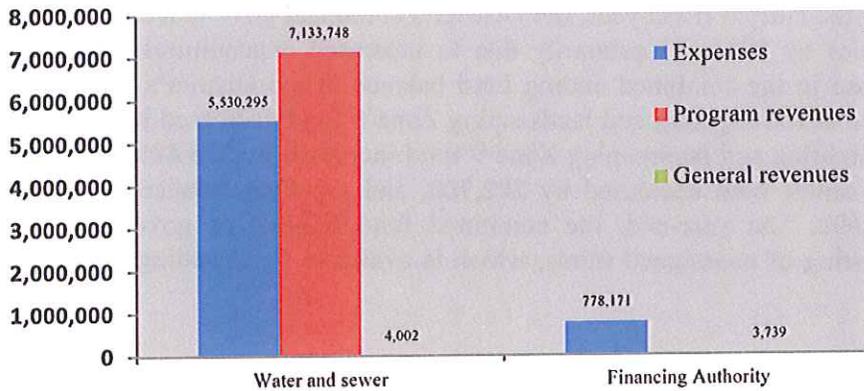
June 30, 2013

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

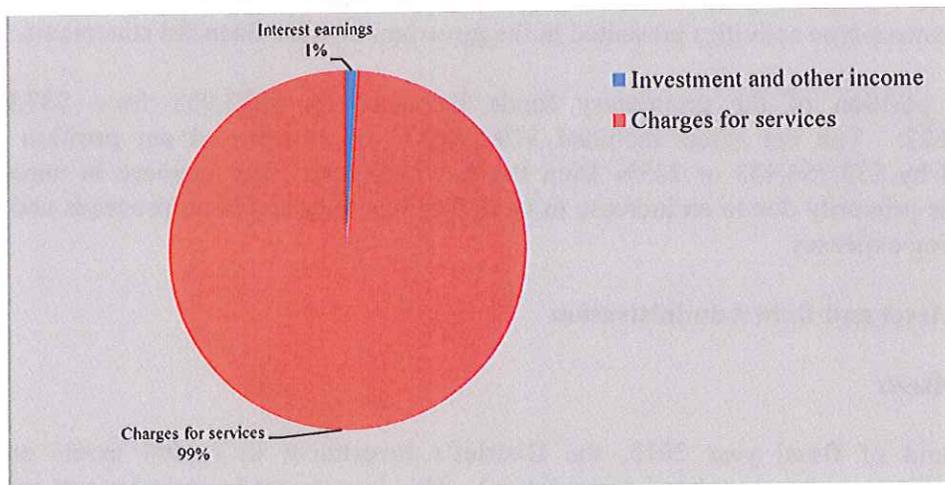
Business-type Activities

- Charges for services increased \$1,631,470 (30%) due to an increase in water and sewer rates.
- Expenses increased \$245,408 (4%) primarily due to higher depreciation, payroll costs and lower utilities, consulting services and contract services.

Expenses and Revenues - Business-type Activities



Revenues by Source - Business-type Activities



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

Financial Analysis of the District's Funds

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

Governmental Funds

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

As of the end of the current fiscal year, the District's combined governmental fund expenditures exceeded revenues by \$936,155 primarily due to increased expenditures. This resulted in a \$936,155 decrease in the combined ending fund balance of the District's governmental funds. The fund balance of the Lighting and landscaping Zone 8 fund decreased by \$869,238, the fund balance of the Lighting and landscaping Zone 9 fund increased by \$16,481, the fund balance of the community center fund decreased by \$82,700, and the fund balance of the general fund decreased by \$698. At year-end, the combined fund balance of governmental funds was \$969,001, consisting of unassigned funds, which is available for spending at the government's discretion.

Proprietary Funds

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

The net position of the proprietary funds increased by \$833,023 from \$37,916,499 to \$38,749,522. The net assets included \$19,375,033 in unrestricted net position which has increased by \$13,756,433 or 245% from the previous year. The increase in unrestricted net position is primarily due to an increase in operating revenues and bond proceeds and a decrease in operating expenses.

Capital Asset and Debt Administration

Capital Assets

At the end of fiscal year 2013, the District's investment in capital assets amounted to \$21,817,193 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, equipment, vehicles, structures and improvements, and treatment and collection.

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

Capital Asset and Debt Administration (Continued)

The District's total investment in capital assets before depreciation increased by \$3,280,870 from \$42,412,888 to \$45,693,758. Significant additions to capital assets included:

- Dewatering and solar dryer #3 project (\$1,209,454)
- Triton 1500 Series Belt Filter press (\$239,596)
- Secondary process improvements - Plant #2 (\$162,849)
- Pump station W improvements (\$140,223)
- Well and pump station #7 (\$126,658)
- Cornell Park improvements and equipment (\$74,636)
- Community center land and buildings (\$810,000)

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

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

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Land	\$ 415,930	\$ 293,930	\$ 307,000	\$ 267,000	\$ 722,930	\$ 560,930
Buildings and improvements	2,663,139	2,135,587	1,355,290	1,180,273	4,018,429	3,315,860
Treatment and collection	-	-	30,167,458	29,944,958	30,167,458	29,944,958
Structure and improvements	-	-	6,689,926	6,689,926	6,689,926	6,689,926
Equipment	146,299	79,965	999,628	890,241	1,145,927	970,206
Office furniture and equipment	7,450	4,309	-	-	7,450	4,309
Vehicles	55,424	55,424	382,778	356,928	438,202	412,352
Construction in progress	<u>86,218</u>	<u>11,582</u>	<u>2,417,218</u>	<u>502,765</u>	<u>2,503,436</u>	<u>514,347</u>
Total	3,374,460	2,580,797	42,319,298	39,832,091	45,693,758	42,412,888
Less accumulated depreciation	<u>(931,756)</u>	<u>(792,627)</u>	<u>(8,794,809)</u>	<u>(7,534,192)</u>	<u>(9,726,565)</u>	<u>(8,326,819)</u>
Net capital assets	<u>\$ 2,442,704</u>	<u>\$ 1,788,170</u>	<u>\$33,524,489</u>	<u>\$32,297,899</u>	<u>\$35,967,193</u>	<u>\$34,086,069</u>

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

Debt Administration

At June 30, 2013, the District had \$14,150,000 in debt outstanding as compared to \$0 for the prior year. During fiscal year 2013, the District received Series 2012 Enterprise Revenue Bonds to finance the acquisition and construction of certain improvements to the water and wastewater systems. Additional information regarding the District's debt can be found in Note F of this report.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Management's Discussion and Analysis

June 30, 2013

Economic Factors and Next Year's Budgets and Rates

The District has experienced moderate growth which is expected to continue over the next 3-5 years as the economy recovers. This growth will further create demand for water and wastewater services and additional capital facilities. These demands have been addressed in the District's capital improvement program. The District is currently in the process of reviewing rates for water and wastewater services to evaluate the District's financial needs and rate structure. The results of the rate study should be known during fiscal year 2013-2014.

Contacting the District's Financial Management

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Net Position

June 30, 2013

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
Assets			
Current assets:			
Cash and investments	\$ 1,090,856	\$ 7,239,572	\$ 8,330,428
Restricted - cash and investments	-	12,451,709	12,451,709
Accounts receivable, net of allowance for doubtful accounts	20,335	440,777	461,112
Grant receivable	400,000	-	400,000
Advances on taxes	1,050	832	1,882
Due from other funds	2,040	-	2,040
Inventory	4,579	-	4,579
Non-current assets:			
Debt issuance costs-prepaid insurance, net	-	60,802	60,802
Capital assets, net of accumulated depreciation	<u>2,442,704</u>	<u>33,524,489</u>	<u>35,967,193</u>
Total assets	<u>3,961,564</u>	<u>53,718,181</u>	<u>57,679,745</u>
Deferred outflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Liabilities			
Current liabilities:			
Accounts payable	140,508	361,981	502,489
Accrued payroll	7,014	20,795	27,809
Interest payable	-	44,893	44,893
Deferred revenue	-	15,409	15,409
Due to other funds	2,337	-	2,337
Bonds payable-current	-	290,000	290,000
Non-current liabilities:			
Compensated absences	7,051	28,157	35,208
Bonds payable	-	13,860,000	13,860,000
Unamortized bond premium	<u>-</u>	<u>347,424</u>	<u>347,424</u>
Total liabilities	<u>156,910</u>	<u>14,968,659</u>	<u>15,125,569</u>
Deferred inflows of resources	<u>-</u>	<u>-</u>	<u>-</u>
Net Position			
Net investment in capital assets	2,442,704	19,374,489	21,817,193
Unrestricted	<u>1,361,950</u>	<u>19,375,033</u>	<u>20,736,983</u>
Total net position	<u>\$ 3,804,654</u>	<u>\$ 38,749,522</u>	<u>\$ 42,554,176</u>

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

STATEMENT OF ACTIVITIES

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Statement of Activities

For the year ended June 30, 2013

	<u>Expenses</u>	<u>Program revenues</u>		
		<u>Charges for services</u>	<u>Operating grants and contributions</u>	<u>Capital grants and contributions</u>
Governmental activities				
General government	\$ 115,672	\$ -	\$ -	\$ -
Community center	89,411	808	3,189	-
Lighting and landscaping Zone 8	775,081	57,476	320	422,330
Lighting and landscaping Zone 9	<u>110,962</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>1,091,126</u>	<u>58,284</u>	<u>3,509</u>	<u>422,330</u>
Business-type activities				
Water	2,438,623	3,071,388	-	-
Sewer	3,091,672	4,062,360	-	-
Financing Authority	<u>778,171</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>6,308,466</u>	<u>7,133,748</u>	<u>-</u>	<u>-</u>
Total government	<u>\$ 7,399,592</u>	<u>\$ 7,192,032</u>	<u>\$ 3,509</u>	<u>\$ 422,330</u>

General revenues

Taxes

 Property taxes

 Homeowners property tax relief

Assessments

Investment income

Other income

Transfers

 Total general revenues and transfers

Change in net position

Net position, beginning of year

Net position, end of year

Net (expense) revenue and changes in net position

<u>Governmental</u> <u>activities</u>	<u>Business-type</u> <u>activities</u>	<u>Totals</u>
\$ (115,672)	\$ -	\$ (115,672)
(85,414)	-	(85,414)
(294,955)	-	(294,955)
<u>(110,962)</u>	<u>-</u>	<u>(110,962)</u>
<u>(607,003)</u>	<u>-</u>	<u>(607,003)</u>
-	632,765	632,765
-	970,688	970,688
<u>-</u>	<u>(778,171)</u>	<u>(778,171)</u>
<u>-</u>	<u>825,282</u>	<u>825,282</u>
<u>(607,003)</u>	<u>825,282</u>	<u>218,279</u>
438,693	-	438,693
4,463	-	4,463
112,878	-	112,878
-	3,739	3,739
121,837	4,002	125,839
<u>-</u>	<u>-</u>	<u>-</u>
<u>677,871</u>	<u>7,741</u>	<u>685,612</u>
70,868	833,023	903,891
<u>3,733,786</u>	<u>37,916,499</u>	<u>41,650,285</u>
<u>\$ 3,804,654</u>	<u>\$ 38,749,522</u>	<u>\$ 42,554,176</u>

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Balance Sheet
Governmental Funds**

June 30, 2013

		Special revenue funds			
	General fund	Community center	Lighting and landscaping Zone 8	Lighting and landscaping Zone 9	Total governmental funds
Assets					
Cash and investments	\$ 8,001	\$ 457,070	\$ 470,480	\$ 155,305	\$ 1,090,856
Accounts receivable	20,335	-	-	-	20,335
Advances on taxes	-	-	1,050	-	1,050
Inventory	-	4,579	-	-	4,579
Due from other funds	-	-	-	2,040	2,040
Total assets	\$ 28,336	\$ 461,649	\$ 471,530	\$ 157,345	\$ 1,118,860
Liabilities and Fund Balances					
Liabilities					
Accounts payable	\$ 19,408	\$ -	\$ 104,876	\$ 16,224	\$ 140,508
Accrued payroll	3,473	-	3,237	304	7,014
Due to other funds	-	-	2,337	-	2,337
Total liabilities	22,881	-	110,450	16,528	149,859
Fund balances					
Committed to:					
Community center	-	461,649	-	-	461,649
Lighting and landscaping Zone 8	-	-	361,080	-	361,080
Lighting and landscaping Zone 9	-	-	-	140,817	140,817
Unassigned	5,455	-	-	-	5,455
Total fund balances	5,455	461,649	361,080	140,817	969,001
Total liabilities and fund balances	\$ 28,336	\$ 461,649	\$ 471,530	\$ 157,345	\$ 1,118,860
Reconciliation to statement of net position					
Total governmental fund balances					\$ 969,001
Amounts reported for governmental activities in the statement of net position are different because:					
Grants receivable in governmental funds are not available to pay for current period expenditures					400,000
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds					2,442,704
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds					(7,051)
Net position of governmental activities					\$ 3,804,654

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

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

For the year ended June 30, 2013

	<u>General fund</u>	<u>Special revenue funds</u>		<u>Total governmental funds</u>	
		<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>		<u>Lighting and landscaping Zone 9</u>
Revenues					
Property taxes	\$ -	\$ -	\$ 512,362	\$ -	\$ 512,362
Assessment income	-	-	-	112,878	112,878
Grant income	-	-	22,330	-	22,330
Homeowners property tax relief	-	-	4,463	-	4,463
Other	114,974	3,522	31,213	2,412	152,121
Contributions	-	3,189	320	-	3,509
Total revenues	<u>114,974</u>	<u>6,711</u>	<u>570,688</u>	<u>115,290</u>	<u>807,663</u>
Expenditures					
Repairs and maintenance	-	-	262,075	45,609	307,684
Utilities	-	-	130,395	17,010	147,405
Payroll	115,188	-	187,089	12,651	314,928
Other	484	18,996	30,029	8,911	58,420
Insurance	-	-	4,183	3,359	7,542
Professional fees	-	70,415	35,075	8,686	114,176
Capital outlay	-	-	791,080	2,583	793,663
Total expenditures	<u>115,672</u>	<u>89,411</u>	<u>1,439,926</u>	<u>98,809</u>	<u>1,743,818</u>
Net change in fund balances	(698)	(82,700)	(869,238)	16,481	(936,155)
Fund balances, beginning of year	<u>6,153</u>	<u>544,349</u>	<u>1,230,318</u>	<u>124,336</u>	<u>1,905,156</u>
Fund balances, end of year	<u>\$ 5,455</u>	<u>\$ 461,649</u>	<u>\$ 361,080</u>	<u>\$ 140,817</u>	<u>\$ 969,001</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

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

For the year ended June 30, 2013

Reconciliation to statement of activities

Net change in fund balances - governmental funds	\$ (936,155)
Amounts reported for governmental activities in the statement of net position are different because of the following:	
Depreciation expense related to capital assets is recognized in the statement of activities, but is not reported in the funds	(139,128)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets	793,663
Change in compensated absences is recorded as an expense in the statement of activities	(1,844)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds	<u>354,332</u>
Change in net position of governmental activities	<u>\$ 70,868</u>

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Net Position
Proprietary Funds**

June 30, 2013

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
<u>Assets and Deferred Outflows of Resources</u>				
Current assets				
Cash and investments	\$ 2,869,508	\$ 4,370,064	\$ 12,451,709	\$ 19,691,281
Accounts receivable, net	236,158	204,619	-	440,777
Advances on taxes	<u>333</u>	<u>499</u>	<u>-</u>	<u>832</u>
Total current assets	<u>3,105,999</u>	<u>4,575,182</u>	<u>12,451,709</u>	<u>20,132,890</u>
Non-current assets				
Debt issuance cost - prepaid insurance	-	-	60,802	60,802
Debt service - installment receivable	-	-	22,250	22,250
Capital assets, net of accumulated depreciation	<u>5,934,932</u>	<u>25,873,385</u>	<u>1,716,172</u>	<u>33,524,489</u>
Total non-current assets	<u>5,934,932</u>	<u>25,873,385</u>	<u>1,799,224</u>	<u>33,607,541</u>
Deferred outflows of resources				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total assets and deferred outflows of resources	<u>\$ 9,040,931</u>	<u>\$ 30,448,567</u>	<u>\$ 14,250,933</u>	<u>\$ 53,740,431</u>
<u>Liabilities, Deferred Inflows of Resources and Net Position</u>				
Current liabilities (payable from current assets)				
Accounts payable	81,714	190,670	89,597	361,981
Accrued payroll	11,929	8,866	-	20,795
Interest payable	-	-	44,893	44,893
Deferred revenue	15,409	-	-	15,409
Bonds payable - current	<u>-</u>	<u>-</u>	<u>290,000</u>	<u>290,000</u>
Total current liabilities	<u>109,052</u>	<u>199,536</u>	<u>424,490</u>	<u>733,078</u>
Non-current liabilities				
Debt service - installment payable	-	22,250	-	22,250
Compensated absences	14,078	14,079	-	28,157
Bonds payable	-	-	13,860,000	13,860,000
Unamortized bond premium	<u>-</u>	<u>-</u>	<u>347,424</u>	<u>347,424</u>
Total non-current liabilities	<u>14,078</u>	<u>36,329</u>	<u>14,207,424</u>	<u>14,257,831</u>
Deferred inflows of resources				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Position				
Net investment in capital assets	5,934,932	25,873,385	(12,433,828)	19,374,489
Unrestricted				
Board designated	1,887,507	2,731,260	-	4,618,767
Undesignated	<u>1,095,362</u>	<u>1,608,057</u>	<u>12,052,847</u>	<u>14,756,266</u>
Total net position	<u>8,917,801</u>	<u>30,212,702</u>	<u>(380,981)</u>	<u>38,749,522</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 9,040,931</u>	<u>\$ 30,448,567</u>	<u>\$ 14,250,933</u>	<u>\$ 53,740,431</u>

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

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

For the year ended June 30, 2013

	<u>Water fund</u>	<u>Sewer fund</u>	<u>Financing Authority fund</u>	<u>Total</u>
Operating revenues				
Charges for services	\$ 3,016,157	\$ 3,768,485	\$ -	\$ 6,784,642
Connection fees	55,231	293,875	-	349,106
Other	-	10,756	-	10,756
Total operating revenues	<u>3,071,388</u>	<u>4,073,116</u>	<u>-</u>	<u>7,144,504</u>
Operating expenses				
Depreciation	212,069	1,048,548	-	1,260,617
Contract services	482,995	635,957	-	1,118,952
Repairs and maintenance	594,175	433,103	-	1,027,278
Payroll	395,872	281,222	-	677,094
Utilities	348,444	307,021	-	655,465
Professional fees	177,129	133,682	3,200	314,011
Miscellaneous	68,646	56,791	-	125,437
Insurance	37,711	73,814	2,097	113,622
Permits and fees	20,282	44,179	-	64,461
Chemicals	32,110	4,503	-	36,613
Directors' expenses	12,870	19,305	-	32,175
Telephone and communications	11,929	17,810	-	29,739
Supplies	9,150	14,845	-	23,995
Memberships	5,429	16,601	-	22,030
Staff training	4,579	3,295	-	7,874
Public communication	2,500	-	-	2,500
Total operating expenses	<u>2,415,890</u>	<u>3,090,676</u>	<u>5,297</u>	<u>5,511,863</u>
Operating income (loss)	<u>655,498</u>	<u>982,440</u>	<u>(5,297)</u>	<u>1,632,641</u>
Nonoperating revenues (expenses)				
Investment income	-	-	3,739	3,739
Bad debt expense	(29,487)	(996)	-	(30,483)
Bond issuance costs	-	-	(334,381)	(334,381)
Interest expense	-	-	(438,493)	(438,493)
Total nonoperating revenues (expenses)	<u>(29,487)</u>	<u>(996)</u>	<u>(769,135)</u>	<u>(799,618)</u>
Operating transfers in (out)	<u>(56,428)</u>	<u>(337,023)</u>	<u>393,451</u>	<u>-</u>
Change in net position	569,583	644,421	(380,981)	833,023
Net position, beginning of year	<u>8,348,218</u>	<u>29,568,281</u>	<u>-</u>	<u>37,916,499</u>
Net position, end of year	<u>\$ 8,917,801</u>	<u>\$ 30,212,702</u>	<u>\$ (380,981)</u>	<u>\$ 38,749,522</u>

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

**Statement of Cash Flows
Proprietary Funds**

For the year ended June 30, 2013

	Water <u>fund</u>	Sewer <u>fund</u>	Financing Authority <u>fund</u>	<u>Total</u>
Cash flows from operating activities				
Receipts from customers	\$ 2,964,353	\$ 4,057,984	\$ (22,250)	\$ 7,022,337
Payments to vendors and suppliers	(2,013,495)	(2,026,156)	23,498	(4,016,153)
Payments to employees and directors	(402,457)	(307,166)	-	(709,623)
Received from other funds for services	-	29,705	-	7,455
Net cash provided by operating activities	<u>548,401</u>	<u>1,754,367</u>	<u>1,248</u>	<u>2,304,016</u>
Cash flows from non-capital financing activities				
Issuance of bonds	-	-	14,150,000	14,150,000
Cost of issuance	-	-	(334,381)	(334,381)
Interest payments on bonds payable	-	-	(393,600)	(393,600)
Premium on bonds	-	-	347,424	347,424
Transfers in	-	-	393,451	393,451
Transfers out	<u>(56,428)</u>	<u>(337,023)</u>	<u>-</u>	<u>(393,451)</u>
Net cash provided by (used in) non-capital financing activities	<u>(56,428)</u>	<u>(337,023)</u>	<u>14,162,894</u>	<u>13,769,443</u>
Cash flows from capital and related financing activities				
Acquisition of capital assets	<u>(111,898)</u>	<u>(636,888)</u>	<u>(1,716,172)</u>	<u>(2,464,958)</u>
Net cash used in capital and related financing activities	<u>(111,898)</u>	<u>(636,888)</u>	<u>(1,716,172)</u>	<u>(2,464,958)</u>
Cash flows from investing activities				
Interest income	<u>-</u>	<u>-</u>	<u>3,739</u>	<u>3,739</u>
Net cash provided by investing activities	<u>-</u>	<u>-</u>	<u>3,739</u>	<u>3,739</u>
Net increase in cash and cash equivalents	380,075	780,456	12,451,709	13,612,240
Cash and cash equivalents, beginning of year	<u>2,489,433</u>	<u>3,589,608</u>	<u>-</u>	<u>6,079,041</u>
Cash and cash equivalents, end of year	<u>\$ 2,869,508</u>	<u>\$ 4,370,064</u>	<u>\$ 12,451,709</u>	<u>\$19,691,281</u>
Reconciliation of operating income (loss) to net cash provided by operating activities				
Operating income (loss)	\$ 655,498	\$ 982,440	\$ (5,297)	\$ 1,632,641
Adjustments to reconcile operating income (loss) to net cash provided by operating activities				
Depreciation	212,069	1,048,548	-	1,260,617
Change in assets and liabilities				
Accounts receivable	(114,046)	(15,131)	(22,250)	(151,427)
Due from other funds	-	29,705	-	29,705
Debt issuance costs - prepaid insurance	-	-	(60,802)	(60,802)
Accounts payable	(218,416)	(284,556)	89,597	(413,375)
Accrued payroll	1,938	(6,120)	-	(4,182)
Compensated absences	4,347	(519)	-	3,828
Deferred revenue	7,011	-	-	7,011
Net cash provided by operating activities	<u>\$ 548,401</u>	<u>\$ 1,754,367</u>	<u>\$ 1,248</u>	<u>\$ 2,304,016</u>

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies

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

Description of the reporting entity

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

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

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

The purpose of the Town of Discovery Bay Community Services District, a multipurpose independent district, is to represent the residents of Discovery Bay in any matters covered under the California Government Code relating to a Community Services District. In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services. The District also provides water and sewer services to the Town of Discovery Bay.

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

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

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

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

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

Blended Component Units

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

Government-wide financial statements

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

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

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

Fund financial statements

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

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

The funds of the financial reporting entity are described below:

Governmental Funds

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

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

Proprietary Funds

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

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

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

Measurement focus

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

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

Basis of accounting

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

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

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

Cash and investments

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

Accounts receivable

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

Inventory

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

Capital assets

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

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

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

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

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

Compensated absences

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

Net position

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

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

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

Fund balances

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

Nonspendable - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted - includes amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the District to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed - includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision making authority which includes the District charter, ordinances and resolutions. Those committed amounts cannot be used for any other purpose unless the District removes or

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

changes the specified use by taking the same type of action (District charter, ordinance and resolution) it employed previously to commit those amounts.

Assigned - includes amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Trustees, District manager or their designee as established in the District's Fund Balance Policy.

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

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

Internal and Interfund Balances and Activities

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

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

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

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

Property taxes

Property taxes and property assessments were levied January 1, 2012, assessed July 1, 2012 and were payable in two installments on December 10, 2012 and April 10, 2013. The County of Contra Costa bills and collects property taxes on behalf of the District.

Utility sales

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

Contributed capital

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note A - Summary of Significant Accounting Policies (Continued)

Estimates

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

Budgetary accounting

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

Long-lived assets

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

New accounting pronouncements

The District implemented Government Accounting Standards Board Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, for the year ended June 30, 2013. This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources which are distinct from assets and liabilities and amends the net asset reporting requirements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

In March 2012, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement amends or supersedes the accounting and financial reporting guidance for certain items previously required to be reported as assets or liabilities. In addition, it amends or supersedes requirements for the determination of major funds and addresses other statement of net position and governmental funds balance sheet presentation issues. The District will be required to implement the provisions of this Statement for the year ended June 30, 2014. This Statement will not have a material impact on the financial statements.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note B - Cash and Investments

Cash and investments as of June 30, 2013 are classified in the accompanying financial statements as follows:

Statement of net position:	
Cash and investments	\$ 8,330,428
Restricted cash and investments	<u>12,451,709</u>
Total cash and investments	<u>\$ 20,782,137</u>

Cash and investments as of June 30, 2013 consist of the following:

Deposits with financial institutions	\$ 1,136,791
Contra Costa County Treasurer	7,186,911
Investments	<u>12,458,435</u>
	<u>\$ 20,782,137</u>

<u>Investment Type</u>	<u>Carrying value</u>	<u>Fair value</u>
Certificate of Deposit	\$ 6,726	\$ 6,726
Mutual Funds	<u>12,451,709</u>	<u>12,451,709</u>
	<u>\$ 12,458,435</u>	<u>\$ 12,458,435</u>

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

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

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note B - Cash and Investments (Continued)

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

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

Disclosures Relating to Interest Rate Risk

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

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

<u>Investment Type</u>	<u>Totals</u>	<u>12 months or less</u>	<u>13 - 24 months</u>	<u>25-36 months</u>	<u>37 - 48 months</u>	<u>49 - 60 months</u>	<u>More than 60 months</u>
Certificate of Deposit	\$ 6,726	\$ -	\$ 6,726	\$ -	\$ -	\$ -	\$ -
Mutual Funds	<u>12,451,709</u>	<u>12,451,709</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$12,458,435</u>	<u>\$12,451,709</u>	<u>\$ 6,726</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note B - Cash and Investments (Continued)

Disclosures Relating to Credit Risk

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

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Fiscal Year End</u>				<u>As of Investment</u>
				<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>Not Rated</u>	
Certificate of Deposit	\$ 6,726	N/A	\$ -	\$ -	\$ -	\$ -	\$ 6,726	1%
Mutual Funds	<u>12,451,709</u>	<u>N/A</u>	<u>-</u>	<u>12,451,709</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>99%</u>
Total	<u>\$ 12,458,435</u>	<u>N/A</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,726</u>	<u>100%</u>

Concentration of Credit Risk

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

Custodial Credit Risk

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note B - Cash and Investments (Continued)

Deposits with financial institutions and Contra Costa County Treasurer

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

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

Note C - Accounts Receivable, Net

The accounts receivable, net balance consists of the following balances as of June 30, 2013:

	<u>General</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Accounts receivable	\$ 20,335	\$ 272,250	\$ 227,758	\$ 520,343
Allowance for uncollectible	-	(36,092)	(23,139)	(59,231)
Accounts receivable, net	<u>\$ 20,335</u>	<u>\$ 236,158</u>	<u>\$ 204,619</u>	<u>\$ 461,112</u>

Note D - Interfund Transactions

Interfund transactions consist of the following:

Transfers between funds

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note D - Interfund Transactions (Continued)

Transfers between funds during the year ended June 30, 2013 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
Lighting and landscaping Zone 8 Fund	\$ -	\$ 2,337
Lighting and landscaping Zone 9 Fund	<u>2,040</u>	<u>-</u>
Total interfund transfers	<u>\$ 2,040</u>	<u>\$ 2,337</u>

In general, the District uses interfund transfers to:

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

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

Note E - Capital Assets

Capital asset activity for the year ended June 30, 2013, is as follows:

	<u>Balance June 30, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance June 30, 2013</u>
Governmental activities					
Nondepreciable capital assets					
Land	\$ 293,930	\$ 122,000	\$ -	\$ -	\$ 415,930
Construction in progress	<u>11,582</u>	<u>74,636</u>	<u>-</u>	<u>-</u>	<u>86,218</u>
Total nondepreciable capital assets	<u>305,512</u>	<u>196,636</u>	<u>-</u>	<u>-</u>	<u>502,148</u>
Depreciable capital assets					
Equipment	79,965	66,334	-	-	146,299
Buildings and improvements	2,135,587	527,552	-	-	2,663,139
Office furniture and equipment	4,309	3,141	-	-	7,450
Vehicles	<u>55,424</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,424</u>
Total depreciable capital assets	2,275,285	597,027	-	-	2,872,312
Less accumulated depreciation	<u>(792,627)</u>	<u>(139,129)</u>	<u>-</u>	<u>-</u>	<u>(931,756)</u>
Net depreciable capital assets	<u>1,482,658</u>	<u>457,898</u>	<u>-</u>	<u>-</u>	<u>1,940,556</u>
Net capital assets	<u>\$ 1,788,170</u>	<u>\$ 654,534</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,442,704</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note E - Capital Assets (Continued)

	Balance <u>June 30, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	Balance <u>June 30, 2013</u>
Business-type activities					
Nondepreciable capital assets					
Land	\$ 267,000	\$ 40,000	\$ -	\$ -	\$ 307,000
Construction in progress	<u>502,765</u>	<u>2,114,703</u>	<u>-</u>	<u>(200,250)</u>	<u>2,417,218</u>
Total nondepreciable capital assets	<u>769,765</u>	<u>2,154,703</u>	<u>-</u>	<u>(200,250)</u>	<u>2,724,218</u>
Depreciable capital assets					
Buildings and improvements	1,180,273	175,017	-	-	1,355,290
Treatment and collection	29,944,958	22,250	-	200,250	30,167,458
Structures and improvements	6,689,926	-	-	-	6,689,926
Equipment	890,241	109,387	-	-	999,628
Vehicles	<u>356,928</u>	<u>25,850</u>	<u>-</u>	<u>-</u>	<u>382,778</u>
Total depreciable capital assets	39,062,326	332,504	-	200,250	39,595,080
Less accumulated depreciation	<u>(7,534,192)</u>	<u>(1,260,617)</u>	<u>-</u>	<u>-</u>	<u>(8,794,809)</u>
Net depreciable capital assets	<u>31,528,134</u>	<u>(928,113)</u>	<u>-</u>	<u>200,250</u>	<u>30,800,271</u>
Net capital assets	<u>\$ 32,297,899</u>	<u>\$ 1,226,590</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,524,489</u>

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

Governmental activities:

Lighting and landscaping Zone 8	\$ 127,918
Lighting and landscaping Zone 9	<u>11,211</u>
Total depreciation expense - Governmental activities	<u>\$ 139,129</u>

Business-type activities:

Water	\$ 212,069
Sewer	<u>1,048,548</u>
Total depreciation expense - Business-type activities	<u>\$ 1,260,617</u>

Note F - Long-Term Debt

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

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note F - Long-Term Debt (Continued)

Government-Wide Financial Statements

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

Fund Financial Statements

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

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

Bond Issuance Costs and Premiums

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

Current year business-type transactions and balances

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

	<u>Original Amount</u>	<u>Balance June 30, 2012</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance June 30, 2013</u>	<u>Due within one year</u>
Business-type Activity Debt						
Discovery Bay Public Financing Authority Series 2012 Enterprise Revenue Bonds	\$ 14,150,000	\$ -	\$ 14,150,000	\$ -	\$ 14,150,000	\$ 290,000
Unamortized Premium	<u>362,346</u>	<u>-</u>	<u>362,346</u>	<u>(14,923)</u>	<u>347,423</u>	<u>-</u>
Totals	<u>\$ 14,512,346</u>	<u>\$ -</u>	<u>\$ 14,512,346</u>	<u>\$ (14,923)</u>	<u>\$ 14,497,423</u>	<u>\$ 290,000</u>

(Continued)

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note F - Long-Term Debt (Continued)

2012 Enterprise Revenue Bonds

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

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

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

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

<u>For the year ending June 30,</u>	<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2014	\$ 290,000	\$ 535,329
2015	295,000	529,471
2016	305,000	521,675
2017	310,000	516,054
2018	310,000	512,502
2019-2023	1,670,000	2,445,498
2024-2028	1,985,000	2,139,537
2029-2033	2,370,000	1,744,344
2034-2038	2,930,000	1,186,279
2039-2043	3,685,000	425,388
Total	\$ 14,150,000	\$ 10,556,077

Note G - Deferred Compensation Plan

Employees of the District may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation plan is available to all full-time employees of the District. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death or unforeseeable emergency. Total employee contributions to the plan during the year ended June 30, 2013 were \$17,700.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note H - Compensated Absences

Employees accrue vacation leave based on length of service. Accumulated vacation leave is subject to maximum accruals for all employees. As of June 30, 2013, the District's accrued liability for accumulated unused vacation leave is \$35,208. Employees are paid for their accumulated unused vacation leave upon separation from service. The liability is expected to be liquidated with future resources and not with expendable available financial resources.

Note I - Joint Venture (Joint Powers Agreement)

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

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

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

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

The District is covered by the following types of insurance through the SDRMA as of June 30, 2013:

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

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Notes to Financial Statements

June 30, 2013

Note J - Governing Board

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

As of June 30, 2013, the members of the District's Board of Directors were as follows:

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

Note K - Contingencies and Commitments

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 18, 2014

Prepared By: Rod Attebery, Legal Counsel
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approval of Second Amendment to Employment Contract between the Town of Discovery Bay and the General Manager

Recommended Action

That the Board of Directors approve the Second Amendment to the Employment Contract between the Town of Discovery Bay and the General Manager.

Executive Summary

On May 19, 2010, the Town of Discovery Bay Community Services District ("District") entered into an Employment Contract ("Contract") with its General Manager, Rick Howard. The second amendment was entered into on August 1, 2012. The proposed second amendment ("Amendment") to the Contract will amend the following terms:

Section 3.A of the contract, as amended, is deleted, and is replaced with the following:

SECTION 3.SALARY

A) Employer agrees to pay Employee for his duties as General Manager a base annual salary of ONE HUNDRED TWENTY-NINE THOUSAND NINE HUNDRED EIGHTY EIGHT DOLLARS AND FIFTY SEVEN CENTS (\$129,988.57) FOR THE PERIOD July 1, 2013 through June 30, 2014, payable via California Payroll, on the 26th pay period of FY 2013-14 of regular pay in the amount of FOUR THOUSAND EIGHT HUNDRED FIFTY-THREE DOLLARS AND NINETY-FOUR CENTS (\$4,853.94) and retroactive pay in the amount of THREE THOUSAND SEVEN HUNDRED EIGHTY SIX DOLLARS AND SEVEN CENTS (\$3,786.07), subject to the usual and normal withholdings. This represents a 3% increase over Employee current salary as identified in Contract Amendment No. 1.

B) Employer agrees to pay Employee for his duties as General Manager a base annual salary of ONE HUNDRED THIRTY THREE THOUSAND EIGHT HUNDRED EIGHTY EIGHT DOLLARS AND TWENTY-ONE CENTS (\$133,888.21) FOR THE PERIOD July 1, 2014 through June 30, 2015, payable via California Payroll, twenty-six times annually in the amount of FIVE THOUSAND ONE HUNDRED FORTY-NINETY DOLLARS AND FIFTY-FIVE CENTS (\$5,149.55), subject to the usual and normal withholdings. This represents a 3% increase over Employee salary as identified in A, above.

The effective date of the proposed Amendment is June 18, 2014.

Fiscal Impact:

Included in the FY 2014-15 Budget and pursuant to the Amended Contract.

Previous Relevant Board Actions for This Item

N/A

Attachments

Second Amendment to Employment Contract between Richard J. Howard and the Town of Discovery Bay Community Services District

AGENDA ITEM: E-5

**SECOND AMENDMENT TO EMPLOYMENT CONTRACT BETWEEN
RICHARD J. HOWARD AND THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

WHEREAS, this Second Amendment to the Employment Contract between Richard J. Howard (“**Employee**”) and Town of Discovery Bay Community Services District, a community services district organized under the laws of the State of California (“**Employer**”), dated May 19, 2010 (“**Contract**”) is entered into this 18TH DAY of June, 2014;

WHEREAS, the Employer and the Employee desire to increase the Employee’s compensation;
and

WHEREAS, the Employer wants to amend the Contract to reflect the aforementioned changes;

NOW, THEREFORE, BE IT RESOLVED, that the Contract is amended as follows:

1. Section 3.A of the contract, as amended, is deleted, and is replaced with the following:

“SECTION 3. SALARY”

- A. Employer agrees to pay Employee for his duties as General Manager a base annual salary of ONE HUNDRED TWENTY-NINE THOUSAND NINE HUNDRED EIGHTY EIGHT DOLLARS AND FIFTY SEVEN CENTS (\$129,988.57) FOR THE PERIOD July 1, 2013 through June 30, 2014, payable via California Payroll, on the 26th pay period of FY 2013-14 of regular pay in the amount of FOUR THOUSAND EIGHT HUNDRED FIFTY-THREE DOLLARS AND NINETY-FOUR CENTS (\$4,853.94) and retroactive pay in the amount of THREE THOUSAND SEVEN HUNDRED EIGHTY SIX DOLLARS AND SEVEN CENTS (\$3,786.07), subject to the usual and normal withholdings. This represents a 3% increase over Employee current salary as identified in Contract Amendment No. 1.
- B. Employer agrees to pay Employee for his duties as General Manager a base annual salary of ONE HUNDRED THIRTY THREE THOUSAND EIGHT HUNDRED EIGHTY EIGHT DOLLARS AND TWENTY-ONE CENTS (\$133,888.21) FOR THE PERIOD July 1, 2014 through June 30, 2015, payable via California Payroll, twenty-six times annually in the amount of FIVE THOUSAND ONE HUNDRED FORTY-NINETY DOLLARS AND FIFTY-FIVE CENTS (\$5,149.55), subject to the usual and normal withholdings. This represents a 3% increase over Employee salary as identified in A, above.

2. This Amendment is effective June 18, 2014.

Except as set forth above, each and every provision of the Agreement and any past Amendments between the parties shall remain in full force and effect.

EMPLOYER
TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT

EMPLOYEE

By _____
Mark Simon, President

Richard J. Howard



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 18, 2014

Prepared By: Fairin Perez, Parks and Landscape Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2014-15 – Adopt and Approve Resolution No. 2014-12

Recommended Action

Adoption of Resolution No. 2014-12, establishing the Discovery Bay Lighting and Landscape Zone #8 2014/15 Appropriation Limit

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2014-15 to be \$530,903.12. The calculation is based last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No. 2014-12, which establishes the 2014/2015 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$530,903.12.

Fiscal Impact:

None

Previous Relevant Board Actions for This Item

None

Attachments

Resolution No. 2014-12
(DB Zone 8) Appropriation Limit Calculation Worksheet
Department of Finance – Price and Population Information (May 2014)

AGENDA ITEM: E-6



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2014-15**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2014-2015 is \$530,903.12 as reflected in Attachment A.

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

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for fiscal year 2014-15 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$530,903.12; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th 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 18, 2014, by the following vote of the Board:

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

Richard J. Howard
Board Secretary

Discovery Bay Lighting Landscape Zone 8
 Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125

* Based on factors provided in the annual
 Price and Population Information letter from
 the California Department of Finance.
 Dated May 2014



May 2014

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2014, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2014-15. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2014-15 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2014.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

KEELY M. BOSLER
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2014-15 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2014-15	-0.23

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2014-15 appropriation limit.

2014-15:

Per Capita Cost of Living Change = -0.23 percent
Population Change = 0.95 percent

Per Capita Cost of Living converted to a ratio: $\frac{-0.23 + 100}{100} = 0.9977$

Population converted to a ratio: $\frac{0.95 + 100}{100} = 1.0095$

Calculation of factor for FY 2014-15: $0.9977 \times 1.0095 = 1.0072$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2013 to January 1, 2014 and Total Population, January 1, 2014

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2013-2014	1-1-13	1-1-14	1-1-2014
Contra Costa				
Antioch	1.12	105,272	106,455	106,455
Brentwood	2.60	53,356	54,741	54,741
Clayton	0.82	11,109	11,200	11,200
Concord	0.54	123,725	124,388	124,656
Danville	0.85	42,783	43,146	43,146
El Cerrito	0.59	23,945	24,087	24,087
Hercules	0.55	24,438	24,572	24,572
Lafayette	1.28	24,347	24,659	24,659
Martinez	0.58	36,526	36,739	36,842
Moraga	0.54	16,260	16,348	16,348
Oakley	2.06	37,308	38,075	38,075
Orinda	0.77	17,951	18,089	18,089
Pinole	0.55	18,692	18,794	18,794
Pittsburg	1.43	65,435	66,368	66,368
Pleasant Hill	0.56	33,682	33,872	33,872
Richmond	0.40	105,715	106,138	106,138
San Pablo	0.53	29,309	29,465	29,465
San Ramon	1.10	76,429	77,270	77,270
Walnut Creek	0.61	65,780	66,183	66,183
Unincorporated	1.25	163,912	165,964	166,048
County Total	0.98	1,075,974	1,086,553	1,087,008

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**Attachment C
Annual Percent Change in Population Minus Exclusions*
January 1, 2013 to January 1, 2014**

County	Percent Change 2013-14	--- Population 1-1-13	Minus Exclusions --- 1-1-14
Alameda			
Incorporated	1.55	1,403,057	1,424,751
County Total	1.50	1,546,928	1,570,128
Alpine			
Incorporated	0.00	0	0
County Total	0.09	1,078	1,079
Amador			
Incorporated	-1.12	12,179	12,042
County Total	-1.24	33,653	33,236
Butte			
Incorporated	0.72	137,907	138,901
County Total	0.54	221,127	222,316
Calaveras			
Incorporated	-0.80	3,756	3,726
County Total	-0.71	44,864	44,544
Colusa			
Incorporated	2.32	11,273	11,534
County Total	0.11	21,636	21,660
Contra Costa			
Incorporated	0.93	912,062	920,589
County Total	0.98	1,075,974	1,086,553
Del Norte			
Incorporated	0.56	4,257	4,281
County Total	0.45	25,262	25,376
El Dorado			
Incorporated	0.14	31,890	31,936
County Total	0.21	181,886	182,275
Fresno			
Incorporated	1.25	780,318	790,084
County Total	1.16	947,737	958,759

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 18, 2014

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Consideration of Annual Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets and Adoption of Resolution 2014-13

Recommended Action

Approve the FY 2013-14 Operating, Capital and Revenue Budgets and Adopt Resolution 2014-13

Executive Summary

On June 11, 2014, the Board conducted a Workshop to discuss the District's revenue and spending plans for the coming Fiscal Year. At that workshop, the Board had extensive discussion relative to all budgets affecting the Town of Discovery Bay. All changes that were made to the budget at the Workshop have been incorporated into the budget document that will be presented to the Board on June 18, 2014. The attached document does not reflect those changes, however. The updated document will be made available prior to the Board meeting.

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.

As will be presented during the meeting, for FY 2014-15, total projected water and wastewater expenditures match anticipated revenues. 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%.

The Five (5) Year Capital Improvement Program Budget was prepared by using the Water and Wastewater Master Plans as the primary project list. Again, and as will be discussed at the meeting, FY 2014-15, the proposed CIP is consistent with the discussion at the workshop with the exception of the addition of a replacement vehicle. Those funds will be derived from the vehicle replacement fund.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a CPI rate increase. The current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 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 most recent preliminary Budget Document is attached to this report and provides a more thorough evaluation of the coming fiscal year spending plan. However, and as noted above, a final preliminary budget will be distributed prior to the Board meeting as staff incorporates the changes from the June 11 workshop.

Staff recommends approval of the spending plan for FY 2014-15 and adoption of Resolution 2014-13.

Fiscal Impact:

Amount Requested: \$12,871,018.00

Sufficient Budgeted Funds Available?: (Yes)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

June 4, 2014 – Budget Submittal; June 11, 2014 – Budget Workshop

Attachments

1. FY 2014-15 and FY 2015-16 Operating, Five Year Capital Improvement Program, and Revenue Budgets
2. Resolution 2014-13

AGENDA ITEM: F-1



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

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





Mission Statement

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

Board of Directors

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

*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 \$1.920 million.

For FY 2014/15, the O&M budget net of debt service shows an increase of \$298,325 or 6% 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 \$6,636,972 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 2013-14 on a number of positive notes. First and foremost, the longtime 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 de-nitrification. 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.

There are, however, three new projects that have been added to the Capital Projects list: 1) Vehicle Storage Facility; 2) On-Site Reclaimed Water Project; and 3) initiating the process of relocating the Town offices to the Community Center Site. Those projects are identified on the CIP listing in purple.

The Vehicle Storage Facility has been discussed for a number of years and consists of modest covered storage facility to be located at WWTP2. The facility will be utilized to house all district rolling assets into a single location protected from the elements and harmful UV rays. This project is estimated at between \$100,000 and \$150,000. The proposed project budget has been set at \$150,000.

The Reclaimed Water Project is an on-site (WWTP2) reclaimed water project that will utilize reclaimed water in-lieu of fresh potable water during the wastewater treatment process. This project is budgeted at \$200,000. A grant is in the process of being submitted through Proposition 84 and the Governor's Drought Relief efforts.

The final new project for FY 2014-15 is the programming of \$150,000 for preliminary site and design for the relocation of the Town of Discovery Bay District Offices to the Community Center Site. This is programmed as a three year project, with design taking place in FY 2015-16 and construction commencing in FY 2016-17. This schedule would have the Town offices fully relocated by June 30, 2017. The Board of Directors will have many opportunities to discuss and evaluate this project prior to any funds being expended.

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 build 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 1st, 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.

For FY 2014-15 I am recommending the establishment of an Internal Revenue Code Section 125 Plan. Section 125 plans (commonly referred to as Cafeteria Plans) allow employees to utilize pre-tax dollars for the employee share of medical coverage and qualified medical (such as co-pays and cost of prescriptions) and dependent child care expenses. The employer cost is determined by the number of employees who participate in the program. Nevertheless, annual administrative costs (employer) are less than \$1,500 for the first year and less than \$1,000 for each subsequent year.

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*	\$5,165,675
Debt Service	\$828,000	Debt Service	\$827,437
Contribution to Reserves	\$492,453	Contribution to Reserves	\$TBD
Capital Budget	\$6,747,001	Capital Budget	\$6,111,972
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	Grand Total Expense Budget	\$12,661,018
Grand Total Revenue	\$13,469,004	Grand Total Revenue	\$12,661,018

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,024,046 (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 \$298,325 or 6% 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.todb.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, continues to be populated with relevant information, documents, and materials. As noted above, the website is expected to be overhauled this coming fiscal year.

Our long term contract with Veolia Water is now entering its fourth year. We look forward to continuing our ongoing partnership with Veolia. I believe that the corporate issues facing Veolia towards the end of 2013 have been resolved; however, staff will continue to monitor their daily operations and will maintain contact with Veolia corporate staff on matters affecting Discovery Bay. As FY 2014-15 comes to an end, and we enter into our fifth year with Veolia in May 2015, the initial five-year portion of their possible 15 year agreement will require a 360^o evaluation prior to the execution of the next five-year term.

The Capital Improvement Program (CIP) proposes expenditures of \$6,636,972 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 to be a busy year as 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 June 30, \$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 \$12,661,018.

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 \$12,661,018 and include the aforementioned projected rate increase and \$4,160,882 related to proceeds from Financing for capital projects.

The amount of the contribution to reserves will be known once FY 2013-14 is closed out. A year end surplus of revenues over expenditures is anticipated. 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 especially thank Finance Manager Dina Breistein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez 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 CSD Organization

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



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

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

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

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

District Form of Government

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

Population

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

Water Services

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

Wastewater Services

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

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

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

Parks and Landscaping Services

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

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

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

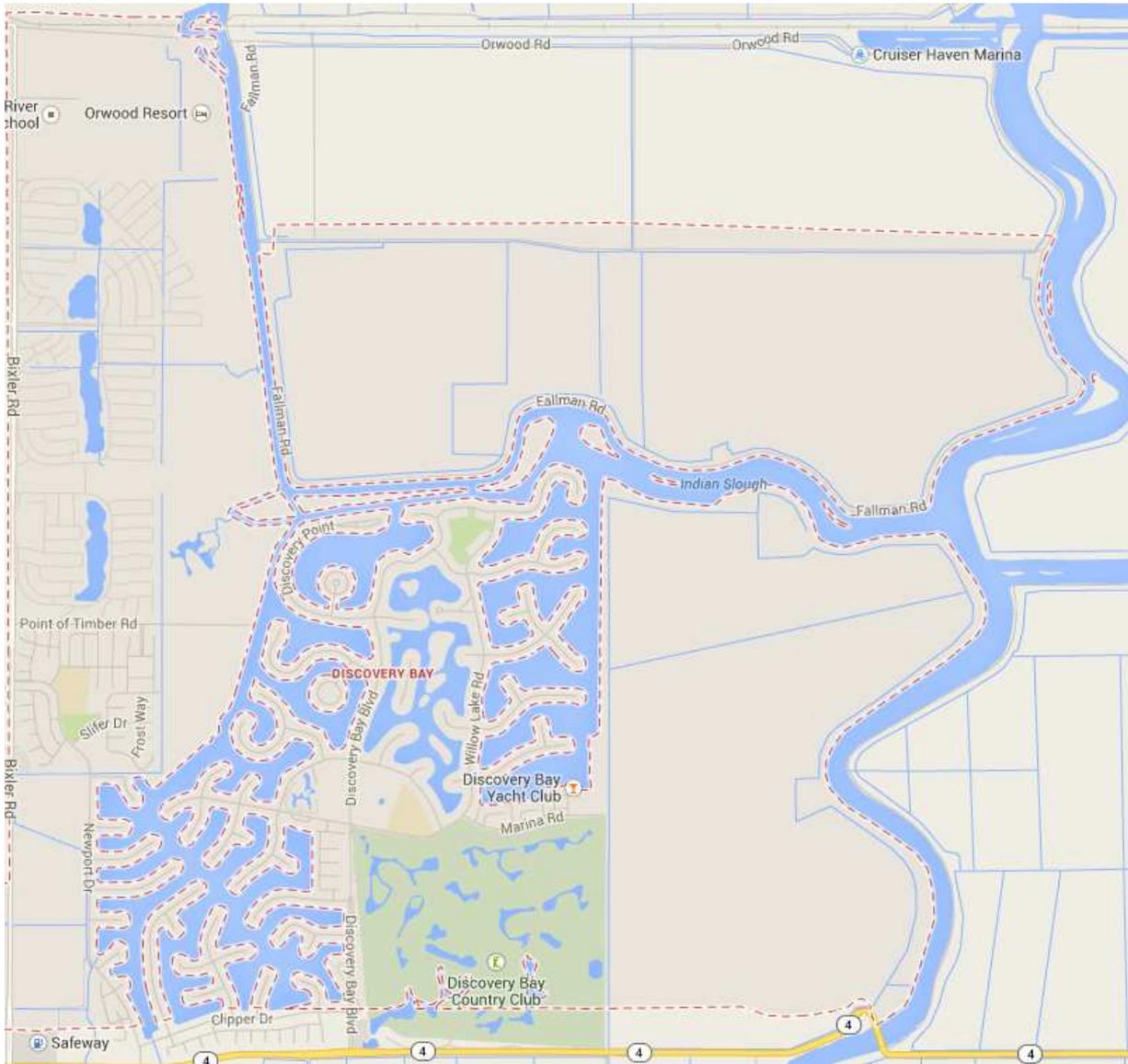
Contra Costa County Landscape & Lighting Zone #61:

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

Recreation Services

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

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



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

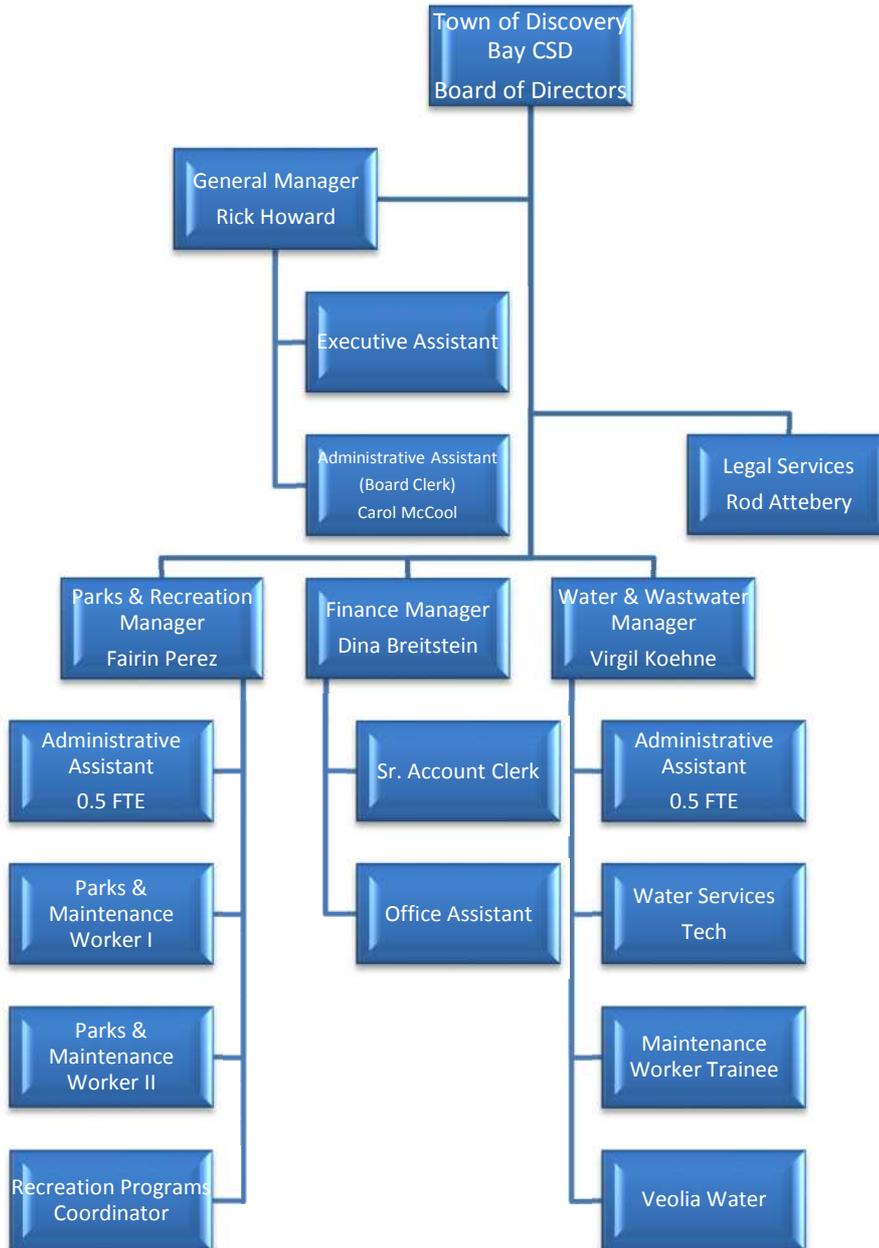


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of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

Salary Schedule

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

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





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

	Actual	Actual	Proposed
Position			
Title	FY 2012-13	FY 2013-14	FY 2014-15
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	1	0
Parks & Recreation Manager	0	0	1
Finance Manager	1	1	1
Administrative Assistant	2	2	1
Admin Assistant/ Board Clerk	0	0	1
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 Technition I	1	1	0
Water Services Technition II	0	0	1
Parks & Maintenance Worker I	0	0	1
Parks & Maintenance Worker II	2	1	1
Totals	17	18	19



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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Department:	General Manager
Program Area:	Administration

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.





Department: Financial Services

Program Area: Administration

Program Description:

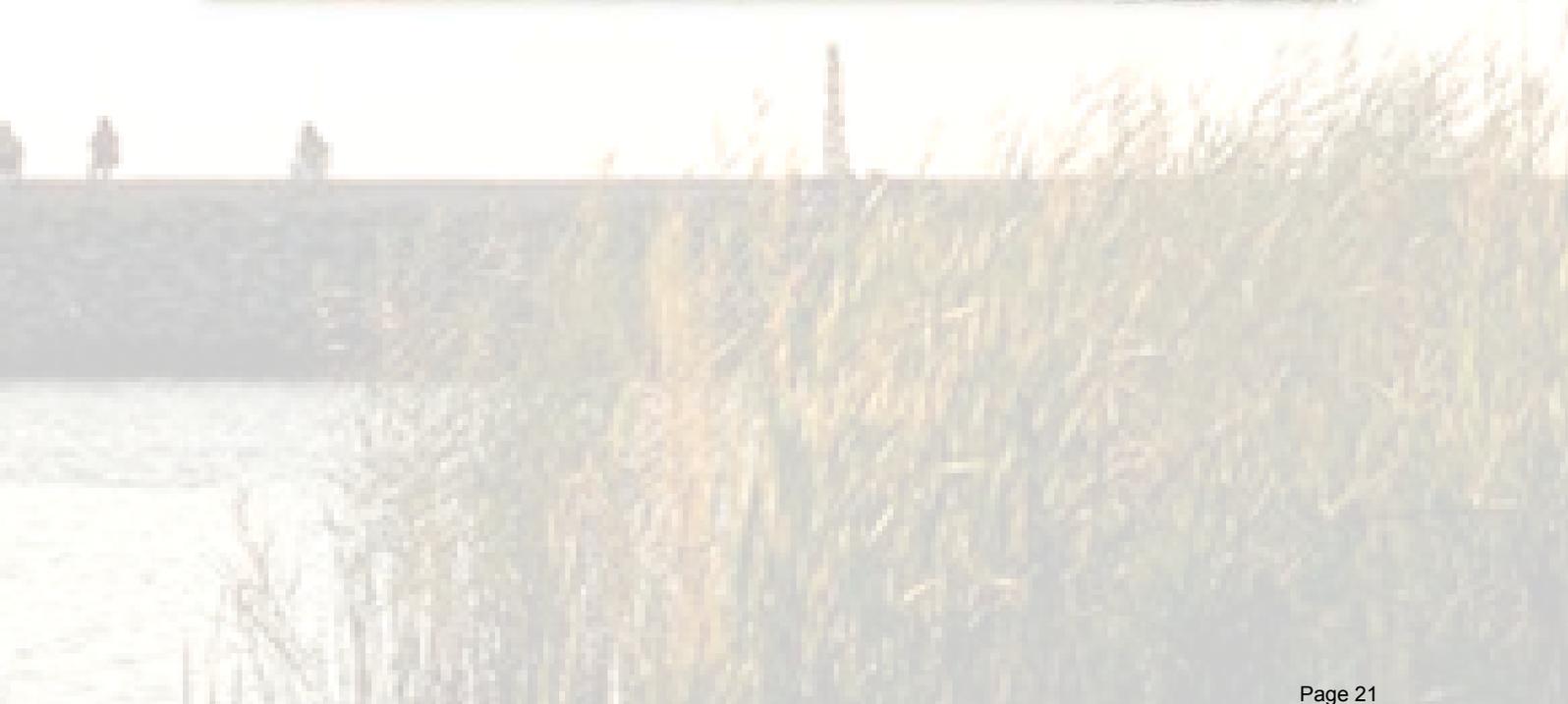
The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. 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





Department:	Public Services
Program Area:	Water Quality

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.

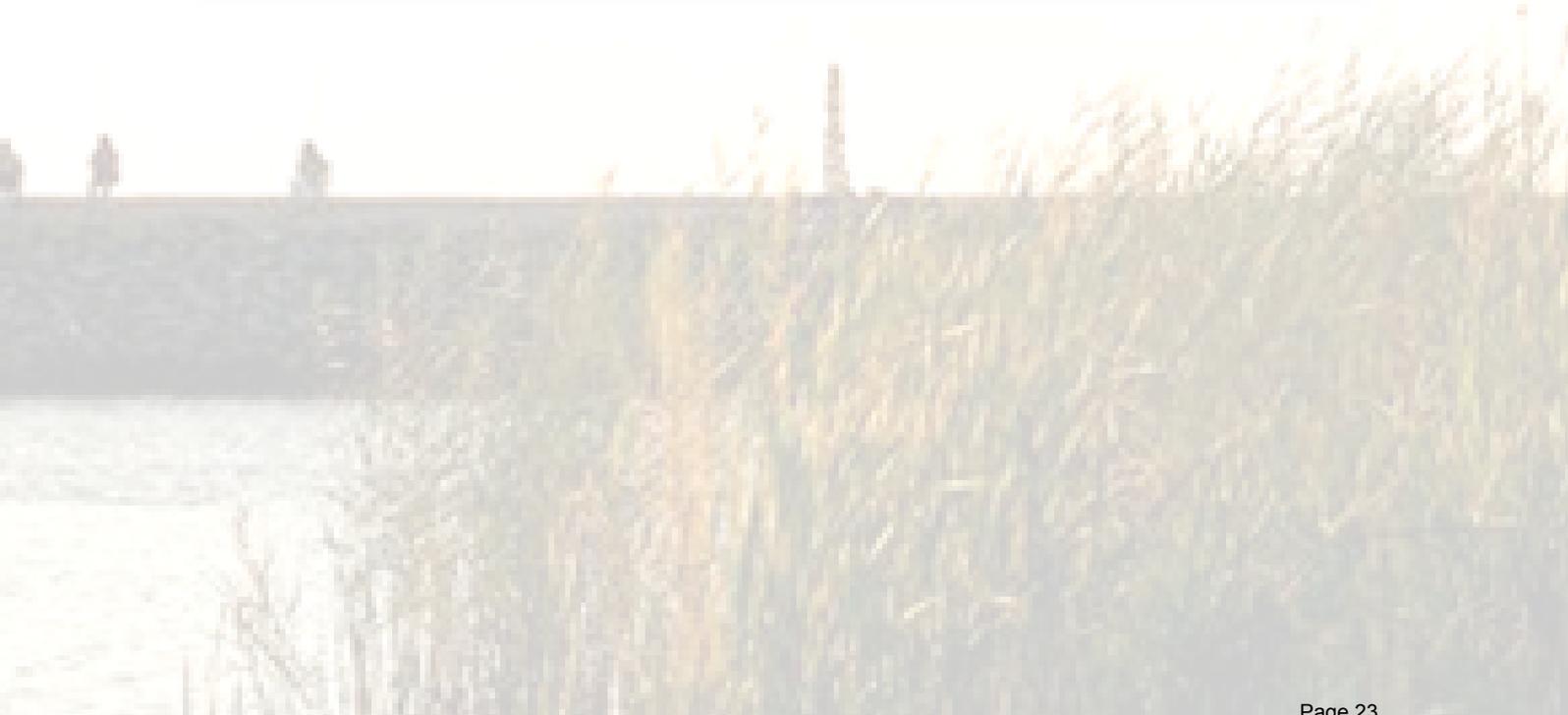
Accomplishments, 2013-2014:

- Initiated construction f 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.

*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.

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





Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

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





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”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

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

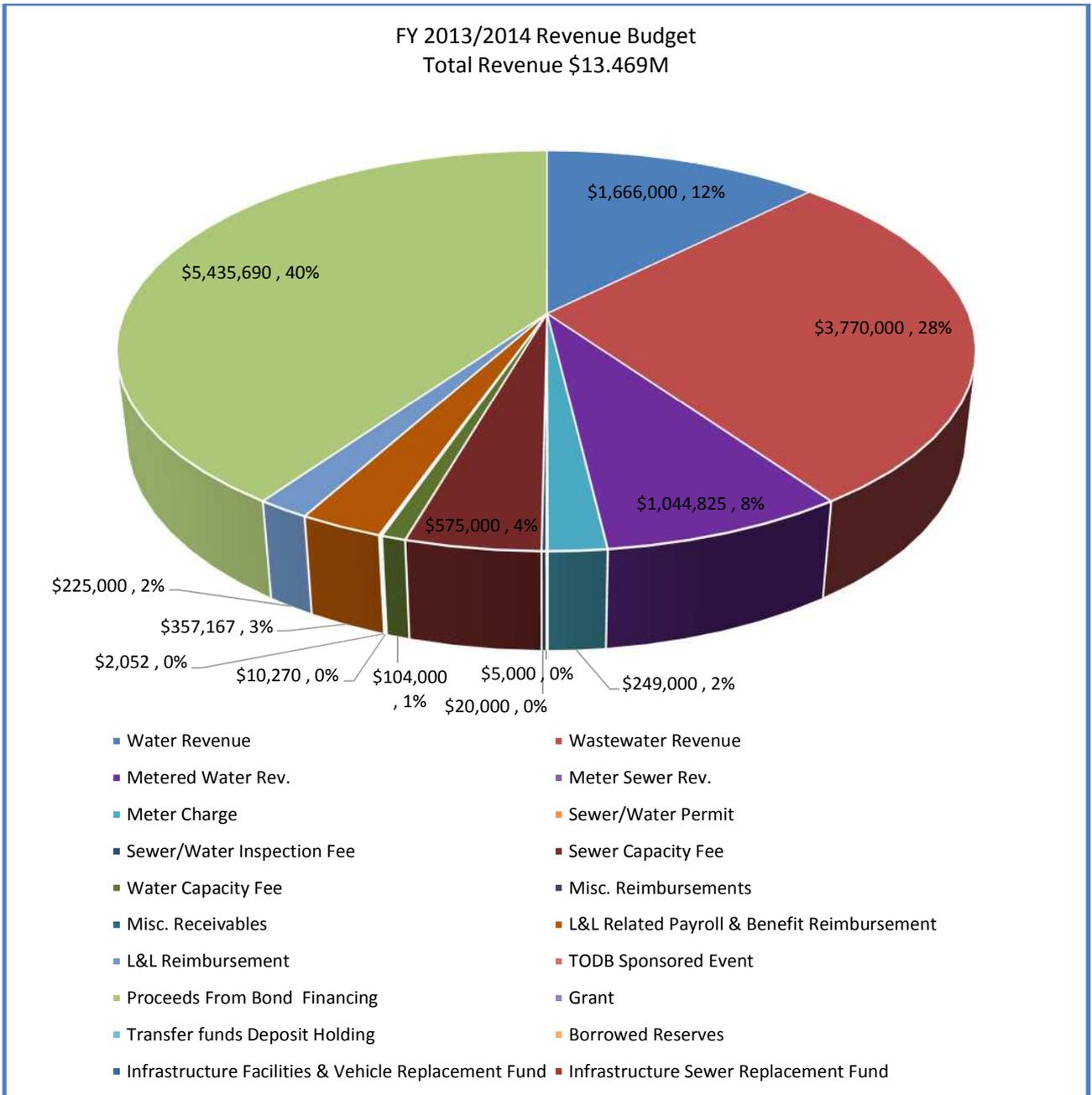


The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and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

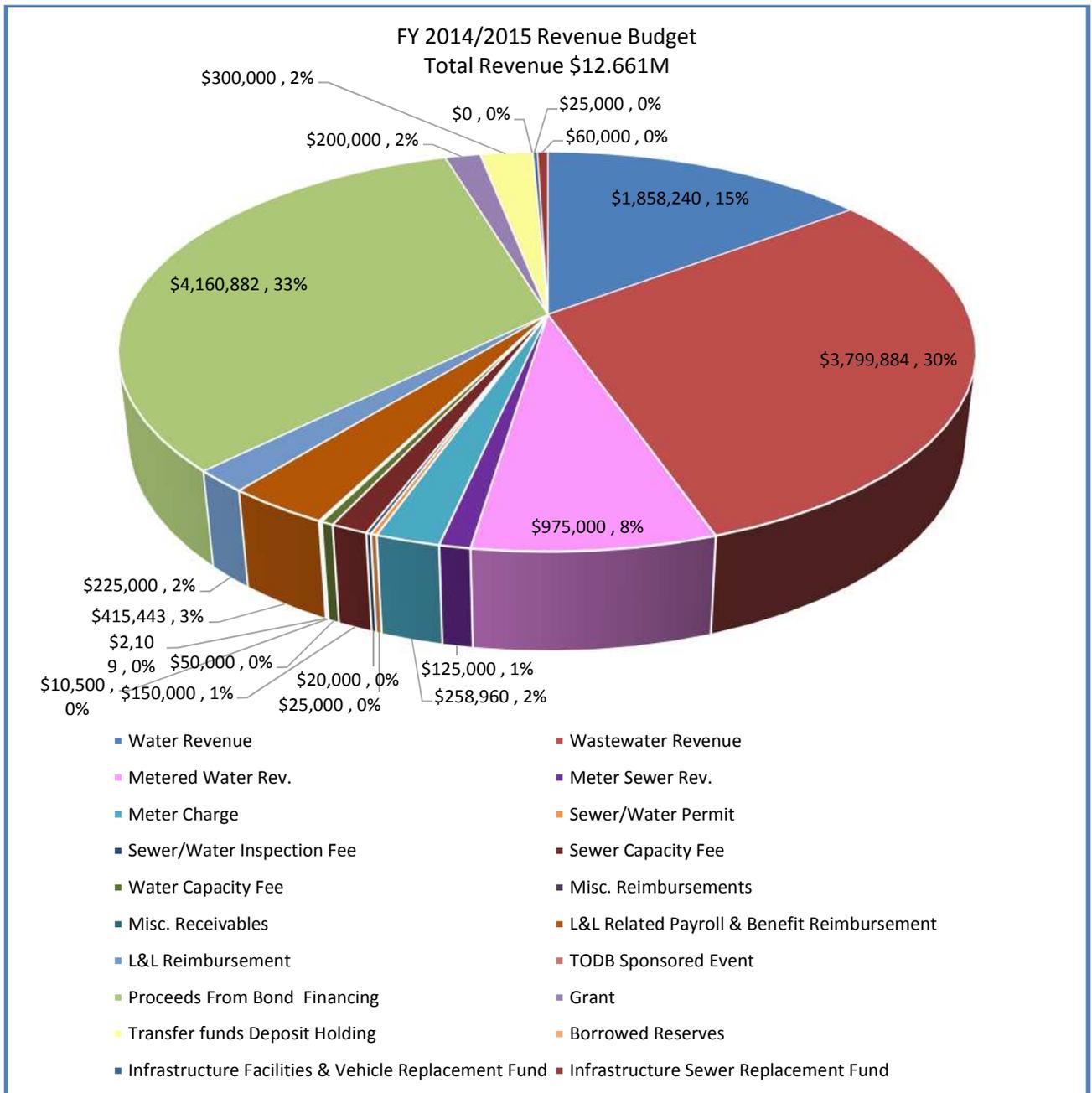
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

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		\$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				
Proceeds From Bond Financing	\$5,083,893	\$5,435,690	\$7,200,048	\$4,160,882	\$2,004,000
Grant				\$200,000	
Developer Deposit Holding Account				\$300,000	
Borrowed Reserves					
Infrastructure Facilities & Vehicle Replacement Fund				\$25,000	
Infrastructure Sewer Replacement Fund				\$60,000	\$115,000
Grand Total Revenue	\$12,791,483	\$13,469,004	\$14,911,493	\$12,661,018	\$10,356,527

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



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



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



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

Reserves	FY 12/13	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Water & Wastewater Reserves	\$3,748,767	\$4,241,220	\$4,272,154	\$4,272,154
Sewer Infrastructure Replacement Fund	\$350,000	\$550,000	\$750,000	\$950,000
Pumps/Motors Replacement Fund	\$90,000	\$140,000	\$190,000	\$240,000
Water Infrastructure Replacement Fund	\$300,000	\$500,000	\$700,000	\$900,000
Generators Replacement Fund		25,000	\$50,000	\$75,000
Facilities & Vehicles Replacement Fund	\$130,000	\$180,000	\$230,000	\$280,000
Reserves Total	\$3,748,767	\$4,241,220	\$4,272,154	\$4,272,154
Infrastructure Replacement Total	\$870,000	\$1,395,000	\$1,920,000	\$2,445,000
Total Reserves	\$4,618,767	\$5,636,220	\$6,192,154	\$6,717,154

**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 \$6,024,046 in FY 14/15 and \$6,106,805 in FY 15/16 for a total of \$12,129,851 over two years. This represents an increase of \$298,125 or 6% over FY 2013-2014 and a reduction of (\$17,090) in 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 Electrical Utilities. This increase of \$20,000 represents the new plant upgrades that have been taking place under the five year Capital Improvement Plan. The last major change to the operating and maintenance budget is in Large Item Preventative & Corrective Replacement which represents a new budget amount of \$100,000. This new budget line reduces Repairs and Maintenance by \$100,000.

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	\$5,285,504	\$5,285,504	\$5,071,096	\$5,115,736
Total	\$6,196,803	\$6,196,803	\$6,024,046	6,106,805

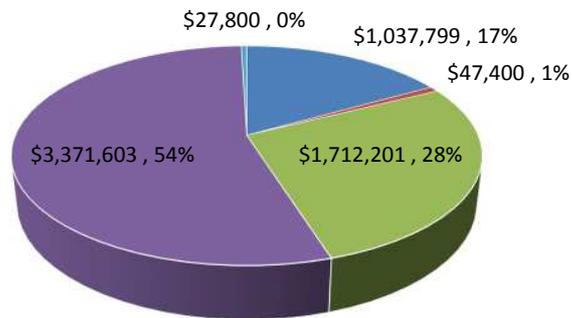
Administration Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
Salary & Wages				
Salary & Wages	\$906,299	\$906,299	\$373,899	\$388,855
Employer Taxes			\$41,544	\$43,206
Overtime	\$5,000	\$5,000		
Operation & Maintenance				
Landscape Related Reimbursable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

Water Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
Salary & Wages				
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
Board of Directors				
Compensation	\$16,560	\$16,560	\$16,560	16,560
Travel	\$1,600	\$1,600	\$2,400	\$2,400
Trainings, Meetings	\$800	\$800	\$800	\$800
Consulting Services				
Consulting Services	\$84,000	\$84,000	\$153,320	\$109,000
Waste Water Service Contract	\$478,720	\$478,720	\$489,430	\$504,112
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
Operations & Maintenance				
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	\$251,600	\$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	\$296,381	\$296,381	\$97,463	\$97,642
Inter-Governmental Charges				
Inter-Governmental	\$11,120	\$11,120	\$13,814	\$13,440
Water Fund Total	\$1,795,901	\$1,795,901	\$1,925,229	\$1,941,714

Wastewater Division	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Proposed Budget	FY 15/16 Proposed Budget
Salary & Wages				
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
Board of Directors				
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
Consulting Services				
Consulting Services	\$126,000	\$126,000	\$229,980	\$163,500
Waste Water Service Contract	\$718,080	\$718,080	\$734,145	\$756,169
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				
Operations & Maintenance				
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	\$382,400	\$425,708
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	\$1,043,071	\$1,043,071	\$740,484	\$740,670
Inter-Governmental Charges				
Inter-Governmental	\$16,680	\$16,680	20,720	\$20,160
Wastewater Fund Total	\$3,268,602	\$3,68,602	\$3,458,374	\$3,483,029
Total Budget	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget	FY 15/16 Budget
	\$6,196,803	\$6,196,803	\$6,024,046	\$6,105,805

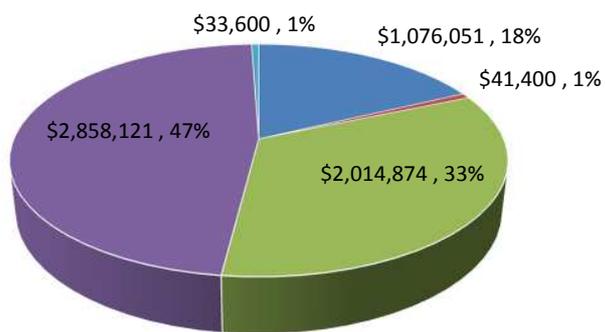


FY 2013/2014 Operations & Maintenance Budget
Total Expenditures \$6.196M



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

FY 2014/2015 Operations & Maintenance Budget
Total Expenditures \$6.024M



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

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



The Capital Improvement Program for Fiscal Year 2014-2016 is valued at \$11,213,072 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 \$3,366,000 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 13 projects at a total combined cost of \$4,688,952; 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. \$758,000 is allocated for approved CIP projects including, Collection System Pump Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, Valve Replacement Project, Monitoring Well WWTP#2; 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 4 planned Building & Improvement projects totaling \$525,000. These projects included \$25,000 for Well #2 Building Roof and Structure Replacements & Repairs, \$150,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2, \$150,000 for the design work for District offices to be

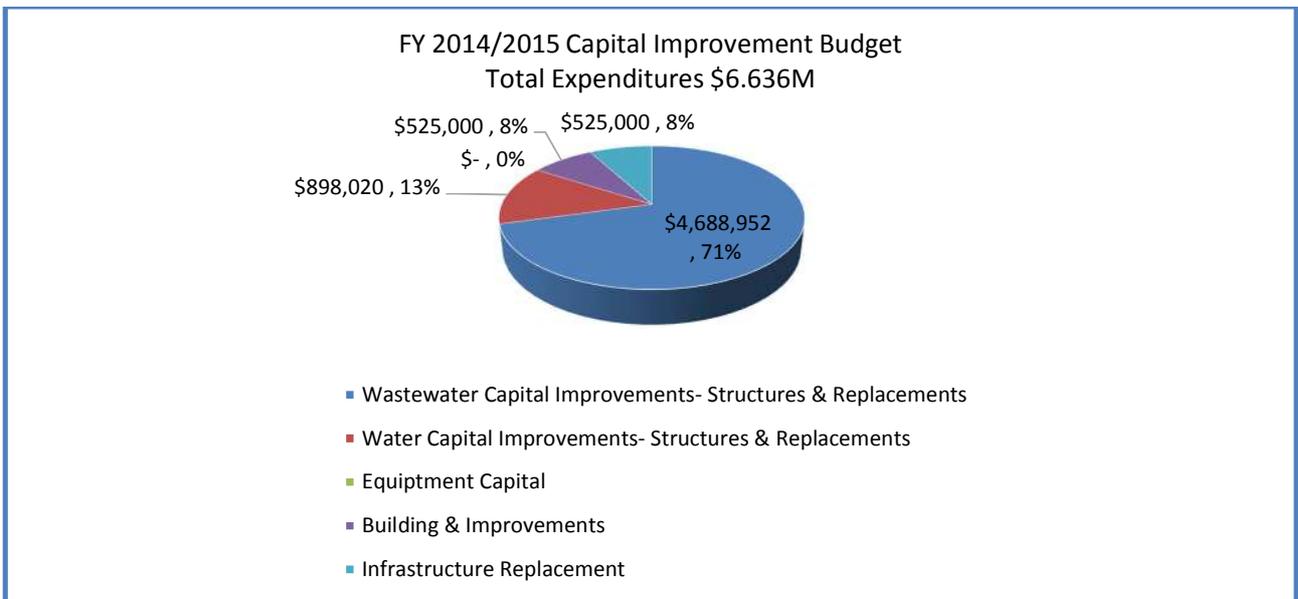
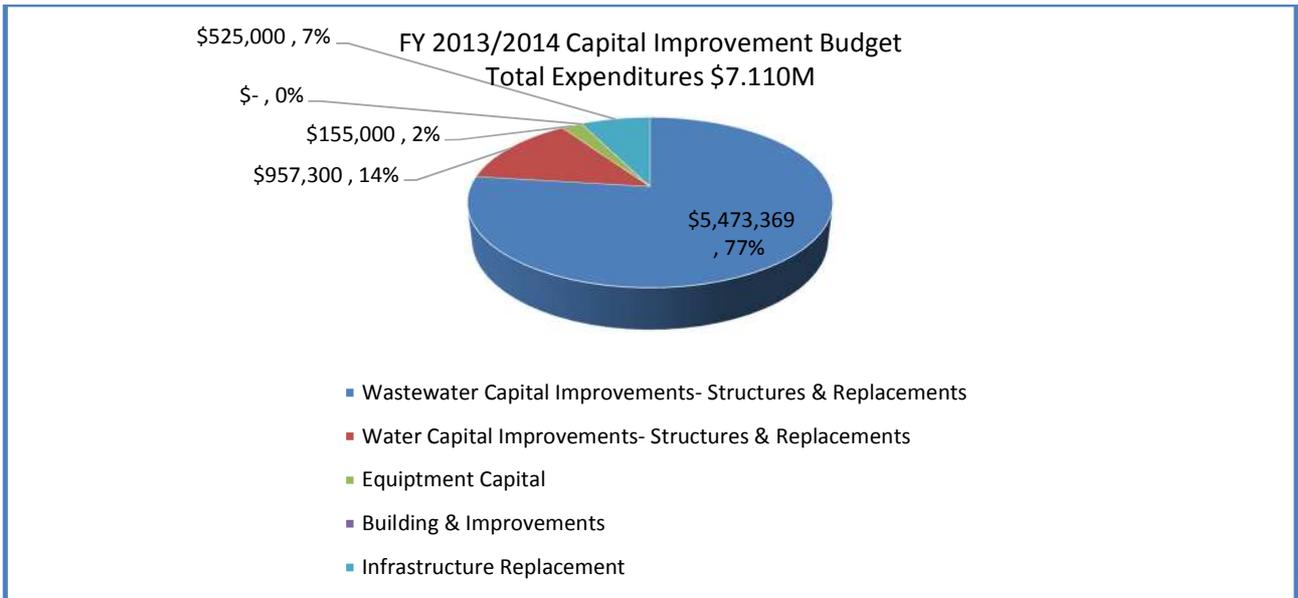
built on the Community Center property, and \$200,000 anticipated Grant Funding for a Reclaimed Water Project.

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	\$5,473,369	\$5,473,369	\$4,688,952	\$3,097,620
Water Capital Improvements & Structures Replacement	\$957,300	\$957,300	\$898,020	\$663,480
Vehicle Capital				40,000
Equipment Capital	\$155,000	\$155,000		
Building & Improvements			\$525,000	\$250,000
Infrastructure Replacement	\$525,000	\$525,000	\$525,000	\$525,000
Total Capital Improvements	\$7,110,669	\$7,110,669	\$6,636,972	\$4,576,100





		5/31/2014	Adopted 2013/2014 Budget	Modified 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Proposed 2018/2019 Budget	Total Proposed 5 year Budget 2014/2019 Budget	Full Project Budget
1100	Equipment										
	Electronic Message Board	37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	Boom Lift	38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
	Security Camera's	39	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Leak Detection Tool	66	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	2 Yard Tractor	64	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	Equipment Total		\$ 155,000	\$ 155,000	\$ -	\$ 205,000					
1120	Vehicles										
	Vehicle	A	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 70,000
	Vehicle Total		\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 70,000
1150	CIP Building & Improvements										
*****	Well #2 Building Roof and Structure Replacements & Repairs		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Vehicle Storage Facility	73	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 100,000
*****	Reclaimed Water Project	74	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
*****	District Offices	75	\$ -	\$ -	\$ 150,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000
	CIP Building & Improvements Total		\$ -	\$ -	\$ 525,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,750,000	\$ 2,700,000
21-1155	CIP wastewater										
	Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ 37,500	\$ -	\$ 212,500	\$ -	\$ -	\$ 250,000	\$ 250,000
	Secondary Effluent Equalization	6	\$ -	\$ -	\$ 69,380	\$ 610,620	\$ -	\$ -	\$ -	\$ 680,000	\$ 680,000
	Effluent Filtration	7	\$ -	\$ -	\$ 290,490	\$ -	\$ 2,161,755	\$ 2,161,755	\$ -	\$ 4,614,000	\$ 4,614,000
	Total	5,6,7	\$ -	\$ -	\$ 397,370	\$ 610,620	\$ 2,374,255	\$ 2,161,755	\$ -	\$ 5,544,000	\$ 5,544,000
	Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Upgrade UV Disinfection	10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 1,080,000	\$ 1,200,000	\$ 1,200,000
	Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ -	\$ 270,000	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ 650,000	\$ 650,000
	SCADA Improvements	16	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
	Fiber to Plant 1	36	\$ 42,015	\$ 42,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	NPDES permitt Renewal	65	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000
	CIP Wastewater Total		\$ 567,015	\$ 82,015	\$ 1,017,370	\$ 900,620	\$ 2,564,255	\$ 2,321,755	\$ 1,080,000	\$ 7,884,000	\$ 7,934,000
20-1160	CIP Water										
	<u>Source Capacity</u>										
	Well 7	51	\$ 627,300	\$ 627,300	\$ 627,300	\$ -	\$ -	\$ -	\$ -	\$ 627,300	\$ 1,476,000
	Well 8	52	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300	\$ 1,516,000	\$ 1,516,000
	Well 1B pump Equipment Upgrade	53	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	<u>Treatment Filter at Willow Lake</u>										
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ 20,720	\$ 238,280	\$ -	\$ -	\$ -	\$ 259,000	\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	55	\$ -	\$ -	\$ -	\$ 28,800	\$ 331,200	\$ -	\$ -	\$ 360,000	\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ 72,000	\$ 72,000
	Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ 28,800	\$ 28,800
	CIP Water Total		\$ 707,300	\$ 657,300	\$ 648,020	\$ 317,080	\$ 630,600	\$ 673,100	\$ 594,300	\$ 2,863,100	\$ 3,741,800
21-1170	Structures & Improvements Wastewater										
	Influent Pump Station Modifications	1	\$ 981,360	\$ 981,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320	\$ 355,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 243,000
	Total 1, 2 & 3	1, 2 & 3	\$ 1,450,890	\$ 1,450,890	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 1,659,881
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 435,000	\$ 3,006,000	\$ 2,004,000	\$ -	\$ -	\$ -	\$ 5,010,000	\$ 6,050,000
	Reverse Osmosis Facilities	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 385,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
	Total 13 & 14	13 & 14	\$ 385,000	\$ 385,000	\$ -	\$ 4,600,000					
*****	Upgrade Ox Ditch 1	71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
*****	Upgrade Ox Ditch 2	72	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*****	Valve Replacement Project		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Monitoring Well WWTP#2		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Sandblast & Epoxy Clarifier #1 WWTP#1		\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -

		Adopted 2013/2014 Budget	Modified 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Proposed 2018/2019 Budget	Total Proposed 5 year Budget 2014/2019 Budget	Full Project Budget
*****	Relocate Control Panel from L/S F to L/S C			\$ -	\$ 40,000					
	Rehab Manholes	40	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ -	\$ 74,000	\$ 110,000
	Raise Manholes	41	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 40,000	\$ 60,000
	Spare NTU Sensor	42	\$ 20,000	\$ 20,000					\$ -	\$ 20,000
	Road Crossing Ramps	43							\$ -	\$ 15,000
	Salinity Project	44	\$ 49,964	\$ 49,964					\$ -	\$ 50,000
	Lift Station F Rehab	62	\$ 250,000	\$ 250,000	\$ 413,372	\$ -	\$ -	\$ -	\$ 413,372	\$ 580,000
	UV Bank	63	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
*****	Lift Station Rehabilitation Project	76	\$ -	\$ 50,000	\$ 50,000				\$ 50,000	\$ 50,000
*****	Plant 1 RAS Pumpstation Control Panel	77	\$ -	\$ 50,000	\$ -	\$ 50,000			\$ 50,000	\$ 50,000
	Structures & Improvements Wastewater Total		\$ 4,906,354	\$ 2,968,854	\$ 3,671,582	\$ 2,197,000	\$ 78,000	\$ 80,000	\$ 5,751,582	\$ 13,594,881
20-1170	Structures & Improvements Water									
	<u>Water Distribution System</u>									
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	60	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 1,860,960	\$ 1,860,960
	<u>Storage Tanks</u>									
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -	\$ -	\$ 86,400	\$ 993,600	\$ -	\$ 1,080,000	\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade	45	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 25,000
	Security Door Locks	46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Structures & Improvements Water Total		\$ 250,000	\$ -	\$ 250,000	\$ 346,400	\$ 1,743,600	\$ 610,960	\$ 2,950,960	\$ 2,975,960
1180	Infrastructure Replacement Fund									
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ -
20/21-1180	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ -
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ -
all depts	Generators Replacement Fund Program	67	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	\$ -
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ -
	Infrastructure Replacement Fund Total		\$ 525,000	\$ 2,625,000	\$ -					
	Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 161,332						\$ -	
	Capital Totals		\$ 1,674,979	\$ 989,979	\$ 1,858,000	\$ 1,508,000	\$ 3,770,400	\$ 1,900,260	\$ 9,855,960	\$ 7,761,960
	Grant Financed Totals		\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
	Bond Financed Totals		\$ 5,435,690	\$ 3,398,190	\$ 4,160,882	\$ 2,004,000	\$ -	\$ -	\$ 6,164,882	\$ 14,615,881
	Growth Induced Totals		\$ -	\$ -	\$ 418,090	\$ 1,064,100	\$ 3,771,055	\$ 2,310,555	\$ 8,643,800	\$ 8,643,800
	Total Capital		\$ 7,110,669	\$ 4,388,169	\$ 6,636,972	\$ 4,576,100	\$ 7,541,455	\$ 4,210,815	\$ 24,864,642	\$ 31,221,641

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



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.

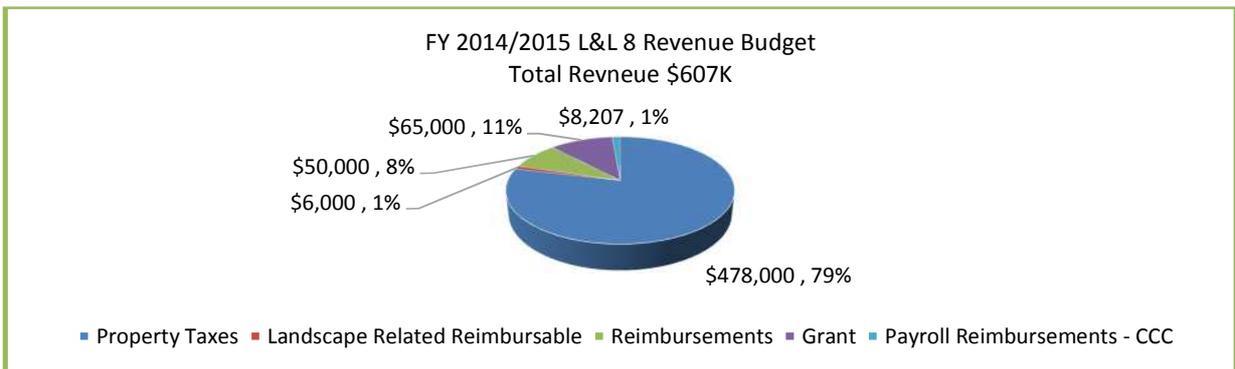
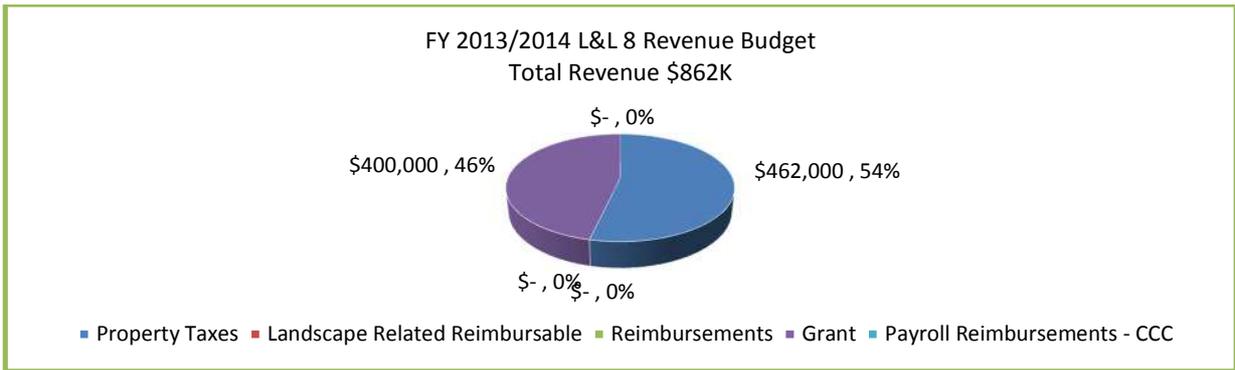
Contra Costa County Landscape & Lighting Zone #61:

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**



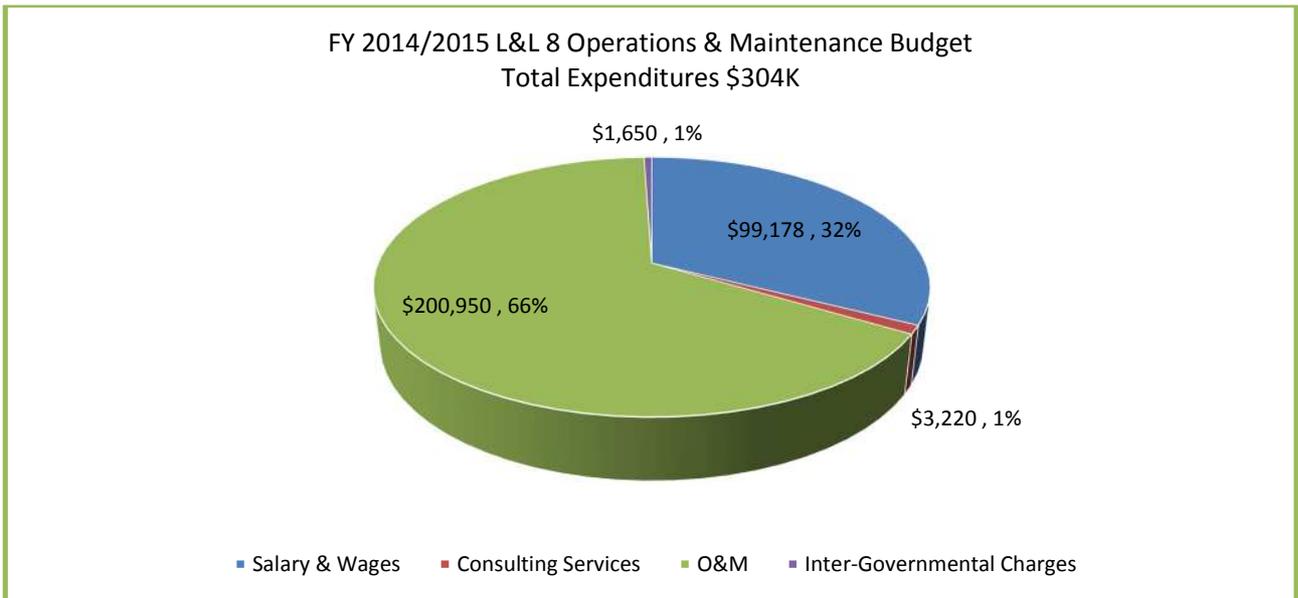
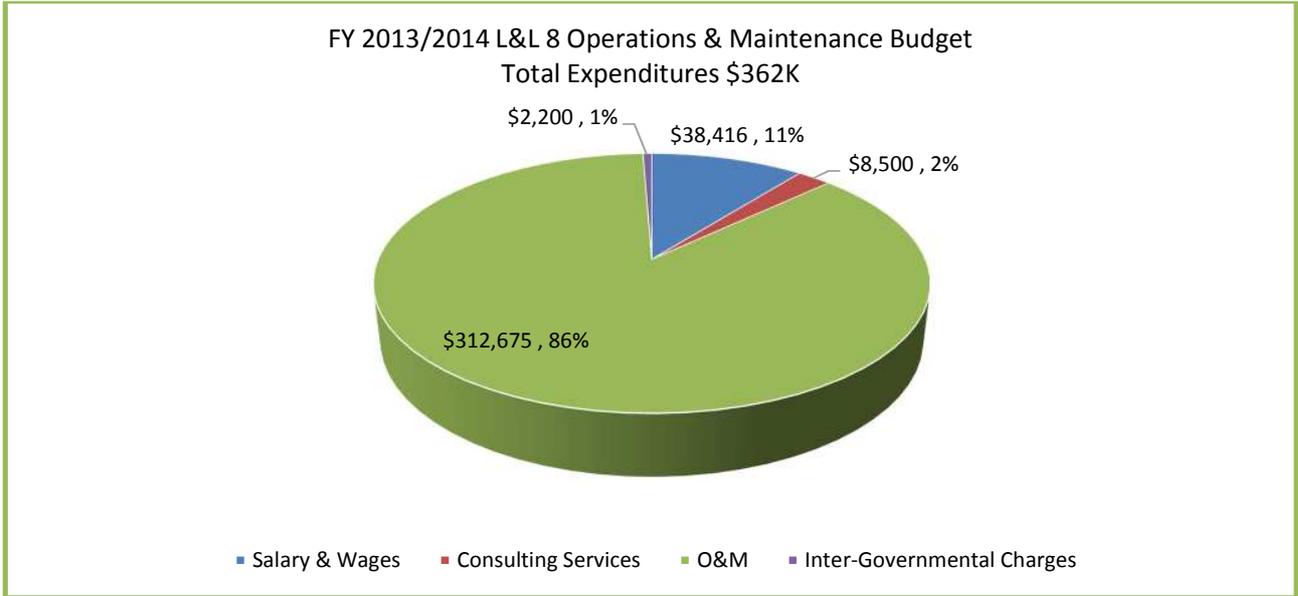
L&L 8 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$462,000	\$478,265	\$478,000	\$478,000
Grant	\$400,000	\$400,000	\$65,000	
Landscape Related Reimbursable		\$6,000	\$6,000	\$6,000
Reimbursements		\$10,857	\$50,000	
Payroll Reimbursable		\$5,708	\$8,206	\$8,206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



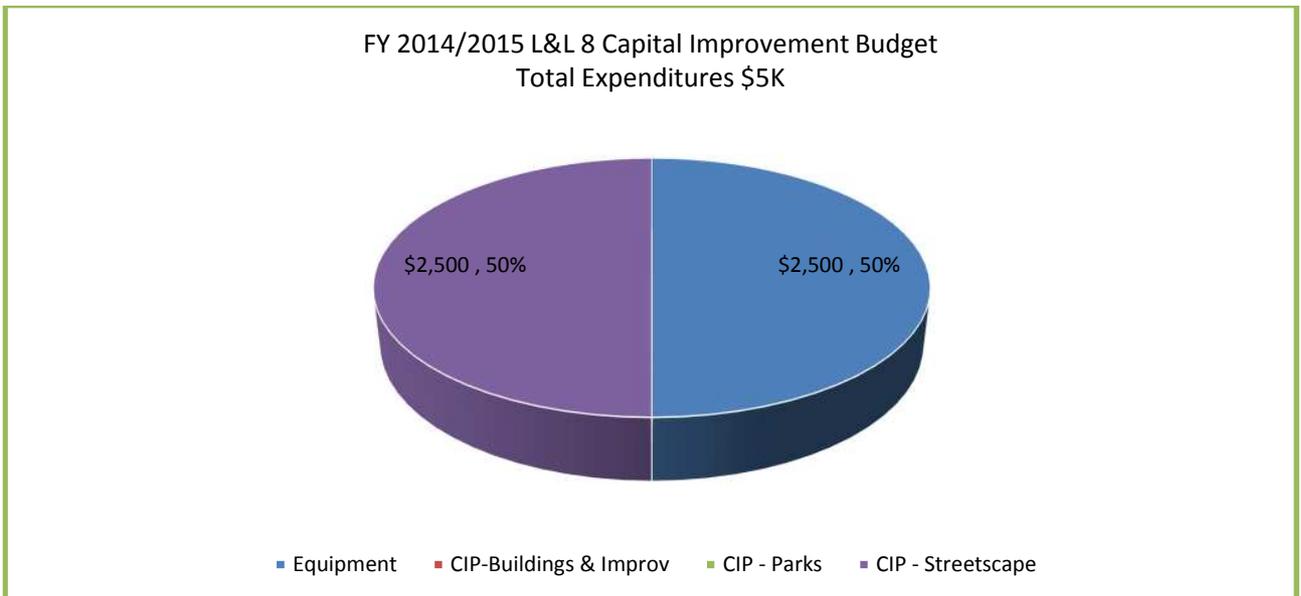
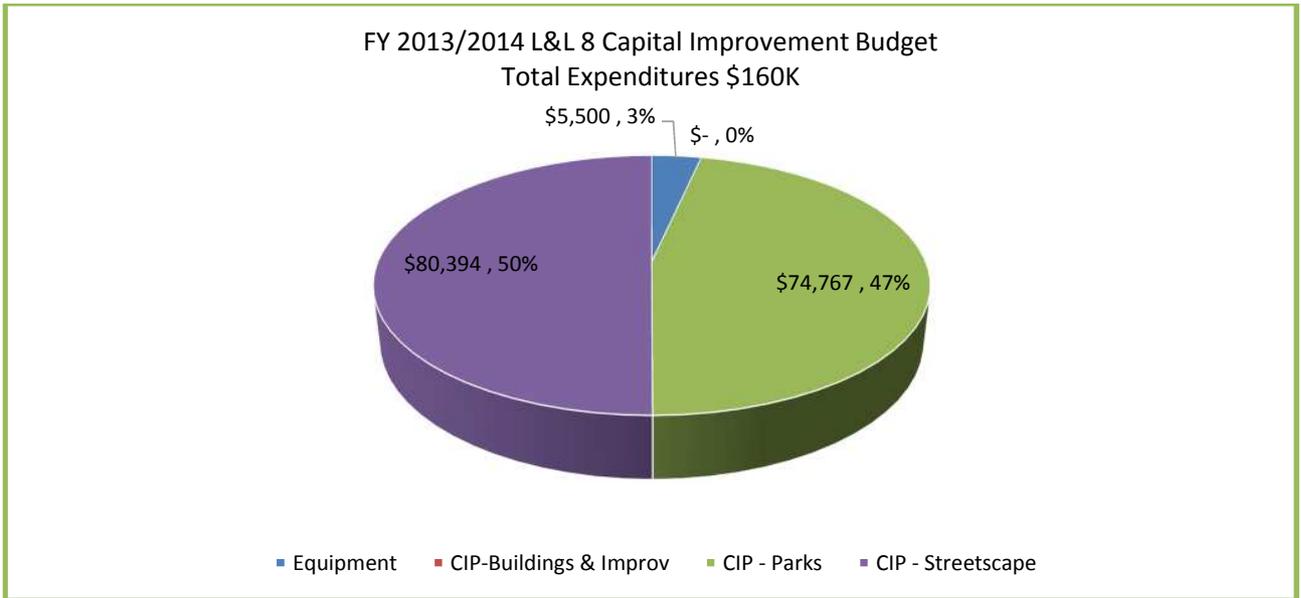
L&L 8 Expenditures	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$38,416	\$51,086	\$89,259	\$94,259
Employer Taxes			\$9,917	\$9,917
Temp Employees		\$4,191		
Consulting				
Consulting Services	\$3,500	\$4,007		
Legal	\$500	\$500	\$1,000	\$1,000
Audit	\$2,215	\$2,215	\$2,220	\$2,220
Operations & Maintenance				
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
Inter-Governmental Charges				
Inter-Governmental Charges	\$2,200	\$2,195	\$1,650	\$1,650
Total Expenditures	\$361,791	\$281,600	\$304,997	\$309,997

L&L 8 Capital Improvement	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
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
Total Revenue	\$160,661	\$81,436	\$19,500	\$5,000

**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.

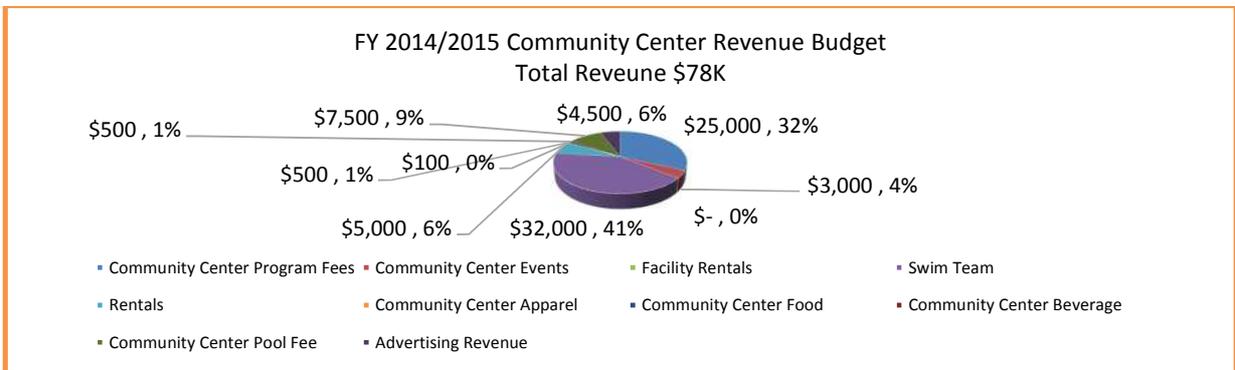
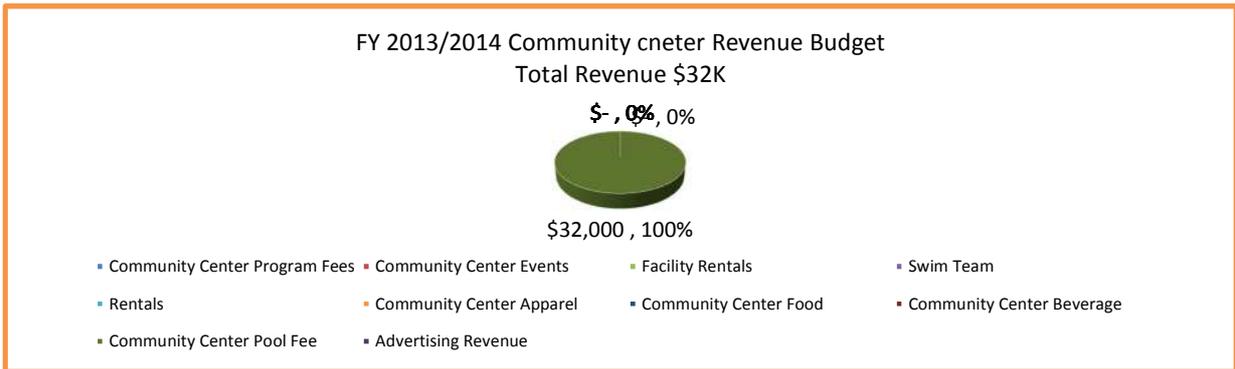
The Town of Discovery Bay closed escrow on a 7.25 acre parcel for the Town's Community Center. The site was formerly the Discovery Bay Athletic Club, and is located at 1601 Discovery Bay Boulevard, across from the Discovery Bay Shopping Center. The site consists of a 5,025 sq.ft building, an 8 court 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.

**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
Total Revenue	\$32,000	\$71,202	\$78,100	\$78,100



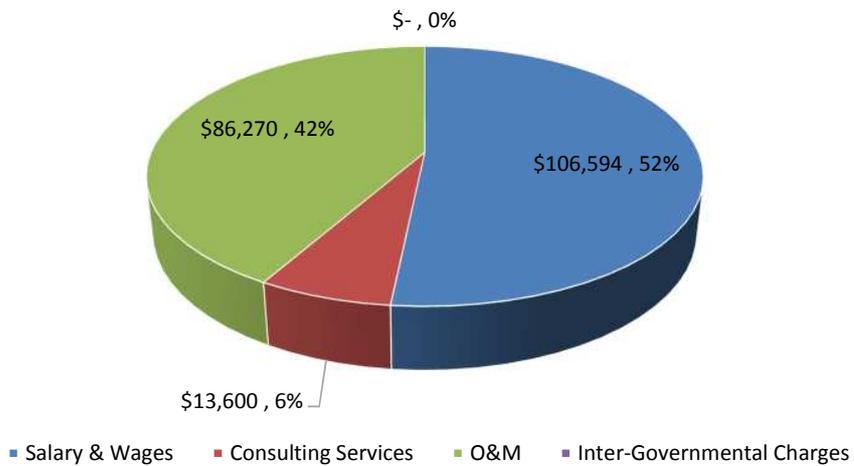
Community Center Expenses	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$81,241	\$107,567	\$156,518	\$161,518
Employer Taxes			\$17,390	\$17,390
Temp Employees	\$25,352	\$8,326		
Consulting				
Consulting Services	\$13,600	\$10,149		
Legal		\$1,350	\$1,500	\$1,500
Audit				
Operations & Maintenance				
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
Inter-Governmental Charges				
Inter-Governmental Charges				
Total Expenditures	\$206,463	\$241,564	\$295,109	\$301,609

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

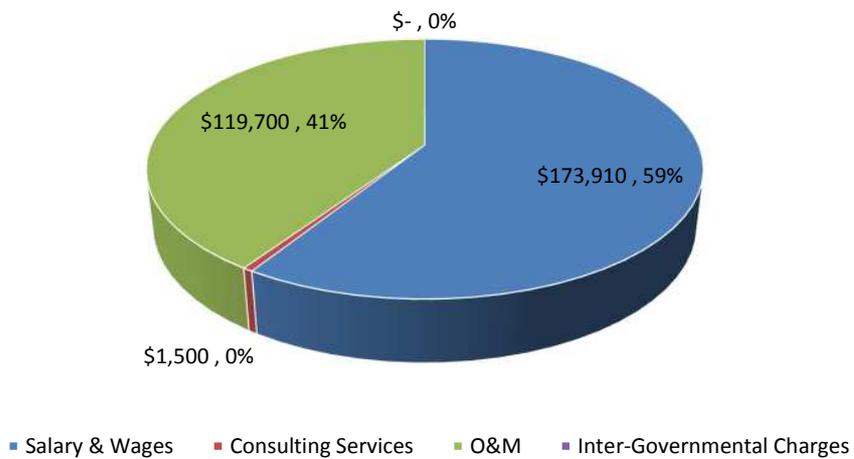
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Community Center Zone 8 Operation & Maintenance
 Budget**



FY 2013/2014 Community Center Operations & Maintenance Budget
 Total Expenditures \$206K



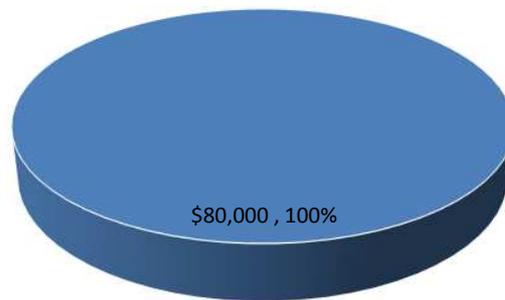
FY 2014/2015 Community Center Operations & Maintenance Budget
 Total Expenditures \$295K



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

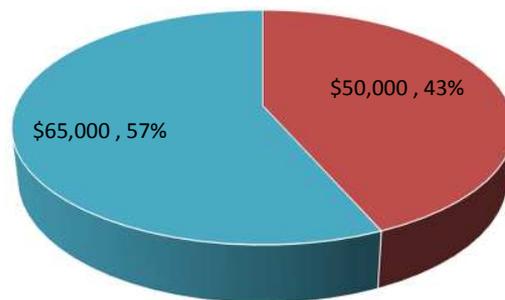


FY 2013/2014 Community Center Capital Improvement Budget
Total Expenditures \$80K



- 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

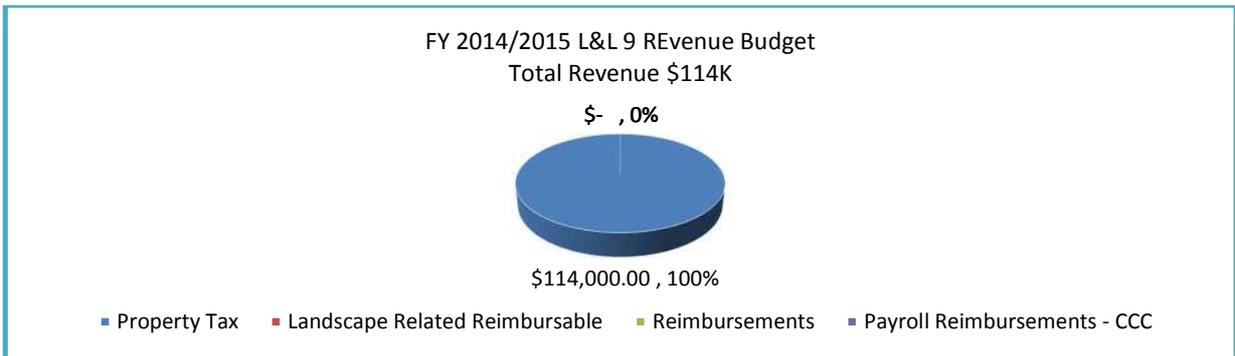
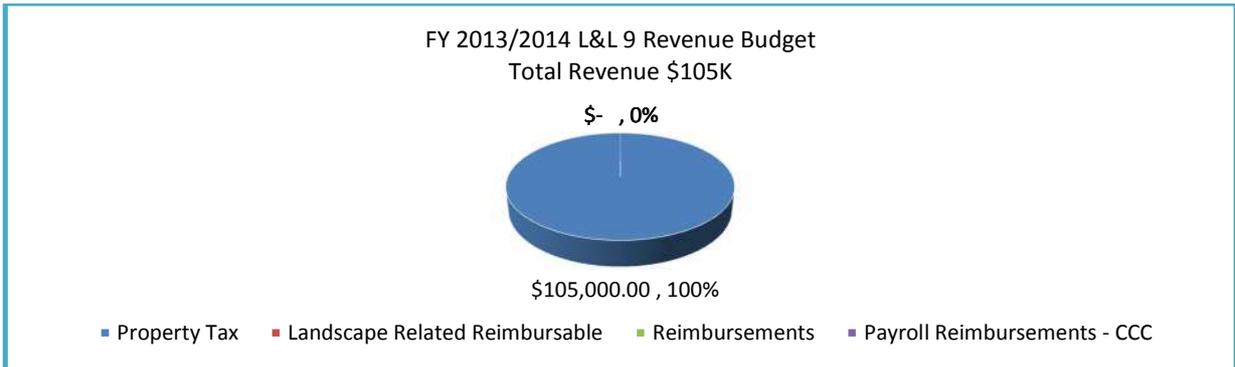


- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

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

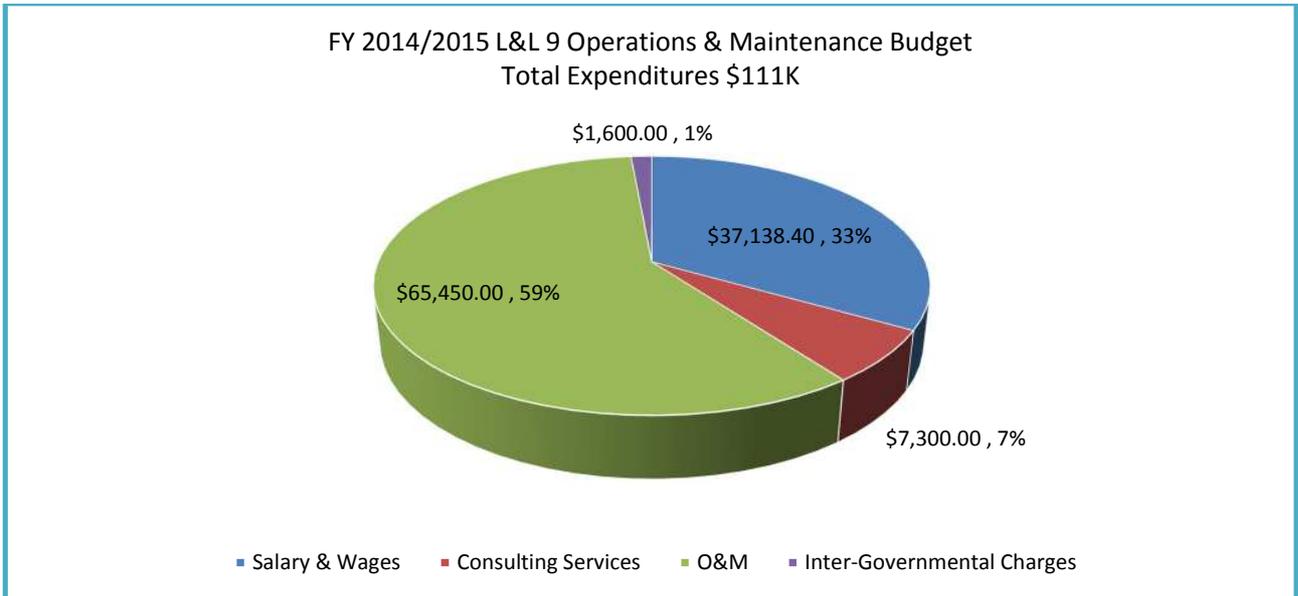
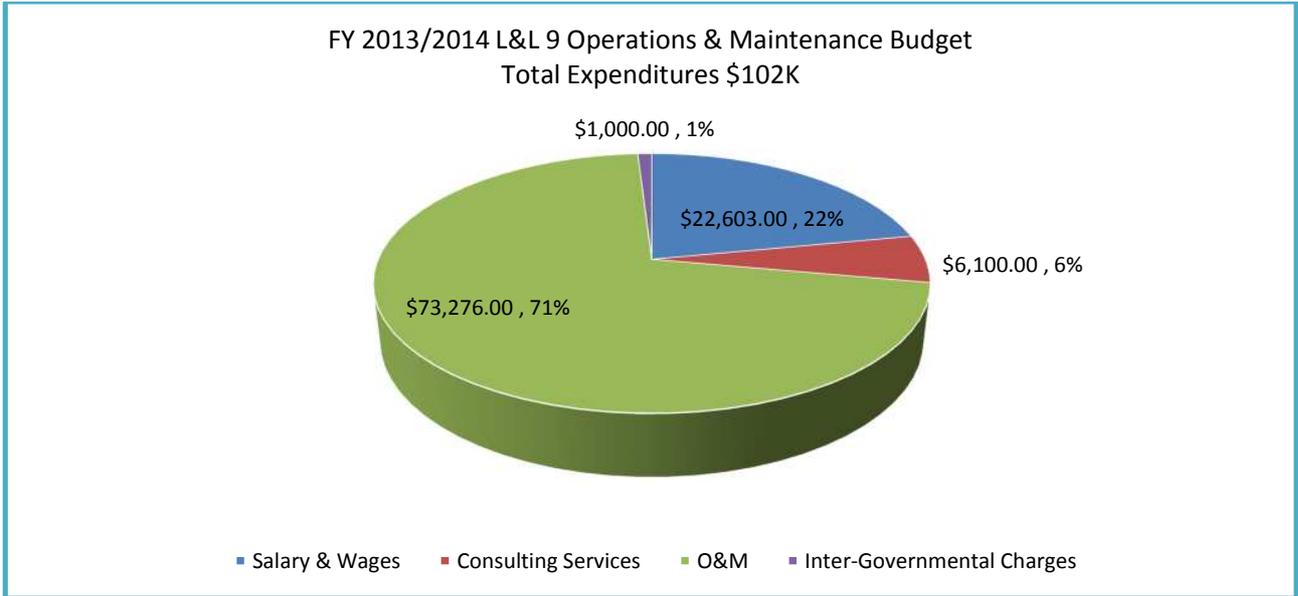


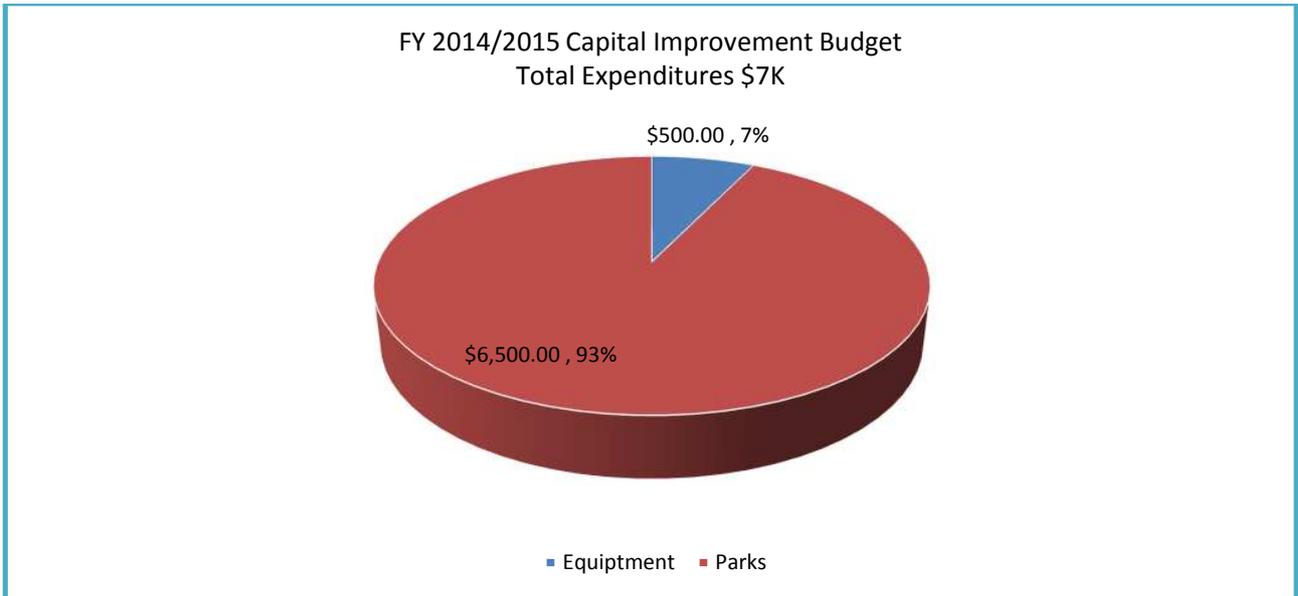
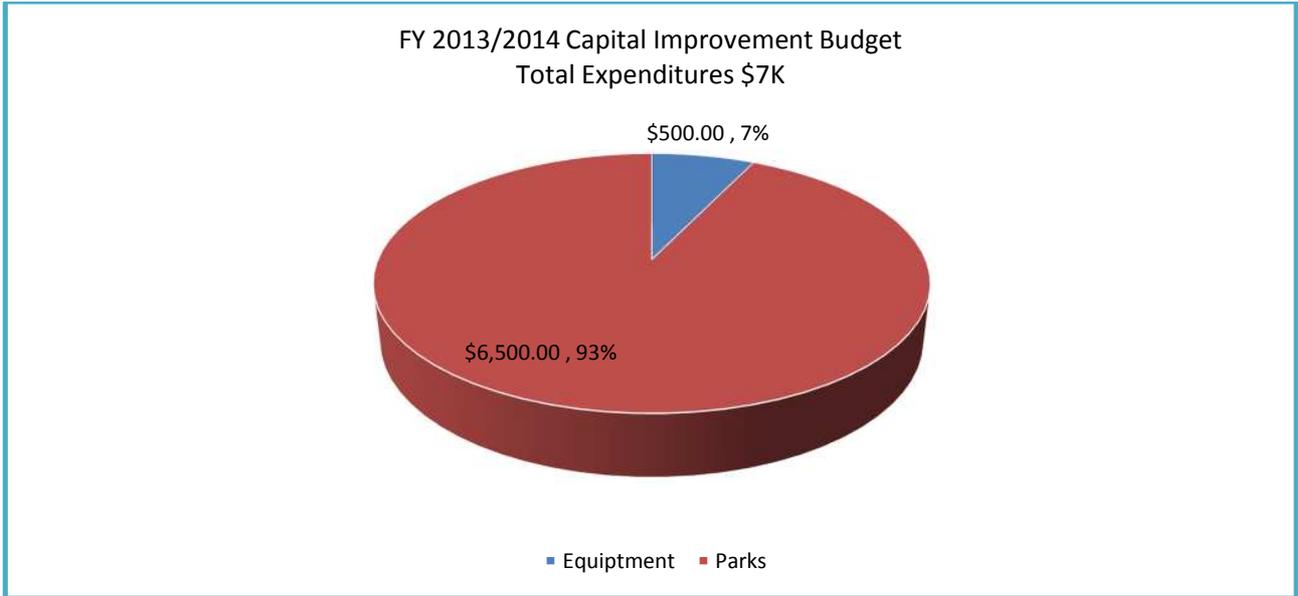
L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Property Tax	\$105,000	\$114,479	\$114,000	\$114,000
Landscape Related Reimbursements		\$2,400		
Reimbursements		\$4,342		
Payroll reimbursements	\$105,000	\$2,283		
Total Revenue	\$105,000	\$114,479	\$114,000	\$114,000



L&L 9 Expenditures	FY 13/14 Budget	FY 13/14 Estimated	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Temp Employees		\$4,827		
Consulting				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$2,215	\$2,200	\$2,220
Operations & Maintenance				
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
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,000	\$600	\$1,600	\$1,600
Total Expenditures	\$102,979	\$124,176	\$111,488	\$114,957

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







Appendix A

❖ Salary Range Tables

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



TOWN OF DISCOVERY BAY CSD								
Salary Range Table								
Effective July 1, 2011								
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





**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2014-13

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2014-15**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2014 and ending on June 30, 2015; and

WHEREAS, The Board of Directors held a Special Board Workshop on June 11, 2014 for the sole purpose of deliberating the Draft FY 2013-14 Operating, Capital Improvement and Revenue Budget; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2013-14 draft budget, and as may be amended.

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

- SECTION 1. The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2014-15 is hereby adopted.
- SECTION 2. The Budget Document for FY 2014-14 is incorporated herein and is made a part of this Resolution.
- SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th 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 18, 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 18, 2014

Prepared By: Fairin Perez, Parks and Landscape Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve Contract to Sierra Nevada Construction, Inc. for Slurry Seal of various recreational area facilities

Recommended Action

That the Board: (1) Award contract to Sierra Nevada Construction Inc., in the amount not to exceed \$45,826.00 for repair work (Slurry, Striping and Crack Fill) of various recreational area facilities; and (2) authorize the General Manager to execute all contracts or purchase orders.

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors (Board) approved repairs for Cornell Park and Ravenswood Park on the Discovery Bay Lighting and Landscape Zone 8 & 9 2013/2014 Operating and Capital Budget on June 19, 2013. Contra Costa County administration also identified funds for asphalt repairs at Regatta Park, Park and Ride, and the pedestrian pathway (Zone 57 & 35 and Park & Ride, respectively) on their FY 13/14 Operating and Capital Budget.

On May 13, 2014 the Contra Costa County Board of Supervisors awarded a contract for the 2014 Discovery Bay Asphalt Rubber Cape Seal project (Project No. 0672-6U2150-14) after a competitive bidding process. Sierra Nevada Construction, Inc. is the subcontractor handling the Slurry Seal portion of work under the prime contract. Staff has contacted Sierra Nevada Construction for proposals to include the recreational area facilities (Ravenswood Park parking lot, Regatta Park parking lot, Cornell Park parking lot, Park & Ride parking lot and the pedestrian trail in Zone 35) needing asphalt maintenance. The proposal received is priced directly in conjunction with the ongoing Contra Costa County project referenced above.

The approval of the contract to Sierra Nevada comes before the Board, instead of an extra work order under the County contract, due to the comingling of ownership and funds of the various locations. It was the opinion of Contra Costa County Public Works and Special Districts management, that issuance of approval of this slurry work would be streamlined, and potentially less expensive, if direct through our District.

The attached proposal from Sierra Nevada Construction, Inc. is only valid during the timeline of the Contra Costa County project No. 0672-6U2150-14, currently ongoing.

Financial Review:

All project costs have been budgeted within the FY 13/14 Discovery Bay Landscape and Lighting Zone 8 & 9 Operating and Capital Budgets, as well as Contra Costa County budgets LL2, Zones 57 and 35.

Zone / Area	Slurry Seal	Crack Fill*	Striping	Total	Budget
Zone 8 – Cornell Park parking lot	\$6,517.06	\$3,000.00	\$1,553.47	\$11,070.53	\$14,500.00
Zone 9 – Ravenswood Park parking lot	\$2,047.50	N/A	\$1,620.35	\$3,667.85	\$6,500.00
Zone 35 – Pedestrian Trail	\$5,360.99	\$3000.00	N/A	\$8,360.99	\$40,000.00*
Zone 57 – Regatta Park	\$5,623.80	\$3000.00	\$2,072.90	\$10,696.70	\$106,596.00*
Park & Ride Parking Lot	\$6,388.20	\$3000.00	\$2,641.38	\$12,029.58	\$43,000.00**
	\$25,937.55	\$12,000.00	\$7,888.1	\$48,825.65	

Please note that the budget amounts shown in County Zones 35, 57 are total amounts for the Capital Replacements fund. The Park and Ride budget amount was unavailable to staff; however, the fund balance site above \$57,000.00. The dollar amounts reflected in the Crack fill column are temporary. A final number was unavailable from the subcontractor at the time this report was drafted. It is anticipated that the total Crack fill portion of this work will not exceed \$12,000.00 for all projects; however, there may be fluctuations in the totals associated with each zone.

Fiscal Impact:

Amount Requested: \$45,826.00 (including \$12,000.00 contingency for Crack fill)
Sufficient Budgeted Funds Available: Yes (In all Zones)
Project / Fund: Varies as shown in table above Category: CAPITAL

Previous Relevant Board Actions for This Item

June 19, 2013 – Adoption of the FY 2013-14 Operating, Capital and Revenue Budgets by Resolution 2013-11

Attachments

Proposal 01-14-PU0001 – Sierra Nevada Construction

AGENDA ITEM: F-2



SIERRA NEVADA CONSTRUCTION, INC.

**Your General Engineering and
Pavement Maintenance Contractor**
Proposal / Sub-Quote

Phone: (916) 387-9619
Fax: (916) 387-9620
CA Lic No: 593393
NV Lic No: 0025565

To:	Fairin Perez	Phone:	(925) 303-0443 Cell
Company:	Town of Discovery Bay, CSD	Email:	fperez@todb.ca.gov
Project:	Discovery Bay Area - Park Parking Lots Slurry Seal	Product:	Slurry Seal
Bid Date:	Monday, June 09, 2014	Proposal #:	01-14-PU-0001

SNC is a UNION Signatory Contractor

Item #	Description	Quantity	Unit	Unit Cost	Item Cost
<u>Regatta Park</u>					
C. Fill	Apply Rubberized Crack Filler 1/4"+ Cracks	1	LS	TBD	TBD
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	15,450	SF	\$0.387	\$5,979.15
Stripe	Apply Thermo Stripe over Existing	1	LS	\$2,438.700	\$2,438.70
Regatta Park Total:					\$8,417.85
<u>Cornell Park</u>					
C. Fill	Apply Rubberized Crack Filler 1/4"+ Cracks	1	LS	TBD	TBD
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	17,904	SF	\$0.361	\$6,463.34
Stripe	Apply New Traffic Paint (No Thermo)	1	LS	\$1,755.600	\$1,755.60
Cornell Park Total:					\$8,218.94
<u>Park & Ride Lot</u>					
C. Fill	Apply Rubberized Crack Filler 1/4"+ Cracks	1	LS	TBD	TBD
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	17,550	SF	\$0.364	\$6,388.20
Stripe	Apply Thermo Stripe over Existing	1	LS	\$3,107.500	\$3,107.50
Park & Ride Lot Total:					\$9,495.70
<u>Ravenswook Park</u>					
C. Fill	Not Needed	N/A	LS	N/A	N/A
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	5,625	SF	\$0.573	\$3,223.13
Stripe	Apply Thermo Stripe over Existing	1	LS	\$1,906.300	\$1,906.30
Ravenswood Park Total:					\$5,129.43
<u>Walking Path</u>					
C. Fill	Apply Rubberized Crack Filler 1/4"+ Cracks	1	LS	TBD	TBD
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	14,728	SF	\$0.558	\$8,218.22
Stripe	No Striping Required	N/A	N/A	N/A	N/A
Walking Path Total:					\$8,218.22
Total of Above Areas (Less C. Fill):					\$39,480.14
<u>All Areas (Combined Pricing)</u>					
C. Fill	Apply Rubberized Crack Filler (As Listed Above)	1	LS	TBD	TBD
Slurry	Type 2 Slurry Seal - Black Agg Slurry Seal	71,257	SF	\$0.364	\$25,937.55
Stripe	Apply Thermo Striping / Paint (As Listed Above)	1	LS	\$7,888.100	\$7,888.10
Total if All Areas Accepted as One Project (Less C. Fill):					\$33,825.65
Option	Post Sweeping of Slurry Seal Only	1	EA	\$1,636.000	\$1,636.00
Option	Post NO Parking Signs for Slurry Seal	1	LS	\$561.000	\$561.00
Note:	Pricing above based on SNC performing Slurry Seal work in conjunction with ongoing Contra Costa County Project. If work is to be done after SNC has demobilized from project, pricing will have to be renegotiated.				
Total Bid Price:					TBD By Owner

Estimator: Mike Marchini

** Please see Inclusions & Exclusions on Attached Page/s. **

Non Pre-Vailing Wage Rates

Pre-Vailing Wage Rates

Federal Wage Rates

Sierra Nevada Construction, Inc.
8621 Morrison Creek Drive ~ Sacramento, CA 95828



Your General Engineering and
Pavement Maintenance Contractor
Proposal / Sub-Quote

Phone: (916) 387-9619
Fax: (916) 387-9620
CA Lic No: 593393
NV Lic No: 0025565

Proposal #: 01-14-PU-0001

Price Includes:

- Placement of emulsified asphalt Slurry Seal, utilizing the same materials as the Contra Costa Co Project.
Protection of existing manhole covers, water valve boxes and any other utility covers which can be easily covered in order to prevent slurry from sticking to it.
Quoted cost and invoice will be based on a minimum of the bid items above. Amounts over the bid quantities will be invoiced at the unit cost quoted.
Traffic control adequate for application of slurry seal until slurry has sufficiently cured to allow access to traffic.
Pre-Cleaning with hand brooms and blowers, prior to the application of slurry seal only.
One Slurry Seal mix design from other work with the same materials.

Price Excludes: The following items are not included unless SNC specifically includes them in the format of our proposal under "Includes."

- Any applicable permits or fees, inspection or inspection costs.
Notification of owners or agencies affected by the work.
Traffic plan, Flagging, Traffic signs, PCMS Boards, Attenuator Truck/Trailer, Posting No Parking Signs, Barricading, Notifications.
Testing, QA-QC plan & Inspection. SWPP Materials/Supplies and/or Placement. SWPC Manager.
Removal of items from work area and / or towing of vehicles from the work area.
Tack coat if required and / or rolling if required.
Adjustment of any utilities, marking of utilities.
Removal or roughening and / or replacement of existing pavement markings and markers.
Pavement markings Temporary or permanent raised pavement markers, installation or removal of any type.
Removal of oil, grease or any other extraneous materials which may affect the adherence of slurry to the existing pavement, Herbicide or weed sterilant.
Flushing of surface with water prior to the application of any materials.
Asphalt repairs, seal coat, striping, crack sealing or cleaning.
Removal & disposal of any refuse, tree limbs, or garbage piles. Tree Trimming.
Cleanup or any type of surface preparation prior to slurry seal.
Other project work items and / or any other work.
Post sweeping and or ravel sweeping. At least one post sweeping is recommended! Pricing is listed on Page 1.

Conditions:

Price is based on one (1) mobilization. Additional mobilizations available @ \$9,500 per mobilization, plus any additional materials and/or labor.
Work to be performed Monday through Friday during normal working hours of 7:00 a.m. until 5:00 p.m. Price for split shift, weekend or night work to be provided upon request.
Price is firm for acceptance within 30 days. Work must be scheduled 30 days in advance to assure crew availability. Application to be completed while SNC is performing current Contra Costa County Project in Discovery Bay.
SNC can provide a Waiver of Subrogation if required. Cost shall be reimbursed by the Contractor.
Owner / Prime Contractor to provide a suitable staging area for SNC operations to use to stockpile slurry aggregate, park equipment, and provide hydrant type or suitable water source within 1/2 mile of work location.

Credit Terms:

- SNC Terms are Net 30.
All Invoices are due and payable 30 days from Invoice Date.
Interest shall be paid at a rate of 1.5% per month to all late payments.

Acceptance: _____ Date: _____
Printed Name: _____

Please sign, date, and return. Please attach accurate billing information and phone number for any additional contact information.



No Back Up
Documentation
For Agenda Item # G



MONTHLY OPERATIONS REPORT

April 2014

Town of Discovery Bay, CA

1705 Days of Safe Operations

74,576 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: Take 5 Safety Tailgates (18) West Region Safety Council Call Monthly Regional Safety Webinar	3.0
Operations	
All Operators were trained on and certified with the fork-lift	6.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Quarterly Chronic Toxicity Report Quarterly Groundwater Report Monthly Coliform Report, California Department of Public Health (CDPH) Quarterly Chlorine Residual Report Quarterly Stage 2 Disinfection By-Products Report
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WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	92.98	2,595	0

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

2013 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.05	68.3	92.98		



July	August	September	October	November	December

Bacteriological Test Results:

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

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>MAR Lab Data</i>	<i>APRIL Lab Data</i>
Flow, MG Effluent, monthly total		39.12	37.88
Flow, MG Daily Influent Flow, avg.	N/A	1.27	1.46
Flow, MG Daily Discharge Flow, avg.	2.1	1.26	1.44
Effluent BOD ₅ , lbs/d, monthly avg.	350	30.7	20.4
Effluent TSS, lbs/d, monthly avg.	525	38.6	41.0
Effluent BOD ₅ , mg/L, monthly avg.	20	2.7	1.8
Effluent TSS, mg/L, monthly avg.	30	3.4	3.7
Total Coli form 7 day Median Max	23	3	7
Total Coli form Daily Maximum	240	4	8
% Removal BOD ₅ , monthly avg.	85% min.	97.4	97.4
% Removal, TSS, monthly avg.	85% min.	97.9	99.0
Electrical Conductivity, umhos/cm annual avg.	2100	2128 (YTD)	2117 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
1	<u>SSO No Discharge</u>	<u>No Discharge</u>	<u>15 gallons</u>

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
10	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	100	1	37.49

COLLECTION:

- Flushed **23,624 ft.** of sanitary sewer lines, YTD **66,000 ft.** 100.0% completed
- CCTV **43,564 ft.** 100.0% completed (Deadline is May 2014)
- Inspected **35** manhole & covers. YTD **178**
- SSO on April 22 19, 2014 Prescott & Clubhouse.
- Performed valve exercising
- Performed weekly lift station inspections.
- Inspected vaulted lift stations.

MAINTENANCE

Wastewater

- April 14, 2014 Ulridge Mayo came in as Maintenance Supervisor, Berney Sadler remained to train Mayo.
- The new Magna Rotor Brush was placed on line the first week of April.
- Replaced the inner bearing on no.1 rotor brush at plant no.1.
- Pulled the motor on Plant no.1 wasting pump no.2 and sent it out for rewind in January, the motor was installed this month.
- Replaced the air compressor condensate line on the Golf Course Valve Station.
- Collections Technician assisted PIC with grit removal at the Influent Pump Station.
- Plant no.1 Screenings Compactor failed.
- Clarifier scum pump failed and needs to be replaced.
- Began testing diazinon & chloropyrifos as a study for the new NPDES permit.
- Cooper Control performed wastewater calibrations.
- Parkson came out to program one of the moles.
- Updated the Hazardous Materials Business Plan.
- Troubleshooted Station W electrical receptacle lose wire that caused a power failure.
- Switched to UV 3000 to UV 3000+ on April 25, 2014.
- Performed preventative maintenance.
- Pressure washed the clarifiers each week for algae removal.

Water



- Completed the second part of the UCMR3 sampling during this month. These tests will not need to be done again for another 5-years.
- Replaced two sump pumps at Newport WTP.
- Replaced a chlorine pump at Newport WTP.
- Replaced some of the pneumatic valves at the Willow WTP.
- Replaced some petcock valves water sample station.
- Testar troubleshooted a lose wire in the PLC.
- Completed the Consumer Confidence Report.
- Days Generator performed the annual servicing.
- Performed preventative maintenance.

Preventive and Corrective

Total # of WO's Completed	Total Hours
249	66

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
38	67

Call & Emergency Responses

Call Outs	Emergencies
4	1

Personnel Hours & Overtime:

Regular Hours	Overtime
1681	42.00

TERMS

- WWTP WASTEWATER TREATMENT PLANT
- WTP WATER TREATMENT PLANT
- WL WILLOW LAKE
- NP NEWPORT
- VFD VARIABLE FREQUENCY DRIVE
- WO WORK ORDER

PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



MONTHLY OPERATIONS REPORT

May 2014

Town of Discovery Bay, CA

1736 Days of Safe Operations

76,322 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: Take 5 Safety Tailgates (12) West Region Safety Council Call Monthly Regional Safety Webinar	3.0
Operations	
Job + UV system	10.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)
--

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	128.2	3070	0

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



2014 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	
July	August	September	October	November	December

Bacteriological Test Results:

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

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		37.88	41.2
Flow, MG Daily Influent Flow, avg.	N/A	1.46	1.26
Flow, MG Daily Discharge Flow, avg.	2.1	1.44	1.33
Effluent BOD ₅ , lbs/d, monthly avg.	350	20.4	26.0
Effluent TSS, lbs/d, monthly avg.	525	41.0	37.0
Effluent BOD ₅ , mg/L, monthly avg.	20	2.7	2.0
Effluent TSS, mg/L, monthly avg.	30	3.7	3.2
Total Coli form 7 day Median Max	23	7	4
Total Coli form Daily Maximum	240	8	23
% Removal BOD ₅ , monthly avg.	85% min.	97.4	99
% Removal, TSS, monthly avg.	85% min.	99.0	98
Electrical Conductivity, umhos/cm annual avg.	2100	2117 (YTD)	2158 (YTD)

Red – new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>0</u>			

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>

<u># of Active Lift Stations</u>	<u># of Inactive Lift Stations</u>	<u>Chemical Usage Polymer-gals</u>	<u>SSO</u>	<u>Wastewater Received (MG)</u>
15	0	93.6	0	39.0

COLLECTION:

- Flushed 0 ft. of sanitary sewer lines, YTD 0 ft. **0%** completed
- CCTV 0 ft. **0%** completed (Deadline is May 2015)
- Inspected 0 manhole & covers. YTD
- Performed valve exercising
- Performed weekly lift station inspections.
- Inspected vaulted lift stations.

MAINTENANCE

Wastewater

- Troubleshoot RAS #3 found bad bearings and seals.
- Installed new drive on compactor at Plant #1
- Performed vibration analysis on ox ditches ant both plants
- Replaced batteries on UPS at various locations
- Installed sump pumps at ox ditch 2 rotor 1 & 3
- Trouble shoot SCADA phone line
- Pulled new wire to RAS pump #3

Water

- Inspected Willow Lake & Newport Filter Tanks
- Troubleshoot injection point at Willow lake
- Troubleshot & repaired some programming issue at Willow Lake
- General summer house cleaning at both water plants.



Preventive and Corrective

Total # of WO's Completed	Total Hours
144	69

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
69	29

Call & Emergency Responses

Call Outs	Emergencies
11	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1681	65.75

TERMS

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



No Back Up
Documentation
For Agenda Item # I-1



No Back Up
Documentation
For Agenda Item # J-1



No Back Up
Documentation
For Agenda Item # K

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

JOINT EXERCISE OF POWERS AGENCY

March 13, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Wade Harper at 7:31 P.M.

ROLL CALL

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

ABSENT: None

STAFF: Dale Dennis, Program Manager
David Schmidt, Legal Counsel

PUBLIC COMMENT

BRUCE OHLSON, representing the Bay Area Bicycle Coalition and the Pedalers Bicycle Club, referred to the comments from Nicholas Costa, a fellow cyclist, who had spoken to the TRANSPLAN Committee under Public Comment. He asked that Mr. Costa's comments to the TRANSPLAN Committee be included in the minutes for the SR4 Bypass Authority meeting.

Nicholas Costa had addressed the TRANSPLAN Committee this date to advise that, as a bicyclist, he advocated for the completion of the Mokelumne Trail Bike and Pedestrian Overcrossing project to be constructed over the State Route 4 (formerly known as the State Route 4 Bypass), and offered to do whatever he could to help bring that project to a conclusion.

Chair Harper agreed to include Mr. Costa's comments as Public Comments for this meeting.

The Closed Session was moved until after the Consent Items (see below).

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2); One potential case.

CONSENT ITEMS

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

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

- A. APPROVED minutes of the February 13, 2014 meeting.
- B. APPROVED an amendment to the Consulting Services Agreement in the not-to-exceed amount of \$28,000 with Dean Chapman and Associates, for a revised payment limit of \$52,500, for right-of-way appraisal services for the SR4 Balfour Road Interchange project, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. TRANSFERRED EXCESS PROPERTY TO THE CITY OF BRENTWOOD. The Board took the following actions:
 - 1. ADOPTED Resolution No. 2014/01 to convey to the City of Brentwood excess real property associated with Segment 3 Mainline of the State Route 4 roadway (formerly known as the State Route 4 Bypass).
 - 2. DIRECTED the Real Estate Division to cause the Quitclaim Deed delivery to the City of Brentwood (grantee) for acceptance and recording.
- D. TRANSFERRED EXCESS PROPERTY TO CONTRA COSTA COUNTY. The Board took the following actions:
 - 1. ADOPTED Resolution No. 2014/02 to convey to Contra Costa County excess real property associated with Segment 3 Marsh Creek Road of the State Route 4 roadway (formerly known as the State Route 4 Bypass).
 - 2. DIRECTED the Real Estate Division to cause the Quitclaim Deed delivery to Contra Costa County (grantee) for acceptance and recording.

Before the Board adjourned into Closed Session, Legal Counsel David Schmidt announced that the matter to be discussed concerned a legal issue with the Contra Costa Water District (CCWD) related to the relocation of the Los Vaqueros Pipeline (LVP).

Chair Harper adjourned into Closed Session at 7:33 P.M.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2);
One potential case.

Chair Harper reconvened from closed session at 7:57 P.M. and advised that there was nothing to report.

DETERMINATION ITEMS

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

Dale Dennis, Program Manager, reported that staff had been working with Contra Costa Water District (CCWD) and Contra Costa Transportation Authority (CCTA) staff and had approached Caltrans with a proposal to leave the CCWD Los Vaqueros Pipeline (LVP) in its current alignment with modifications and protections acceptable to Caltrans. Without Caltrans approval, the pipeline would need to be relocated as stipulated in the existing agreement between CCWD and the Authority. He advised that Authority staff had been working cooperatively and collaboratively with the Contra Costa Transportation Authority (CCTA) and CCWD staff to complete an amendment to the existing CCWD/Authority agreement. He recommended approval of the modified First Amendment to Amended Agreement between the CCWD and the Authority related to the Balfour Road Interchange Project and the LVP, outlining the conditions under which the LVP would be allowed to remain in place within the interchange area, and distributed the final version of modifications to that agreement with the latest modifications marked in redline format.

Steve Welch, CCWD General Manager, thanked all those involved, particularly Mr. Dennis and Ross Chittenden and Randy Iwasaki from the CCTA, for a solution that would save mutual taxpayers' money and would allow the maximum usage of a relatively new facility.

On motion by Director Taylor, seconded by Director Piepho, the Authority APPROVED the First Amendment to Amended Agreement between the Contra Costa Water District and the Authority Related to the Balfour Road Interchange Project and the Los Vaqueros Pipeline (LVP), outlining the conditions under which the LVP will be allowed to remain in place within the interchange area; and AUTHORIZED the Secretary or designee to execute the First Amendment on behalf of the Authority, substantially in the modified form distributed at the meeting. The motion was approved by the following vote:

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

ABSENT: None

BOARDMEMBER COMMENTS

Director Piepho asked staff to place Closed Session items towards the end of future agendas for the benefit of the public.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 8:01 P.M. to the next meeting scheduled for Thursday, April 10, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday May 5, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Kevin Bouillon
Greg Cooper
Robert Kenny

Joel Bryant-President
Ronald Johansen-Vice President
Jonathan Michaelson

Cheryl Morgan
Stephen Smith
Joe Young

CALL TO ORDER: (6:33 P.M.)

PLEDGE OF ALLEGIANCE: (6:33 P.M.)

ROLL CALL: (6:33 P.M.)

Directors Present: Bryant, Kenny, Michaelson, Morgan, Smith, Young
Directors Absent: Bouillon, Cooper, Johansen

Director Johansen arrived at 6:34 pm.

PUBLIC COMMENTS: (6:34 P.M.)

There was one (1) Public Speaker – Bailey Neff

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

C.1 Approve minutes from April 7, 2014 Regular Board of Directors Meeting.

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

Second by: Director Young

Vote: Motion carried: 7:0

Ayes: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Absent: Bouillon, Cooper

DISCUSSION ITEMS:

D.1 (6:37 P.M.)

Discuss the Feasibility of Moving Forward with a Benefit Assessment.

There was one (1) Public Speaker – Bob Mankin

D.2 (6:49 P.M.)

Authorize Execution of a Professional Services Agreement for Services Related to Development, Enactment and Implementation of a Fire Assessment

Motion by: Director Smith to Authorize Execution of a Professional Services Agreement for Services Related to Development, Enactment and Implementation of a Fire Assessment

Second by: Director Young

Vote: Motion carried: 7:0

Ayes: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Absent: Bouillon, Cooper

There was one (1) Public Speaker – Bob Mankin

D.3 (7:15 P.M.)

Authorize Amended and Restated Employment Agreement with Hugh Henderson.

Motion by: Director Smith to Authorize Amended and Restated Employment Agreement with Hugh Henderson.

Second by: Director Young

Vote: Motion carried: 7:0

Ayes: Bryant, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Absent: Bouillon, Cooper

There were no Public Speakers

D.4 (7:35 P.M.)

Receive Operational Update for April, 2014.

Chief Henderson presented the updates for April 2014.

There were no Public Speakers

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS(7:35 P.M.)

Director Smith discussed his ride-along with Chief Henderson during an injury incident involving a juvenile who was hit by a car while skateboarding.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

NONE

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: June 2, 2014
(7:35 P.M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting
scheduled: June 2, 2014**

**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, May 15, 2014

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. Vice Chair Schmit and Councilmember Beltran absent.
- 2.) **Public Comment:** None received.
- 3.) **Review of Record of Actions of 3-20-14 meeting:** Motion to approve as prepared made by Councilmember Lopez. Second made by Councilmember Larsen. Motion carried 3-0. AYES: Larsen, Lopez, and Juarez.
- 4.) **Agency Reports**
 - a.) **East Contra Costa Fire Protection District:** Monthly Overview will be emailed out.
 - b.) **Contra Costa County Sheriff's Department:** Lt Beltran provided an overview of the Calls for Service for April 2014 and discussed that crime has remained relatively low in the area. Lt. Beltran stated that this was his last meeting as he is being transferred to Marine Patrol and introduced Lt. Darren Hobbs, who will be taking over as the head of Delta station. The community members thanked Lt. Beltran for his attention and work in the community.
 - c.) **California Highway Patrol:** No Report.
 - d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell provided an update on the following items: Reminded the community that there is a Dept. of Conservation and Development office in Brentwood, provided copies fo the May 19th Zoning Administrator and May 13 Planning Commission meeting agendas; provided copies of the annual training materials from the recent Brown Act and Better Government refresher meeting; Comment period for the Bay Delta Conservation Plan EIS/EIR was extended until June 13; Supervisor Piepho had a successful tour with Interior Secretary Jewell regarding the Habitat Conservation Plan; provided copies of the 211 East Contra Costa County Resource Guide.
- 5.) **Presentation: Public Works Department provided an update on the Byron Highway/Camino Diablo intersection project- Angela Villar:** Public Works Staff members Angela Villar, Larry Leong and Chris Lau provided an update on the current status regarding the Byron Highway/Camino Diablo intersection project which will provide safety improvements and improve circulation in the project vicinity. They discussed highlights of the project, which include: signal improvements, dedicated L turn lanes, pedestrian improvements, improved site distance and relocation of utility poles. Estimated timeframe for the project include draft environmental review in August with construction scheduled for summer 2016. Additionally Public Works staff provided an update regarding the Main Street sidewalk project, which is currently in the initial design phase and additionally has an estimated date of construction in summer 2016.
- 6.) **Items for Discussion and/or Action**
 - a.) **Discuss Road Signs in the Byron Community:** Discussions with Public Works staff regarding installation of equestrian or bicycle signs along Camino Diablo. Discussion with staff regarding the end of Longwell Road and possible need for signage. Request for research of possibility for a speed feedback sign on Camino Diablo in front of St. Anne's. Public Works staff to review requests and will provide update to the Supervisor's office.
 - b.) **Discuss Agency Comment Request LP14-2015 to modify LP06-7007 for the Replacement of 3 Existing Panel Antennas, the addition of 3 new tower mounted amplifiers and the installation of 12 new coaxial cable lines at 2251 Camino Diablo Road:** Motion made by Councilmember Lopez to approve without comments. Second made by Councilmember Larsen. Motion carried. AYES: Larsen, Lopez and Juarez.
 - c.) **Discuss Agency Comment Request for DP14-3019 for the establishment of a contractors yard with no new constructions at 14777 Byron Highway.** Motion made by Councilmember Lopez to approve without comments. Second made by Councilmember Larsen. Motion carried. AYES: Larsen, Lopez and Juarez.
 - d.) **Discuss Agency Comment Request for LP14-2019 to establish a winery on property with existing buildings located at 3501 Byer Road.** Motion made by Councilmember Lopez to approve without comments. Second made by Councilmember Larsen. Motion carried. AYES: Larsen, Lopez and Juarez.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

- e.) **Discuss 2014 Clean-Up Day- July 12, 2014:** Request for event flyer to be posted at the Post Office. Supervisor's Office will be sending out 200 mailers in June and during the first week of July. Councilmember Lopez lead on the event.
- f.) **Discuss Byron MAC page on the District III Website:** Resident Patty Bristow to work on providing information.

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

- a. R-4/7/14 Contra Costa County Zoning Administrator for April 7, 2014
- b. R- 4/8/14 Contra Costa Planning Commission Cancellation Notice for April 8, 2014
- c. R- 4/9/14 Contra Costa Local Agency Formation Commission Agenda for April 9, 2014
- d. R- 4/21/14 Contra Costa Zoning Administrator Agenda for April 21, 2014
- e. R- 4/22/14 Contra Costa Planning Commission Cancellation Notice for April 22, 2014
- f. R- 5/2/14 Contra Costa Zoning Administrator Agenda for May 2, 2014
- g. R-5/5/14 Supervisor Piepho to Byron Union School District regarding grant funding for School Resource Officer
- h. R- 5/14/14 Contra Costa Local Agency Formation Commission Agenda for May 14, 2014

7.) Councilmember Comment/Future Agenda Item:

Park Dedication

8.) Adjourned to next meeting scheduled for June 19, 2014



No Back Up
Documentation
For Agenda Item # N



No Back Up
Documentation
For Agenda Item # 0