



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
June 5, 2013

7:00P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday June 5, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

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

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

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

**C. PRESENTATIONS**

1. Presentation of DRAFT Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17

**D. AREA AGENCIES REPORTS / PRESENTATION**

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

**E. COMMITTEE/LIAISON REPORTS**

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

*\*\*These meetings are held Quarterly*

**F. CONSENT CALENDAR**

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

1. DRAFT minutes of previous special meeting dated May 15, 2013
2. DRAFT minutes of previous regular meeting dated May 15, 2013
3. Approve Register of District Invoices
4. Annual Audited Financial Statements for FY 2012-13
5. Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 22, 2013 and June 23, 2013

**G. NEW BUSINESS AND ACTION ITEMS**

1. Install Solar Dryer C&D Building
2. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2013-14 – Adopt and Approve Resolution No. 2013-09
3. Discussion and award of Landscape Maintenance Contract for Discovery Bay Landscape and Lighting Zone 8 (Zone 8)
4. Letter to Caltrans regarding Highway 4 and Regatta Drive Traffic Concerns
5. Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment

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

**I. MANAGER'S REPORT – Discussion and Possible Action**

1. Annual Fiscal Year 2013-14 and Fiscal Year 2014-15 Preliminary DRAFT Operating, Capital and Revenue Budgets

**J. GENERAL MANAGER'S REPORT**

**K. DISTRICT LEGAL COUNSEL REPORT**

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

1. Approved minutes from the Community Center meeting dated May 7, 2013
2. Community Center Status Report (No written report)

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

1. R – Byron Municipal Advisory Council meeting minutes dated April 25, 2013
2. R – Letter from County Supervisor Piepho regarding the Byron Highway/Camino Diablo intersection dated May 9, 2013
3. S – Letter to Contra Costa County Department of Conservation and Development, John Osborne regarding Newport Pointe Leash Free Dog Park dated May 16, 2013

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

1. Adjourn to the next regular meeting dated June 19, 2013 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

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

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



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

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

*RH*

### Agenda Title

Presentation of DRAFT Proposed Water and Wastewater Rate Study for the Periods FY 2013/14 through FY 2016/17

### Recommended Action

It is recommended that the Board of Directors: 1) Direct staff to set a Public Hearing for August 7, 2013 on the adoption of the proposed rate increase(s) for the period FY 2013-13 through FY 2016-17; (2) Direct staff to advertise the notice of the Public Hearing once a week for two weeks prior to the date set for the Public Hearing in a newspaper of general circulation; and (3) Direct staff to prepare the necessary adoption resolution pursuant to the Proposition 218 Public Hearing.

### Executive Summary

On March 20, 2013 the Board of Directors authorized Bartle Wells Associates to conduct a four year rate study for the four (4) year period beginning on July 1, 2013 and ending June 30, 2017. The proposed service rates have been developed in accordance with that action and scope of work. The *DRAFT* Rate Study is included and attached as a part of this report.

Pursuant to Proposition 218 approved by voters in 1996, each year the District finds it necessary to increase utility rates above the existing maximum Proposition 218 approved rate, a rate study and a public hearing must take place. It should be noted that 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 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates.

The proposed overall blended service rates reflect an increase of 2.7% for FY 2013-14 and 4% for each of the three subsequent years as noted in the BWA Rate Study, including automatic adjustments for a 5 year period pursuant to Government Code Section 53756. It should be noted that these maximum rates will continue thereafter (post FY 2016-17) and remain in effect until a subsequent Rate Study is completed and a Proposition 218 hearing is conducted.

The BWA rate study was determined based upon projected annual expenditures at the District in the Operating, Capital and Capital Replacement budgets for the next four (4) fiscal years. Additionally, this rate study and associated proposed rate adjustment(s) does not include any allowances for potential future development. The rates only provide for current Operations and Maintenance, necessary existing facility capital improvements, and the infrastructure and vehicle replacement funds.

The prior two year rate period witnessed larger than normal rate increases for both water and sewer. However, those increases were necessary to provide the necessary funding source to maintain annual debt service payments in order to support the list of projects included in the Capital Improvement Program Five-Year budget. Based upon the BWA report, rate adjustments moving forward are expected to moderate significantly over the four year forecast period.

Additionally, as indicated by the surveys included in the BWA study, Discovery Bay has the lowest water rate of any of the agencies surveyed, and the wastewater rates are competitive. When blended together, the overall rates paid by Discovery Bay residents are the third lowest of the twelve (12) agencies surveyed.

The Board will officially adopt the BWA Rate Study at the regular meeting of June 19, 2013. The Proposition 218 Public Hearing will take place on August 7, 2013.

Continued

**Fiscal Impact: N/A**

**Previous Relevant Board Actions for This Item**

March 20, 2013 Authorize Water and Wastewater Rate Studies for the Periods FY 2013/14 through FY 2016/17 with Bartle Wells Associates

**Attachments**

BWA Draft Rate Study for the period FY 2013-17

**AGENDA ITEM: C-1**

# Town of Discovery Bay Community Services District



## Water and Wastewater Rate Study Tables

**DRAFT FOR REVIEW**

*DRAFT 5/28/13*



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

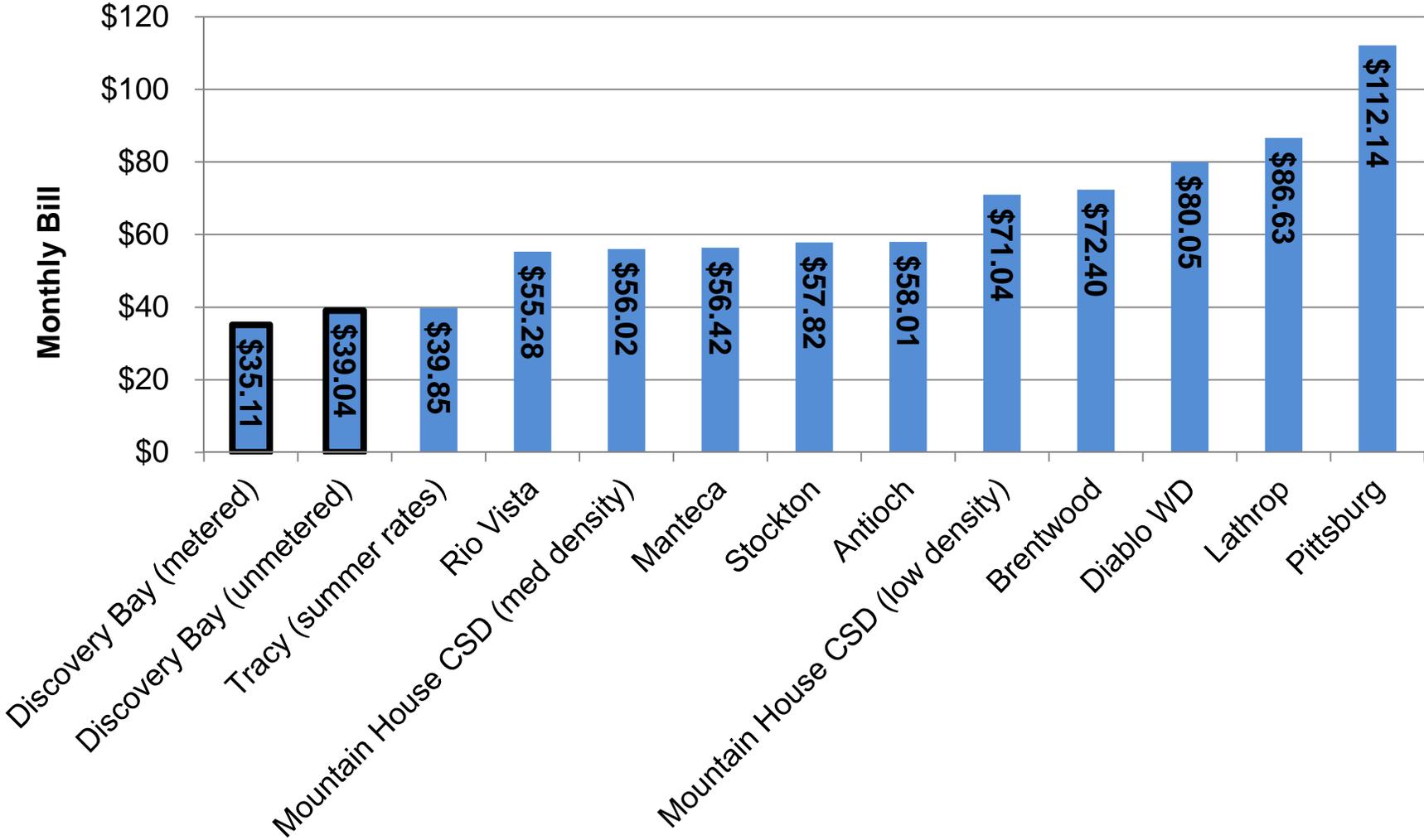
# DRAFT

**Table 1**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Current FY2012/13 Service Charge Revenues**

<b>Billed Monthly (Metered Customers)</b>			Metered Rate (\$/ccf)		\$1.361		
<b>Meter Size</b>	<b>Number of Meters</b>	<b>Monthly Fee</b>	<b>Meter Fee Annual Revenue</b>	<b>Estimated Annual Water Use (ccf)</b>	<b>Annual Water Use Fees</b>		
<b>Residential</b>							
1"	<u>1,878</u>	\$9.25	\$208,458.00	458,000	\$623,000		
Subtotal Residential	1,878						
<b>Nonresidential</b>							
Sandy Cove Shop. Center							
1"	1	\$9.25	\$111.00				
2"	7	\$10.41	\$874.44				
Lakeview Business Plaza							
4"	1	\$18.93	\$227.16				
<b>Other Metered</b>							
1"	6	\$9.25	\$666.00				
1.5"	7	\$9.56	\$803.04				
2"	2	\$10.41	\$249.84				
3"	3	\$16.63	\$598.68				
4"	1	\$18.93	\$227.16				
<b>Irrigation</b>							
5/8"	1	\$2.41	\$28.92				
1"	19	\$2.72	\$620.16				
1.5"	15	\$3.02	\$543.60				
2"	25	\$3.87	\$1,161.00				
3"	2	\$10.09	\$242.16				
4"	<u>5</u>	\$12.39	<u>\$743.40</u>				
Subtotal Nonresidential	95		\$7,096.56	228,000	\$310,000		
<b>Total Metered Customers</b>	<b>1,973</b>		<b>\$215,554.56</b>	<b>686,000</b>	<b>\$933,000</b>	<b>\$1,149,000</b>	
<b>Property Tax Roll</b>							
<b>Type of Customer</b>	<b>Number of Parcels</b>		<b>Annual Fee</b>		<b>Total Annual Revenues</b>		
	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	
Condos w/irrigation	50	50	\$370.92	\$501.96	\$19,000	\$25,000	
Condos w/o irrigation	174	174	\$243.72	\$501.96	\$42,000	\$87,000	
Vacant	360	355	\$176.00	\$224.00	\$63,000	\$80,000	
<b>Unmetered Water</b>							
<5,000 SF	87	87	\$370.92	\$669.24	\$32,000	\$58,000	
5,001 to 10,000 SF	2,867	2,867	\$468.48	\$669.24	\$1,343,000	\$1,919,000	
>10,000 SF	337	337	\$566.04	\$669.24	\$191,000	\$226,000	
Metered	<u>1,973</u>	<u>1,906</u>		\$669.24	\$0	<u>\$1,276,000</u>	
<b>Total</b>	<b>5,848</b>	<b>5,776</b>			<b>\$1,690,000</b>	<b>\$3,671,000</b>	
					<b>Summary</b>	<b>Water</b>	<b>Sewer</b>
					Metered	\$1,149,000	\$1,276,000
					Unmetered	\$1,690,000	\$2,395,000
					4% Delinquency	<u>(\$114,000)</u>	<u>(\$147,000)</u>
					<b>Total</b>	<b>\$2,725,000</b>	<b>\$3,524,000</b>
							<b>\$6,249,000</b>

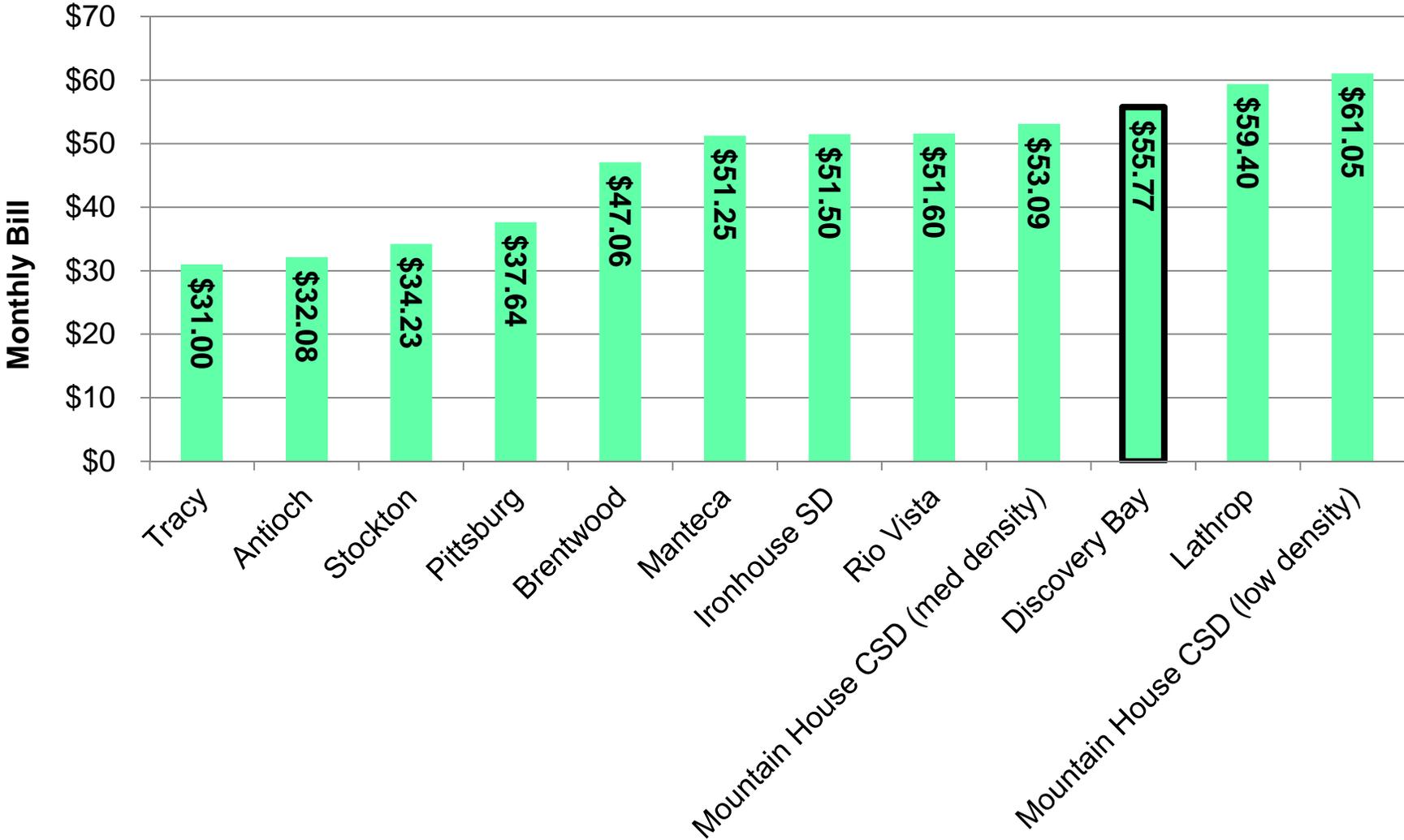
**DRAFT**

# Residential Water Bill Survey (1" meter, 19 ccf per month)



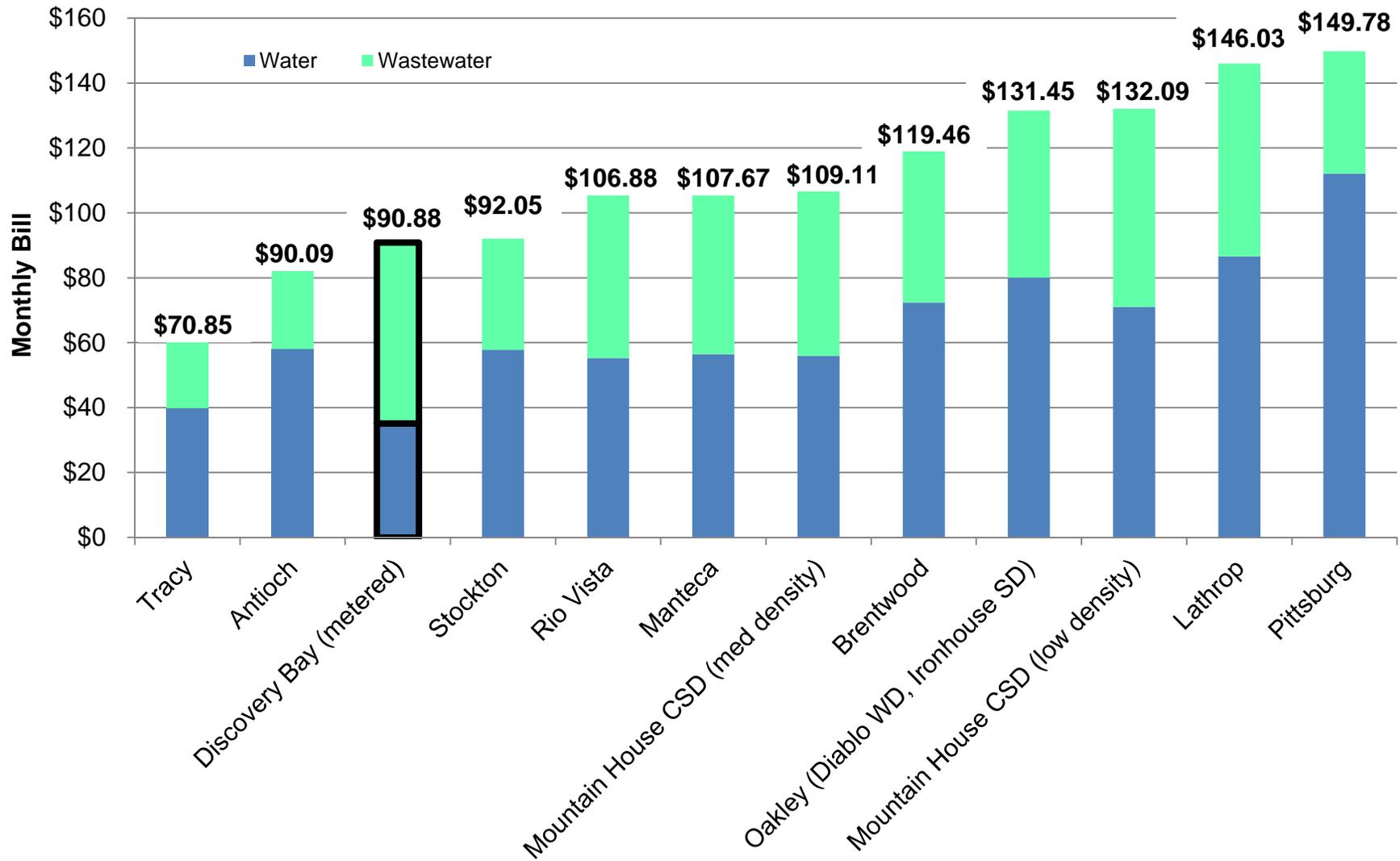
DRAFT

# Residential Wastewater Bill Survey



DRAFT

## Residential Utility Bill Survey (1" meter, 19 ccf per month)



DRAFT

**Table 2  
Town of Discovery Bay  
Water and Wastewater Rate Study  
Metered Water Customers**

**Metered Rate (\$/ccf)** \$1.361

<b>Meter Size</b>	<b>Number of Customers</b>	<b>Current Monthly Charge</b>	<b>Current Ratio<sup>1</sup></b>	<b>Current Number of Equivalents</b>	<b>Recommended AWWA Ratio<sup>2</sup></b>	<b>Recommended Monthly Charge</b>	<b>Recommended Number of Equivalents</b>
<b>Residential &amp; Commercial</b>							
1"	1,885	\$9.25	1.00	1,885	1.0	\$9.25	1,885
1.5"	7	\$9.56	1.03	7	2.0	\$18.50	14
2"	9	\$10.41	1.13	10	3.2	\$29.60	29
3"	3	\$16.63	1.80	5	6.4	\$59.20	19
4"	2	\$18.93	2.05	4	10.0	\$92.50	20
6"	0	\$24.30	2.63	0	20.0	\$185.00	0
<b>Total</b>	<b>1,906</b>			<b>1,912</b>			<b>1,967</b>
<b>Irrigation</b>							
5/8"	1	\$2.41	1.00	1	1.0	\$2.72	1
1"	19	\$2.72	1.13	21	1.0	\$2.72	19
1.5"	15	\$3.02	1.25	19	2.0	\$5.44	30
2"	25	\$3.87	1.61	40	3.2	\$8.70	80
3"	2	\$10.09	4.19	8	6.4	\$17.41	13
4"	5	\$12.39	5.14	26	10.0	\$27.20	50
6"	0	\$17.76	7.37	0	20.0	\$54.40	0
<b>Total</b>	<b>67</b>			<b>115</b>			<b>193</b>

1 - Residential and commercial customer meters are scaled to the 1" meter charge. Irrigation customers are scaled to the 5/8" meter charge. Current monthly charges were developed by Hornberger Engineering.

2 - American Water Works Association meter ratios.

**DRAFT**

**Table 3**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Unmetered Water Customer Service Charge Adjustment**

<b>Property Tax Roll Type of Customer</b>	<b>Number of Parcels</b>	<b>Current Annual Fee</b>	<b>Total Annual Revenues</b>
Condos w/irrigation	50	\$370.92	\$18,546
Condos w/o irrigation	174	\$243.72	\$42,407
Vacant	360	\$176.00	\$63,360
Unmetered Water			
<5,000 SF	87	\$370.92	\$32,270
5,001 to 10,000 SF <sup>1</sup>	2,867	\$468.48	\$1,343,132
>10,000 SF	<u>337</u>	\$566.04	<u>\$190,755</u>
<b>Total</b>	<b>3,875</b>		<b>\$1,690,000</b>

**DRAFT**

**Table 4**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Projected Development**

	Estimated EDUs						
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
<b>Discovery Bay West (Hofmann Development)</b>							
Domestic and Commercial	206	120	120	100	100	43	20
Irrigation Only	8	1	1	1	2	2	2
<b>Discovery Bay West (Hofmann Development) - Total Water EDUs</b>							
Domestic, Commercial, and Irrigation	214	121	121	101	102	45	22
<b>Discovery Bay West (Hofmann Development) - Total Wastewater EDUs</b>							
Domestic and Commercial Only	206	120	120	100	100	43	20
<b>Discovery Bay, Byron, Evans, Pantages, Newport Pointe</b>							
Domestic and Commercial							
Discovery Bay Vacant Lots	10	10	10	10	0	0	0
Discovery Bay Shopping Center	0	20	20	20	10	5	5
Discovery Bay Golf Course	0	4	4	2	2	1	0
Byron 78 (Sandy Cove)	0	3	3	3	2	2	2
Evans	0	4	4	4	3	2	2
Pantages	0	0	60	60	50	10	10
Newport Pointe Residential	<u>0</u>	<u>0</u>	<u>35</u>	<u>17</u>	<u>10</u>	<u>5</u>	<u>0</u>
Total	10	41	136	116	77	25	19
Irrigation Only							
Discovery Bay Shopping Center	0	1	1	1	0	0	0
Discovery Bay Golf Course	0	1	1	0	0	0	0
Pantages	0	0	1	1	1	1	0
Newport Pointe	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Total	0	2	4	3	2	1	0
<b>Total Water EDUs</b>							
Domestic, Commercial, and Irrigation	10	43	140	119	79	26	19
<b>Total Wastewater EDUs</b>							
Domestic and Commercial Only	10	41	136	116	77	25	19
<b>Total All Developments (Hofmann and Others)</b>							
Total Water EDUs	224	164	261	220	181	71	41
Total Wastewater EDUs	216	161	256	216	177	68	39

**DRAFT**

**Table 5  
Town of Discovery Bay  
Water and Wastewater Rate Study  
Service Charge Projection**

	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Increase in Metered and Unmetered Water Charges <sup>1</sup>			2.66%	3.0%	3.0%	3.0%
<b>Water Use</b>						
Annual Consumption (ccf) <sup>2</sup>	686,000	686,000	737,064	774,456	833,964	884,124
Rate	\$1.361	\$1.361	\$1.397	\$1.439	\$1.482	\$1.526
<b>Total Water Use Revenue</b>	<b>\$934,000</b>	<b>\$934,000</b>	<b>\$1,030,000</b>	<b>\$1,114,000</b>	<b>\$1,236,000</b>	<b>\$1,349,000</b>
<b>Water Meter Fixed Charge</b>						
Residential and Commercial						
New Customers			216	161	256	216
Equivalents	1,912	1,967	2,183	2,344	2,600	2,816
Monthly Charge	\$9.25	\$9.25	\$9.50	\$9.79	\$10.08	\$10.38
Annual Revenue	\$212,215	\$218,337	\$249,000	\$275,000	\$314,000	\$351,000
Irrigation						
New Customers			8	3	5	4
Equivalents	115	193	201	204	209	213
Monthly Charge	\$2.41	\$2.41	\$2.47	\$2.54	\$2.62	\$2.70
Annual Revenue	\$3,339	\$5,576	\$6,000	\$6,000	\$7,000	\$7,000
<b>Water Meter Fixed Charge Revenue</b>	<b>\$216,000</b>	<b>\$224,000</b>	<b>\$255,000</b>	<b>\$281,000</b>	<b>\$321,000</b>	<b>\$358,000</b>
<b>Unmetered Water Charge Revenue</b>	<b>\$1,690,000</b>	<b>\$1,690,000</b>	<b>\$1,735,000</b>	<b>\$1,787,000</b>	<b>\$1,841,000</b>	<b>\$1,896,000</b>
Increase in Wastewater Charges <sup>1</sup>			2.7%	3.0%	3.0%	3.0%
<b>Sewer Charge Revenue</b>	<b>\$3,671,000</b>	<b>\$3,671,000</b>	<b>\$3,769,000</b>	<b>\$3,882,000</b>	<b>\$3,998,000</b>	<b>\$4,118,000</b>

1 - Illustrative increase shown. Actual increase will be set at the annual average change in the Consumer Price Index for All Urban Consumers, City of San Francisco.

2 - Each new customer is assumed to use 19 ccf monthly/228 ccf annually (the average residential consumption). Irrigation and commercial customers are varied and on average use more than the average residential customer. However, for projecting water use, each new irrigation and commercial customer is assumed to use the residential average.

**DRAFT**

**Table 6  
Town of Discovery Bay  
Water and Wastewater Rate Study  
Service Charge Schedule**

	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Illustrative Increase in Metered and Unmetered Rates <sup>1</sup>			2.66%	3.0%	3.0%	3.0%
Water Use Rate	\$1.361	\$1.361	\$1.397	\$1.439	\$1.482	\$1.526
Water Meter Fixed Charge						
Residential & Commercial						
5/8"	\$8.95	\$9.25	\$9.50	\$9.79	\$10.08	\$10.38
1"	\$9.25	\$9.25	\$9.50	\$9.79	\$10.08	\$10.38
1.5"	\$9.56	\$18.50	\$18.99	\$19.56	\$20.15	\$20.75
2"	\$10.41	\$29.60	\$30.39	\$31.30	\$32.24	\$33.21
3"	\$16.63	\$59.20	\$60.77	\$62.59	\$64.47	\$66.40
4"	\$18.93	\$92.50	\$94.96	\$97.81	\$100.74	\$103.76
6"	\$24.30	\$185.00	\$189.92	\$195.62	\$201.49	\$207.53
Irrigation						
5/8"	\$2.41	\$2.72	\$2.79	\$2.87	\$2.96	\$3.05
1"	\$2.72	\$2.72	\$2.79	\$2.87	\$2.96	\$3.05
1.5"	\$3.02	\$5.44	\$5.58	\$5.75	\$5.92	\$6.10
2"	\$3.87	\$8.70	\$8.94	\$9.21	\$9.49	\$9.77
3"	\$10.09	\$17.41	\$17.87	\$18.41	\$18.96	\$19.53
4"	\$12.39	\$27.20	\$27.92	\$28.76	\$29.62	\$30.51
6"	\$17.76	\$54.40	\$55.85	\$57.53	\$59.26	\$61.04
Unmetered Water Charge						
Condos w/irrigation	\$370.92	\$370.92	\$380.79	\$392.21	\$403.98	\$416.10
Condos w/o irrigation	\$243.72	\$243.72	\$250.20	\$257.71	\$265.44	\$273.40
Vacant	\$176.00	\$176.00	\$180.68	\$186.10	\$191.68	\$197.43
Unmetered Water						
<5,000 SF	\$370.92	\$370.92	\$380.79	\$392.21	\$403.98	\$416.10
5,001 to 10,000 SF	\$468.48	\$468.48	\$480.94	\$495.37	\$510.23	\$525.54
>10,000 SF	\$566.04	\$566.04	\$581.10	\$598.53	\$616.49	\$634.98
Sewer Charges						
Condos w/irrigation	\$501.96	\$501.96	\$515.31	\$530.77	\$546.69	\$563.09
Condos w/o irrigation	\$501.96	\$501.96	\$515.31	\$530.77	\$546.69	\$563.09
Vacant	\$224.00	\$224.00	\$229.96	\$236.86	\$243.97	\$251.29
Unmetered Water						
<5,000 SF	\$669.24	\$669.24	\$687.04	\$707.65	\$728.88	\$750.75
5,001 to 10,000 SF	\$669.24	\$669.24	\$687.04	\$707.65	\$728.88	\$750.75
>10,000 SF	\$669.24	\$669.24	\$687.04	\$707.65	\$728.88	\$750.75
Business/Government/Clubs	\$3.874	\$3.874	\$3.977	\$4.096	\$4.219	\$4.346
Restaurants/Bars/Dining Facilities	\$11.344	\$11.344	\$11.646	\$11.995	\$12.355	\$12.726
Schools	\$3.487	\$3.487	\$3.580	\$3.687	\$3.798	\$3.912
Other Domestic Strength Users	\$3.874	\$3.874	\$3.977	\$4.096	\$4.219	\$4.346

1 - Projected rate increase. Actual increase will be determined by the annual adjustment in the Consumer Price Index.

**DRAFT**

<b>WATER</b>	<b>Existing FY 2012/13</b>		<b>Proposed FY 2013/14</b>		<b>Proposed FY 2014/15</b>		<b>Proposed FY 2015/16</b>		<b>Proposed FY 2016/17</b>	
<b>Residential Unmetered</b>	Monthly (\$/month/DU)	Yearly (\$/year/DU)								
Parcel Size (Square Fee/DU)										
Condos w/irrigation	\$30.91	\$370.92	\$31.73	\$380.79	\$32.68	\$392.21	\$33.67	\$403.98	\$34.68	\$416.10
Condos w/o irrigation	\$20.31	\$243.72	\$20.85	\$250.20	\$21.48	\$257.71	\$22.12	\$265.44	\$22.78	\$273.40
Under 5,000	\$30.91	\$370.92	\$31.73	\$380.79	\$32.68	\$392.21	\$33.67	\$403.98	\$34.68	\$416.10
5,000 - 10,000	\$39.04	\$468.48	\$40.08	\$480.94	\$41.28	\$495.37	\$42.52	\$510.23	\$43.80	\$525.54
10,001 - 15,000	\$47.17	\$566.04	\$48.43	\$581.10	\$49.88	\$598.53	\$51.37	\$616.49	\$52.92	\$634.98
Over 15,000,	\$47.17	\$566.04	\$48.43	\$581.10	\$49.88	\$598.53	\$51.37	\$616.49	\$52.92	\$634.98
Vacant	\$14.67	\$176.00	\$15.06	\$180.68	\$15.51	\$186.10	\$15.97	\$191.68	\$16.45	\$197.43
Plus Each Additional 1,000	\$2.71	\$36.48	\$2.78	\$33.39	\$2.87	\$34.39	\$2.95	\$35.42	\$3.04	\$36.48
<b>WATER All Metered</b>	Monthly (\$/month)	Use (\$/ccf)								
Nonirrigation Account Charge:										
5/8" Inch Meter	\$8.95		\$9.50		\$9.79		\$10.08		\$10.38	
1 Inch Meter	\$9.25		\$9.50		\$9.79		\$10.08		\$10.38	
1 1/2 Inch Meter	\$9.56		\$18.99		\$19.56		\$20.15		\$20.75	
2 Inch Meter	\$10.41		\$30.39		\$31.30		\$32.24		\$33.21	
3 Inch Meter	\$16.63		\$60.77		\$62.59		\$64.47		\$66.40	
4 Inch Meter	\$18.93		\$94.96		\$97.81		\$100.74		\$103.76	
6 Inch Meter	\$24.30		\$189.92		\$195.62		\$201.49		\$207.53	
Irrigation Account Charge:										
5/8" Inch Meter	\$2.41		\$2.79		\$2.87		\$2.96		\$3.05	
1 Inch Meter	\$2.72		\$2.79		\$2.87		\$2.96		\$3.05	
1 1/2 Inch Meter	\$3.02		\$5.58		\$5.75		\$5.92		\$6.10	
2 Inch Meter	\$3.87		\$8.94		\$9.21		\$9.49		\$9.77	
3 Inch Meter	\$10.09		\$17.87		\$18.41		\$18.96		\$19.53	
4 Inch Meter	\$12.39		\$27.92		\$28.76		\$29.62		\$30.51	
6 Inch Meter	\$17.76		\$55.85		\$57.53		\$59.26		\$61.04	
Metered Usage Charge:										
All Usage		\$1.361		\$1.397		\$1.439		\$1.482		\$1.526
<b>WASTEWATER</b>	<b>Existing FY 2012/13</b>		<b>Proposed FY 2013/14</b>		<b>Proposed FY 2014/15</b>		<b>Proposed FY 2015/16</b>		<b>Proposed FY 2016/17</b>	
<b>Residential Unmetered</b>	Monthly (\$/month)	Yearly (\$/year)								
Single Family - Each DU	\$55.77	\$669.24	\$57.25	\$687.04	\$58.97	\$707.65	\$60.74	\$728.88	\$62.56	\$750.75
Multiple Family/Condos - Each DU	\$41.83	\$501.96	\$42.94	\$515.31	\$44.23	\$530.77	\$45.56	\$546.69	\$46.92	\$563.09
<b>Nonresidential Metered</b>	Use (\$/ccf)									
Business/Government/Clubs	\$3.874		\$3.977		\$4.096		\$4.219		\$4.346	
Restaurants/Bars/Dining Facilities	\$11.344		\$11.646		\$11.995		\$12.355		\$12.726	
Schools	\$3.487		\$3.580		\$3.687		\$3.798		\$3.912	
Other Domestic Strength Users	\$3.874		\$3.977		\$4.096		\$4.219		\$4.346	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

# DRAFT

**Table 7**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Water Operating Cash Flows**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Beginning balance</b>	\$2,400,000	\$3,092,000	\$3,640,000	\$3,520,000	\$3,625,000
<b>Revenues</b>					
Water service					
Property Taxes	1,690,000	1,735,000	1,787,000	1,841,000	1,896,000
Meter Charges	216,000	255,000	281,000	321,000	358,000
Water Use	933,000	1,030,000	1,114,000	1,236,000	1,349,000
4% Delinquency	<u>(114,000)</u>	<u>(121,000)</u>	<u>(127,000)</u>	<u>(136,000)</u>	<u>(144,000)</u>
<b>Total Revenues</b>	2,725,000	2,899,000	3,055,000	3,262,000	3,459,000
% increase in operating expenses		6.0%	3.0%	3.0%	3.0%
<b>Expenses</b>					
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
2012 Revenue Bonds Debt Service	<u>88,000</u>	<u>88,000</u>	<u>89,000</u>	<u>88,000</u>	<u>88,000</u>
<b>Total Expenses</b>	2,033,000	2,150,000	2,213,000	2,276,000	2,342,000
<b>Net Revenues</b>	692,000	749,000	842,000	986,000	1,117,000
<b>Transfer to Capital Fund</b>	0	201,000	962,000	881,000	1,884,000
<b>Total Net Revenues</b>	692,000	548,000	(120,000)	105,000	(767,000)
<b>O&amp;M Ending balance</b>	3,092,000	3,640,000	3,520,000	3,625,000	2,858,000
<b>O&amp;M Minimum balance target<sup>1</sup></b>	973,000	1,031,000	1,062,000	1,094,000	1,127,000

1 - 180 days O&M expenses

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**Table 8**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Water Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs			Total	Notes
		FY2015	FY2016	FY2017		
<b>Water Capacity Fee Revenue</b>						
Hofmann Development						
Water Committed Capacity						
	Water EDUs	214	70	0	0	284
	Water Capacity Fee	\$297	\$297	\$297	\$297	
[1]	Total Revenue from Water Committed Capacity	\$64,000	\$21,000	\$0	\$0	\$85,000
Beyond Committed Capacity						
	Water EDUs	0	51	121	101	273
	Water Capacity Fee	\$4,017	\$4,138	\$4,262	\$4,389	
[2]	Total Revenue Beyond Committed Capacity	\$0	\$211,000	\$516,000	\$443,000	\$1,170,000
[3]	Total Hofmann Water Capacity Fee Revenue	\$64,000	\$232,000	\$516,000	\$443,000	\$1,255,000 [1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	Water EDUs	10	43	140	119	312
	Water Capacity Fee	\$4,017	\$4,138	\$4,262	\$4,389	
[4]	Total Water Capacity Fee Revenue Discovery Bay, Byron, Evans, Pantages, Newport Pointe	\$40,000	\$178,000	\$597,000	\$522,000	\$1,337,000
	<b>Total Water Capacity Fee Revenue</b>	<b>\$104,000</b>	<b>\$410,000</b>	<b>\$1,113,000</b>	<b>\$965,000</b>	<b>\$2,592,000 [3] + [4]</b>

Note: The FY2012/13 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

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**Table 9**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Water Capital Cash Flows**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Beginning Balance</b>	1,500,000	899,000	0	0	0
<b>Revenues</b>					
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
Interest Earnings	3,000	3,000	3,000	3,000	3,000
Transfer from Operating Fund	<u>0</u>	<u>201,000</u>	<u>962,000</u>	<u>881,000</u>	<u>1,884,000</u>
<b>Total revenues</b>	68,000	308,000	1,375,000	1,997,000	2,852,000
<b>Capital Improvements</b>					
Bond Financed Projects					
Well 7	<u>221,000</u>	<u>627,000</u>	<u>627,000</u>	<u>0</u>	<u>0</u>
Total Bond Financed Projects	221,000	627,000	627,000	0	0
Growth Induced Projects					
Treatment Filter Unit at Willow Lake WTP	0	0	21,000	238,000	0
Backwash Tank at Willow Lake WTP	0	0	0	29,000	331,000
New Recycle Pumps at Willow Lake WTP	0	0	0	0	72,000
Water Storage Tank at Newport WTP	<u>0</u>	<u>0</u>	<u>0</u>	<u>86,000</u>	<u>994,000</u>
Total Growth Induced Projects	0	0	21,000	353,000	1,397,000
Repair and Replacement Projects					
Well 8	0	50,000	227,000	644,000	594,000
8" Main Replacements	150,000	250,000	250,000	750,000	611,000
Water Infrastructure Replacement	200,000	200,000	200,000	200,000	200,000
Equipment/Pumps Motors/Vehicles	63,000	50,000	50,000	50,000	50,000
Well 1B Pump Upgrade	0	30,000	0	0	0
Willow Lake WTP Chemical Room Upgrade	25,000	0	0	0	0
Security Door Locks	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Repair and Replacement Projects	448,000	580,000	727,000	1,644,000	1,455,000
<b>Total Capital Improvements</b>	669,000	1,207,000	1,375,000	1,997,000	2,852,000
<b>Total net revenues</b>	(601,000)	(899,000)	0	0	0
<b>Ending Balance</b>	899,000	0	0	0	0

Note: If development does not occur, growth induced projects will be delayed.

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**Table 10**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Water Fund Debt Service Coverage Projections**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
Revenues					
Property Taxes	1,690,000	1,735,000	1,787,000	1,841,000	1,896,000
Meter Charges	216,000	255,000	281,000	321,000	358,000
Water Use	933,000	1,030,000	1,114,000	1,236,000	1,349,000
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
4% Delinquency	<u>(114,000)</u>	<u>(121,000)</u>	<u>(127,000)</u>	<u>(136,000)</u>	<u>(144,000)</u>
Total Revenues	2,790,000	3,003,000	3,465,000	4,375,000	4,424,000
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
Net Operating Revenues	845,000	941,000	1,341,000	2,187,000	2,170,000
2012 Revenue Bonds Debt Service	88,000	88,000	89,000	88,000	88,000
Debt Service Coverage	9.6	10.7	15.1	24.9	24.7

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**Table 11**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Wastewater Operating Cash Flows**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Beginning balance</b>	\$3,647,000	\$3,755,000	\$3,553,000	\$3,219,000	\$3,049,000
<b>Revenues</b>					
Wastewater service (property taxes)	3,671,000	3,769,000	3,882,000	3,998,000	4,118,000
4% Delinquency	(147,000)	(151,000)	(155,000)	(160,000)	(165,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Total revenues</b>	3,764,000	3,628,000	3,737,000	3,848,000	3,963,000
% increase in expenses		6.0%	3.0%	3.0%	3.0%
<b>Expenses</b>					
Operating Expenses	2,915,000	3,090,000	3,183,000	3,278,000	3,376,000
2012 Revenue Bonds Debt Service	<u>741,000</u>	<u>740,000</u>	<u>743,000</u>	<u>740,000</u>	<u>737,000</u>
<b>Total Expenses</b>	3,656,000	3,830,000	3,926,000	4,018,000	4,113,000
<b>Net Revenues</b>	108,000	(202,000)	(189,000)	(170,000)	(150,000)
<b>Transfer to Capital Fund</b>	0	0	145,000	0	564,000
<b>Total Net Revenues</b>	108,000	(202,000)	(334,000)	(170,000)	(714,000)
<b>O&amp;M Ending balance</b>	3,755,000	3,553,000	3,219,000	3,049,000	2,335,000
<b>O&amp;M Minimum balance target<sup>1</sup></b>	1,457,500	1,545,000	1,591,500	1,639,000	1,688,000

1 - 180 days O&M expenses

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**Table 12**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Wastewater Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs		FY2017	Total	Notes
		FY2015	FY2016			
<b>Wastewater Capacity</b>						
Hofmann Development						
Wastewater Committed Capacity						
	206	120	120	100	546	
	\$2,789	\$2,789	\$2,789	\$2,789		
[1]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	
Beyond Committed Capacity						
	0	0	0	0	0	
	\$10,156	\$10,460	\$10,774	\$11,098		
[2]	\$0	\$0	\$0	\$0	\$0	
[3]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	[1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	10	43	140	119	312	
	\$10,156	\$10,460	\$10,774	\$11,098		
[4]	\$102,000	\$450,000	\$1,508,000	\$1,321,000	\$3,381,000	
	<b>\$677,000</b>	<b>\$785,000</b>	<b>\$1,843,000</b>	<b>\$1,600,000</b>	<b>\$4,905,000</b>	[3] + [4]

Note: The FY2012/13 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

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**Table 13**

**Town of Discovery Bay  
Water and Wastewater Rate Study  
Wastewater Capital Cash Flows**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Beginning balance</b>	\$12,600,000	\$7,646,000	\$2,585,000	\$0	\$555,000
<b>Revenues</b>					
Capacity Fees	0	677,000	785,000	1,843,000	1,600,000
Interest Earnings	10,000	10,000	10,000	10,000	10,000
Transfer from Operating Fund	<u>0</u>	<u>0</u>	<u>145,000</u>	<u>0</u>	<u>564,000</u>
<b>Total revenues</b>	10,000	687,000	940,000	1,853,000	2,174,000
<b>Capital Improvements</b>					
Bond Financed Projects					
Influent PS Modifications	94,000	981,000	0	0	0
Re-Activate Pump Station W	30,000	355,000	0	0	0
Emergency Storage Facilities	15,000	114,000	114,000	0	0
Splitter Box, Ox Ditch, Clarifier, RAS Pump	605,000	2,723,000	2,723,000	0	0
Solids Improvements, Phase 1	3,466,000	385,000	0	0	0
Lift Station F Rehab	0	250,000	250,000	0	0
UV Bank	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Bond Financed Projects	4,460,000	4,808,000	3,087,000	0	0
Growth Induced Projects					
Secondary Effluent Pump Station Modification	0	0	0	38,000	213,000
Secondary Effluent Equalization	0	0	0	102,000	578,000
Effluent Filtration	0	0	0	500,000	750,000
Upgrade UV Disinfection	0	0	0	120,000	750,000
Add Pump to Export Pump Station	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>
Total Growth Induced Projects	0	0	0	860,000	2,291,000
Repair and Replacement Projects					
Pumps/Motors/Generators	75,000	75,000	75,000	75,000	75,000
UV Disinfection Viral Bioassay Test	28,000	0	0	0	0
Collection System Pump Station Improvements	110,000	135,000	135,000	135,000	135,000
SCADA Improvements	0	350,000	0	0	0
Filter to Plant 1	8,000	42,000	0	0	0
NPDES Permit Renewal	40,000	40,000	0	0	0
Rehab Manholes	18,000	18,000	18,000	18,000	18,000
Raise Manholes	10,000	10,000	10,000	10,000	10,000
Spare NTU Sensor	0	20,000	0	0	0
Road Crossing Ramps	15,000	0	0	0	0
Salinity Project	0	50,000	0	0	0
Sewer Infrastructure Replacement	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
Total Repair and Replacement Projects	504,000	940,000	438,000	438,000	438,000
<b>Total Capital Improvements</b>	4,964,000	5,748,000	3,525,000	1,298,000	2,729,000
<b>Total Net Revenues</b>	(4,954,000)	(5,061,000)	(2,585,000)	555,000	(555,000)
<b>Capital Ending balance</b>	7,646,000	2,585,000	0	555,000	0

Note: If development does not occur, growth induced projects will be delayed.

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**Table 14**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Wastewater Fund Debt Service Coverage Projections**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Revenues</b>					
Wastewater service (property taxes)	3,671,000	3,769,000	3,882,000	3,998,000	4,118,000
4% Delinquency	(147,000)	(151,000)	(155,000)	(160,000)	(165,000)
Reimbursements	240,000	10,000	10,000	10,000	10,000
Capacity Fees	<u>0</u>	<u>677,000</u>	<u>785,000</u>	<u>1,843,000</u>	<u>1,600,000</u>
<b>Total Revenues</b>	<b>3,764,000</b>	<b>4,305,000</b>	<b>4,522,000</b>	<b>5,691,000</b>	<b>5,563,000</b>
<b>Operating Expenses</b>	<b>2,915,000</b>	<b>3,090,000</b>	<b>3,183,000</b>	<b>3,278,000</b>	<b>3,376,000</b>
<b>Net Operating Revenues</b>	<b>849,000</b>	<b>1,215,000</b>	<b>1,339,000</b>	<b>2,413,000</b>	<b>2,187,000</b>
<b>2012 Revenue Bonds Debt Service</b>	<b>741,000</b>	<b>740,000</b>	<b>743,000</b>	<b>740,000</b>	<b>737,000</b>
<b>Debt Service Coverage</b>	<b>1.15</b>	<b>1.64</b>	<b>1.80</b>	<b>3.26</b>	<b>2.97</b>

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**Table 15**  
**Town of Discovery Bay**  
**Water and Wastewater Rate Study**  
**Combined Cash Flows**

	Current FY 12/13	Projected FY 13/14	Projected FY 14/15	Projected FY 15/16	Projected FY 16/17
<b>Beginning balance</b>	\$6,047,000	\$6,848,000	\$7,194,000	\$6,739,000	\$6,674,000
<b>Revenues</b>					
Service Charges					
Water Property Taxes	1,690,000	1,735,000	1,787,000	1,841,000	1,896,000
Meter Charges	216,000	255,000	281,000	321,000	358,000
Water Use	933,000	1,030,000	1,114,000	1,236,000	1,349,000
Sewer Charges	3,671,000	3,769,000	3,882,000	3,998,000	4,118,000
4% Delinquency	(260,000)	(272,000)	(283,000)	(296,000)	(309,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<b>Total revenues</b>	6,490,000	6,527,000	6,791,000	7,110,000	7,422,000
% increase in expenses					
<b>Operating Expenses</b>	4,860,000	5,152,000	5,307,000	5,466,000	5,630,000
<b>Net operating revenues</b>	1,630,000	1,375,000	1,484,000	1,644,000	1,792,000
<b>2012 Revenue Bonds Debt Service</b>	829,000	828,000	832,000	828,000	825,000
<b>Debt Service Coverage</b>	1.97	1.66	1.78	1.99	2.17
<b>Transfer to Capital Fund</b>	0	201,000	1,107,000	881,000	2,448,000
<b>Total net revenues</b>	801,000	346,000	(455,000)	(65,000)	(1,481,000)
<b>O&amp;M Ending balance</b>	6,848,000	7,194,000	6,739,000	6,674,000	5,193,000
<b>O&amp;M Minimum balance target [1]</b>	2,430,000	2,576,000	2,653,500	2,733,000	2,815,000

[1] 180 days O&M expenses

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No Back Up  
Documentation For  
Agenda Item # D



No Back Up  
Documentation For  
Agenda Item # E



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, May 15, 2013  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **SPECIAL MEETING AT 6:30 P.M.**

### **A. ROLL CALL**

**Call business meeting to order** – 6:30 p.m. by President Tetreault  
**Roll Call** – All present with the exception of Director Steele

### **B. PUBLIC COMMENT**

None

### **C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA (Government Code Section 54957.7)**

**Legal Counsel Schroeder** – The Board is now adjourning into Closed Session regarding action items D-1 and D-2. The following are the facts and circumstances regarding the Closed Session item D-2. The District has received a claim dated March 28, 2013 from Kiper Development regarding an objection to the Water and Wastewater fees that are being charged including a notice of payment under protest, regarding tracts number 9322 and 8828.

### **D. CLOSED SESSION:**

#### **1. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6**

Agency Designated Representative: Richard J. Howard

Unrepresented Employees: All

#### **2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATE LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case

### **E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION (Government Code Section 54957.1)**

**Legal Counsel Schroeder** – The Board has reconvened from Closed Session regarding action items D-1 and D-2. The entire Board was present with the exception of Director Steele. There is no disclosable action regarding item D-1. In regards to action item D-2 by unanimous vote of the Directors present the claim by Kiper Development has been rejected.

### **F. ADJOURNMENT**

The meeting adjourned at 6:41 p.m. to the Regular Meeting dated May 15, 2013 at 7:00 p.m. on 1800 Willow Lake Road,

//cmc – 05.20.13

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday May 15, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

**Call business meeting to order** – 7:00 p.m. by President Tetreault  
**Pledge of Allegiance** – Led by President Tetreault  
**Roll Call** – All present  
**Director Steele** – Arrived at 7:02 p.m.

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

None

**C. PRESENTATIONS**

None

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

**President Tetreault and Vice-President Simon** – Attended the Budget Sub-Committee on Tuesday, May 14, 2013.  
**Director Graves** – Provided the report and the details of the Joint MAC meeting dated May 8, 2013. President Tetreault and Director Pease also attended.  
**Director Steele** – Provided the report and the details of the Byron Union School District meeting dated May 9, 2013.

**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 regular meeting dated May 1, 2013
2. Approve Register of District Invoices

**Motion by:** Vice-President Simon to approve the Consent Calendar

**Second by:** Director Steele

**Director Pease** – Stated to have item E-2 pulled from the Consent Calendar

**Motion by:** Vice-President Simon to approve the Consent Calendar with the exception of item E-2

**Second by:** Director Steele

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

There was discussion between Legal Counsel, the General Manager, and Director Pease.

**Motion by:** Director Pease to approve item E-2 of the Consent Calendar

**Second by:** Director Graves

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

**F. NEW BUSINESS AND ACTION ITEMS**

1. Consideration of the FY 2011-12 "Draft" Audit

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

**Croce & Company Accountancy Corporation – Mark Croce** – Provided additional details of item F-1

There was discussion between the Croce & Company Accountancy Corporation, the General Manager, and the Board

**Croce & Company Accountancy Corporation – Pauline Sanguinetti** – Provided additional details of item F-1

**2. Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment**

**General Manager Howard** – Provided details of item F-2. There was discussion between the General Manager and the Board.

**No Action Taken**

**3. Newport Pointe Residential Development Project – Public Amenities Considerations (Dog Park)**

**General Manager Howard** – Provided details of item F-3. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

**Motion by:** Director Pease to direct Staff to convey to the County who will convey to the Developer that the Town of Discovery Bay would like to have the Developer build the Dog Park at their expense and their design and the park dedication fees will be paid in full and that the Town of Discovery Bay Board of Directors would sign off the design.

**Second by:** Vice-President Simon

**Water and Wastewater Koehne** – Provided additional details of item F-3. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

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

**4. Discussion of Creek/Pond located between 1601 Discovery Bay Boulevard and 1800 Willow Lake Road**

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

**No Action Taken**

**G. VEOLIA REPORT**

**1. Veolia Report for the Month of April 2013**

**Project Manager Fermin Garcia** – Provided the details of the April 2013 Monthly Operations Report.

**H. MANAGER'S REPORTS**

**1. Transmittal of FY2013 - FY2015 Operating & Capital Improvements Program Five Year Budgets**

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

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

**General Manager Howard** – Scheduled a Special Budget Meeting for June 4, 2013 at 6:00 p.m.

**J. DISTRICT LEGAL COUNSEL REPORT**

None

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

1. Approved minutes from the Community Center meeting dated April 15, 2013

2. Approved minutes from the Community Center meeting dated April 22, 2013

3. Community Center Status Report (No written report)

There was discussion between the Board in regards to item K-3

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

1. R – State Route 4 Bypass Authority meeting minutes dated February 14, 2013

2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated March 14, 2013

3. R – State Route 4 Bypass Authority meeting minutes dated March 19, 2013

4. R – East Contra Costa County Fire Protection District meeting minutes dated April 1, 2013

5. R – Letter from Contra Costa County Supervisor Mary Piepho regarding the Earth Day Event dated April 22, 2013

6. R – Letter from Contra Costa County Supervisor Mary Piepho regarding the Funding for the School Resource Officer

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

None

**O. ADJOURNMENT**

The meeting adjourned at 8:55 p.m. to the next Regular meeting dated June 5, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 05.23.13

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# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 05, 2013

**Prepared By:** Dina Breitstein, Finance Manager & Leslev 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** \$ 319,228.00

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

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

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: F-3

**Request for authorization to pay invoices (RFA)**  
**For the Meeting on June 05, 2013**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
ACME Real Estate	58 KEEL ST	Closed Acct, Refund Overpayment	05/29/13	\$4.08
American Retrofit Systems	338	Install 2 new cat 5 lines	05/24/13	\$300.00
Asuncion & Gloria Amante	5118 FERN RIDGE CIR	Refund Overpayment on Account	05/28/13	\$154.41
Bay Area News Group	2005834/634510	Classified Board Comp	04/30/13	\$94.93
Bill Pease	May 2013	Expense Report May 2013	05/28/13	\$445.00
Bill Pease	May 2013	Expense Report May 2013	05/28/13	\$19.94
Brentwood Press & Publishing	145011	Earth Day Advertising	05/10/13	\$273.00
Brut Force Janitorial	5	Janitorial Service May	05/01/13	\$200.00
Brut Force Janitorial	5	Janitorial Service May (Z57,61)	05/01/13	\$50.00
Carey Chiu	5135 FERN RIDGE CIR	Closed Acct, Refund Overpayment	05/20/13	\$13.61
Chris Steele	May 2013	Expense Report May 2013	05/28/13	\$675.00
Chris Steele	May 2013	Expense Report May 2013	05/28/13	\$9.04
Cindy Zamora	Apr-13	Expense Report April 2013 (Z61)	04/30/13	\$25.15
Delta Debris Box Service	787251	20YD Trash Bin (Z61)	02/28/13	\$358.05
Discovery Pest Control	487785	Pest Control Service	05/13/13	\$136.00
Express Employment Professionals	12440720-6	Admin Asst Week Ending 04/28/13 (Z35,57,61)	05/01/13	\$513.21
Express Employment Professionals	12469041-3	Admin Asst Week Ending 05/05/13 (ZPnR, 61)	05/08/13	\$405.79
Express Employment Professionals	12508009-3	Admin Asst Week Ending 05/12/13 (Z35,57,61)	05/15/13	\$381.92
Freedom Mailing Service, Inc	22562	Monthly Bill Processing May 2013	05/13/13	\$1,125.67
Jannell Place	3579 YACHT DR	Closed Acct, Refund Overpayment	05/29/13	\$12.56
Jill & Darin Fister	128 YACHT CT	Closed Acct, Refund Overpayment	05/13/13	\$47.58
Ken & Amy Howard	3128 CASTLE ROCK LOO	Closed Acct, Refund Overpayment	05/29/13	\$25.86
MailFinance	N3989867	Monthly Postage Machine Lease	05/19/13	\$69.68
Marcelo Varela	109 CARDINAL LN	Closed Acct, Refund Overpayment	05/29/13	\$9.53
Mark & Jessica Mahoney	5056 ALMANOR DR	Closed Acct, Refund Overpayment	05/29/13	\$35.85
Mark Simon	May 2013	Expense Report May 2013	05/28/13	\$300.00
MediaMacros, Inc	2527	Service Request Website	01/31/13	\$100.00
MediaMacros, Inc	2541	Support with Exchange Email Transition	02/21/13	\$100.00
MediaMacros, Inc	2591	Hosting Website, 1 Year	05/01/13	\$800.00
MegaPath	4388088	Phone Bill May 2013	04/18/13	\$623.53
Neopost (Postage Account)	7900044908384658/513	Postage	05/07/13	\$103.61
Neumiller & Beardslee	255959	Services Performed Through 04/30/13	05/17/13	\$4,504.55
Neumiller & Beardslee	255959	Services Performed Through 04/30/13	05/17/13	\$129.00
Neumiller & Beardslee	255960	Hofmann V. TODB	05/17/13	\$860.00
Odyssey Landscape Co, Inc.	36038716	Irrigation Repairs Slifer (Z61)	04/30/13	\$2,240.00
Odyssey Landscape Co, Inc.	36038742	Monthly Maintenance (Z35,57,61)	05/20/13	\$7,397.47
Office Depot	654348923001	Office Supplies	04/19/13	\$118.32
Office Depot	654348923001	Office Supplies (Z61)	04/19/13	\$87.99
Office Depot	656174293001	Office Supplies	05/03/13	\$48.64
Office Depot	656174366001	Office Supplies	05/03/13	\$41.61
Office Depot	657049258001	Office Supplies	05/10/13	\$86.00
Operation Creekside	710693	Earth Day-Stage Set up	05/09/13	\$200.00
Ray Tetreault	May 2013	Expense Report May 2013	05/28/13	\$445.00
ReliaStar Life Insurance Company	#JR52 467(B) 053113	467(b) for 05/16/13-05/31/13	05/31/13	\$1,268.92
Ricoh USA, Inc	5026168677	Photocopier 04/21/13-05/20/13	05/20/13	\$347.59
Sandra Strobel	2286 CAMBRIDGE DR	Closed Acct, Refund Overpayment	05/29/13	\$35.63
SDRMA	12899	Ancillary Benefits June 2013	05/24/13	\$497.03
Sherri Stoneberger	5671 ARCADIA CIR	Closed Acct, Refund Overpayment	05/28/13	\$1.36
Shred-It	9401911206	Shredding Service May 2013	05/02/13	\$71.31
Some Gave All	May 2013	Expense Report May 2013	05/28/13	\$690.00
Some Gave All	May 2013	Expense Report May 2013	05/28/13	\$35.95
Verizon Wireless	9703987990	Cell Phone Bill April 2013	04/26/13	\$118.84
Wang Qihua	142 WORTHING CT	Closed Acct, Refund Overpayment	05/29/13	\$15.43
Watersavers Irrigation Inc.	1324483-00	Slifer Park Tree Staking	04/29/13	\$57.44
Watersavers Irrigation Inc.	1329108-00	Shovel (Z61)	05/08/13	\$57.35
Williams Sanitary Service	24776	Toilet Rental Slifer (Z61)	05/02/13	\$395.00
			<b>Administration</b>	<b>Sub-Total</b>
				<b>\$27,163.43</b>
<b>Water</b>				
Bartle Wells Associates	BWA513B-1001	Rate Studies for FY2013/2014 through FY2016/2017	05/20/13	\$4,550.00

Brut Force Janitorial	5	Janitorial Service May	05/01/13	\$20.00
Discovery Locks & More, Inc.	10052	Lock Repair	04/25/13	\$101.52
Express Employment Professionals	12440720-6	Laborer Week Ending 04/28/13	05/01/13	\$230.27
Express Employment Professionals	12440720-6	Admin Asst Week Ending 04/28/13	05/01/13	\$85.93
Express Employment Professionals	12469041-3	Laborer Week Ending 05/05/13	05/08/13	\$287.84
Express Employment Professionals	12469041-3	Admin Asst Week Ending 05/05/13 (ZPnR, 61)	05/08/13	\$143.24
Express Employment Professionals	12508009-3	Laborer Week Ending 05/12/13	05/15/13	\$287.84
Express Employment Professionals	12508009-3	Admin Asst Week Ending 05/12/13	05/15/13	\$119.35
Ferguson Waterworks	897601	Water Meter Spuds	05/02/13	\$1,334.55
J.W. Backhoe & Construction, Inc.	1881	Broken Fire Hydrant DB Elementary	04/26/13	\$3,396.49
J.W. Backhoe & Construction, Inc.	1882	Paved Beaver & Sand Point	04/26/13	\$5,441.81
J.W. Backhoe & Construction, Inc.	1885	Valve on Cherry Hill	05/02/13	\$1,533.75
J.W. Backhoe & Construction, Inc.	1886	Leak Edgeview Dr	05/02/13	\$2,685.13
J.W. Backhoe & Construction, Inc.	1887	Crack Filler Various Locations	05/08/13	\$2,578.25
J.W. Backhoe & Construction, Inc.	1889	Apple Crack Filler, Clipper & Cherry Hill	05/08/13	\$737.00
J.W. Backhoe & Construction, Inc.	1891	Leak Cove Lane	05/17/13	\$4,862.20
MegaPath	4388088	Phone Bill May 2013	04/18/13	\$23.42
Neumiller & Beardslee	255959	Services Performed Through 04/30/13	05/17/13	\$258.00
Pacific Gas & Electric	2943721807-5/0513	Electric & Gas Bill 04/10/13-05/10/13	05/10/13	\$29,747.16
ReliaStar Life Insurance Company	#JR52 467(B) 053113	467(b) for 05/16/13-05/31/13	05/31/13	\$50.00
SDRMA	12899	Ancillary Benefits June 2013	05/24/13	\$4.28
Sol Inc.	12511	Solar Lighting Project	04/26/13	\$1,160.80
Univar	SJ547877	Chemicals Delivered 04/25/13	04/25/13	\$185.42
Univar	SJ547955	Chemicals Delivered 04/25/13	04/25/13	\$271.66
Univar	SJ548962	Chemicals Delivered 05/01/13	05/01/13	\$237.16
Univar	SJ548963	Chemicals Delivered 05/01/13	05/01/13	\$129.36
Univar	SJ549923	Chemicals Delivered 05/07/13	05/07/13	\$181.10
UPS	000012X417173	Shipping Charges	04/27/13	\$4.73
UPS	000012X417183	UPS Charges	05/04/13	\$69.65
Veolia Water North America	27615	Monthly R&M Feb 2013	05/06/13	\$4,132.28
Veolia Water North America	27840	Monthly R&M April & May 2013	05/15/13	\$1,722.41
Verizon Wireless	9703987990	Cell Phone Bill April 2013	04/26/13	\$163.46
W.J. Kirk Welding	45659	Crack in Trailer	04/03/13	\$68.00

**Water      Sub-Total      \$66,804.06**

**Wastewater**

American Retrofit Systems	332	WWTP2 Put System online, bad ups	05/14/13	\$150.00
American Retrofit Systems	333	Clear Floats At Wetlands Pump Station	06/05/13	\$100.00
Bishop Diving & Salvage	2117	Dive Inspection-Old River-Outfall Pipeline	05/16/13	\$3,250.00
Brut Force Janitorial	5	Janitorial Service May	05/01/13	\$30.00
DC Frost Assoc, Inc.	7443	Replace Two Broken Units at Bio Solids	05/06/13	\$3,130.15
Delta Fence Company, Inc.	24230	Gate Repair	04/30/13	\$575.00
Design Energy Group	1042	45 Watt LED Bulbs	04/24/13	\$5,933.18
Discovery Locks & More, Inc.	10052	Lock Repair	04/25/13	\$152.27
Express Employment Professionals	12440720-6	Laborer Week Ending 04/28/13	05/01/13	\$345.41
Express Employment Professionals	12440720-6	Admin Asst Week Ending 04/28/13	05/01/13	\$128.90
Express Employment Professionals	12469041-3	Laborer Week Ending 05/05/13	05/08/13	\$431.76
Express Employment Professionals	12469041-3	Admin Asst Week Ending 05/05/13 (ZPnR, 61)	05/08/13	\$214.85
Express Employment Professionals	12508009-3	Laborer Week Ending 05/12/13	05/15/13	\$431.76
Express Employment Professionals	12508009-3	Admin Asst Week Ending 05/12/13	05/15/13	\$179.03
H & R Plumbing and Drain Cleaning	1295	Manhole Rehab	02/15/13	\$11,190.00
J.W. Backhoe & Construction, Inc.	1884	Sewer Repair DB Blvd & Sand Point	05/02/13	\$7,498.16
Kirby's Pump & Mechanical, Inc.	2972	Lift Station F	05/13/13	\$1,400.00
MegaPath	4388088	Phone Bill May 2013	04/18/13	\$35.12
Neumiller & Beardslee	255959	Services Performed Through 04/30/13	05/17/13	\$457.00
Pacific Gas & Electric	7312115758-7/0513	Electric & Gas Bill 04/11/13-05/12/13	05/12/13	\$26,383.20
ReliaStar Life Insurance Company	#JR52 467(B) 053113	467(b) for 05/16/13-05/31/13	05/31/13	\$75.00
SDRMA	12899	Ancillary Benefits June 2013	05/24/13	\$4.90
Sol Inc.	12511	Solar Lighting Project	04/26/13	\$1,741.20
Stantec Consulting Services Inc	683604	Background Information for RWD	04/29/13	\$693.25
UPS	000012X417173	Shipping Charges	04/27/13	\$7.09
UPS	000012X417183	UPS Charges	05/04/13	\$104.47
Veolia Water North America	27615	Monthly R&M Feb 2013	05/06/13	\$53,229.90
Veolia Water North America	27840	Monthly R&M April & May 2013	05/15/13	\$17,505.24
Verizon Wireless	9703987990	Cell Phone Bill April 2013	04/26/13	\$76.89
W.J. Kirk Welding	45659	Crack in Trailer	04/03/13	\$102.00
Weco Industries LLC	0029408-IN	Sewer Hose for VAC Truck	05/07/13	\$1,679.58

**Wastewater      Sub-Total      \$137,235.31**

**Community Center**

National Aquatic Services, Inc.

2013-281

CCC Environmental Permit Fees

05/20/13

\$2,690.00

**Community Center**

**Sub-Total**

**\$2,690.00**

**Grand Total**

**\$233,892.80**

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on June 05, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	331	Install Trailer Lights	05/08/13	\$100.00
American Retrofit Systems	336	Community Center-Repair Front Light Poles	05/23/13	\$150.00
American Retrofit Systems	337	Community Center-Front Lights	05/23/13	\$50.00
Aramark Uniform Services	517-1308040	Community Center-Mat Service	05/03/13	\$235.14
Aramark Uniform Services	517-1325174	Community Center-Mat Service	05/17/13	\$235.14
Brentwood Reprographics	2013-5678	Permit Set Solar Lights	05/02/13	\$22.60
Brentwood Tire Company	28439	Tires for Trailer	04/29/13	\$110.99
Brut Force Janitorial	5	Janitorial Service May	05/01/13	\$335.00
Cindy Zamora	Apr-13	Expense Report April 2013	04/30/13	\$25.15
Contra Costa Times	22440743	Community Center-Express to Reimb.	05/08/13	\$12.95
Delta Debris Box Service	808538	Community Center-40YD	04/30/13	\$1,211.84
Delta Debris Box Service	787251	20YD Trash Bin	02/28/13	\$456.00
Delta Fence Company, Inc.	24271	Community Center-Garden Fence	05/15/13	\$864.00
DIRECTV	20509180942	Community Center-Service 05/19/13-06/18/13	05/20/13	\$126.75
Discovery Bay Disposal	17-0001966/043013	Monthly 2 YD Bin	04/30/13	\$285.57
Discovery Bay Disposal	17-0013218/043013	Community Center-Monthly 2 YD Bin	04/30/13	\$191.68
Express Employment Professionals	12440720-6	Admin Asst Week Ending 04/28/13	05/01/13	\$71.61
Express Employment Professionals	12469041-3	Admin Asst Week Ending 05/05/13	05/08/13	\$35.77
Express Employment Professionals	12469069-4	Community Center-Club Assoc Week Ending 05/05/13	05/08/13	\$1,058.52
Express Employment Professionals	12508009-3	Admin Asst Week Ending 05/12/13	05/15/13	\$95.48
Express Employment Professionals	12508034-1	Community Center-Club Assoc Week Ending 05/12/13	05/15/13	\$1,073.33
GreenPlay, LLC	3666	Community Center-Operations Study	05/10/13	\$4,800.00
MegaPath	4388088	Phone Bill May 2013	04/18/13	\$29.26
Mike Narragon	1	Community Center-Reimb of User Fees	05/28/13	\$19.53
Nancy Hart	1	Community Center-Reimb of User Fees	05/23/13	\$55.50
National Aquatic Services, Inc.	2013-251	Community Center-Backwash Filters, Shock, Vacuum	05/08/13	\$392.56
Office Depot	654348923001	Office Supplies	04/19/13	\$87.99
Office Depot	654348923001	Community Center-Office Supplies	04/19/13	\$25.83
Office Depot	654348923002	Office Supplies	04/29/13	\$8.53
Office Depot	656174293001	Office Supplies	05/03/13	\$49.27
Office Depot	656174366001	Office Supplies	05/03/13	\$3.46
Office Depot	657049258001	Community Center-Office Supplies	05/10/13	\$10.77
Office Depot	657049357001	Office Supplies	05/10/13	\$12.55
Pacific Gas & Electric	0869258994-1/050913	Electric & Gas Bill 04/09-13-05/09/13	05/09/13	\$496.11
Pacific Gas & Electric	57028395986/0513	Community Center-Electric & Gas Bill 04/09/13-05/10/13	05/10/13	\$907.50
Pacific Gas & Electric	5939734421-5/051613	Electric & Gas Bill 04/17/13-05/16/13	05/16/13	\$1,205.37
Patrick Donoso	1	Community Center-Reimb of User Fees	05/20/13	\$27.00
Sol Inc.	12511	Cornell Park Solar Lighting Project	04/26/13	\$46,432.00
Sue Heintl	May-13	Expense Report May 2013	05/20/13	\$33.00
Tammy Cruze	5/22/2013	Community Center-Instructor Fees	05/22/13	\$560.00
Tammy Cruze	5/24/2013	Community Center-Instructor Fees Western Class	05/24/13	\$300.00
Town of Discovery Bay CSD	9-900-000-002-6.02	Water Bill 04/01/13-04/30/13	04/30/13	\$2,971.13
Town of Discovery Bay CSD	9-900-000-004-2.01	Water Bill 04/01/13-04/30/13	04/30/13	\$1,377.37
Town of Discovery Bay CSD	9-900-000-004-2.02	Water Bill 04/01/13-04/30/13	04/30/13	\$155.65
Town of Discovery Bay CSD	9-900-000-004-2.03	Water Bill 04/01/13-04/30/13	04/30/13	\$296.74
Town of Discovery Bay CSD	9-900-000-004-2.04	Water Bill 04/01/13-04/30/13	04/30/13	\$166.54
Town of Discovery Bay CSD	9-900-000-004-2.05	Water Bill 04/01/13-04/30/13	04/30/13	\$23.64
Town of Discovery Bay CSD	9-900-000-004-2.06	Water Bill 04/01/13-04/30/13	04/30/13	\$317.61
Town of Discovery Bay CSD	9-900-000-004-2.07	Water Bill 04/01/13-04/30/13	04/30/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.08	Water Bill 04/01/13-04/30/13	04/30/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.09	Water Bill 04/01/13-04/30/13	04/30/13	\$78.98
Town of Discovery Bay CSD	9-900-000-004-4.01	Water Bill 04/01/13-04/30/13	04/30/13	\$2.90
Town of Discovery Bay CSD	9-900-000-004-4.02	Water Bill 04/01/13-04/30/13	04/30/13	\$35.42
Town of Discovery Bay CSD	9-900-000-004-4.03	Water Bill 04/01/13-04/30/13	04/30/13	\$205.55
Town of Discovery Bay CSD	9-900-000-004-4.04	Water Bill 04/01/13-04/30/13	04/30/13	\$2.90
Town of Discovery Bay CSD	9-900-000-004-4.05	Water Bill 04/01/13-04/30/13	04/30/13	\$25.00
Tricia Wisner	744510	Community Center-Instructor Fees	05/24/13	\$490.00
UPS	000012X417173	Shipping Charges Solar Lights	04/27/13	\$5.91
UPS	000012X417183	UPS Charges, Cornell Park	05/04/13	\$6.28
Valley Crest Landscaping	4250244	Irrigation Repairs	05/14/13	\$53.00
Valley Crest Landscaping	4250245	Irrigation Repairs	05/14/13	\$53.00
Valley Crest Landscaping	4250840	Irrigation Repairs	05/15/13	\$114.00
ValleyCrest Landscape Maint	4239474	Monthly Landscape Maintenance	05/10/13	\$8,457.00
ValleyCrest Landscape Maint	4250243	Irrigation Repairs	05/14/13	\$194.00

ValleyCrest Landscape Maint	4250246	Irrigation Repairs	05/14/13	\$187.00
ValleyCrest Landscape Maint	4250838	Irrigation Repairs Cornell	05/15/13	\$560.00
ValleyCrest Landscape Maint	4250839	Irrigation Repairs	05/15/13	\$125.00
ValleyCrest Landscape Maint	4250841	Shrub Bed Newport	05/15/13	\$275.00
Verizon Wireless	9703987990	Cell Phone Bill April 2013	04/26/13	\$87.89
W.J. Kirk Welding	45721	Community Center-BBQ Pit Repair	04/18/13	\$663.54
Watersavers Irrigation Inc.	1323413-00	Repair Items	04/26/13	\$7.49
Watersavers Irrigation Inc.	1325789-00	Community Center-Repair Items	05/01/13	\$168.27
Watersavers Irrigation Inc.	1326487-00	Community Center-Garden	05/02/13	\$8.68
Watersavers Irrigation Inc.	1326606-00	Community Center-Garden	05/02/13	\$7.92
Watersavers Irrigation Inc.	1329853-00	Repair Items Marina Rd	05/09/13	\$173.60
Watersavers Irrigation Inc.	1331213-00	Repair Items Marina Rd	05/13/13	\$2.99
Watersavers Irrigation Inc.	1332577-00	Community Center-Repair Items	05/15/13	-\$143.54
			<b>Total</b>	<b>\$79,368.45</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on June 05, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Tire Company	28439	Tires for Trailer	04/29/13	\$110.90
Brut Force Janitorial	5	Janitorial Service May	05/01/13	\$50.00
Express Employment Professionals	12440720-6	Admin Asst Week Ending 04/28/13	05/01/13	\$149.19
Express Employment Professionals	12469041-3	Admin Asst Week Ending 05/05/13	05/08/13	\$190.96
Express Employment Professionals	12508009-3	Admin Asst Week Ending 05/12/13	05/15/13	\$214.83
MegaPath	4388088	Phone Bill May 2013	04/18/13	\$29.27
Odyssey Landscape Co, Inc.	36038742	Monthly Maintenance	05/20/13	\$2,827.28
Office Depot	654348923001	Office Supplies	04/19/13	\$88.00
Office Depot	656019412001	Office Supplies	05/07/13	\$60.75
Office Depot	656174293001	Office Supplies	05/03/13	\$49.26
Office Depot	657049258001	Office Supplies	05/10/13	\$15.04
Pacific Gas & Electric	04033779523/0513	Electric & Gas Bill 04/09/13-05/08/13	05/09/13	\$117.01
Town of Discovery Bay CSD	9-900-000-004-3.01	Water Bill 04/01/13-04/30/13	04/30/13	\$109.38
Town of Discovery Bay CSD	9-900-000-004-3.02	Water Bill 04/01/13-04/30/13	04/30/13	\$1,333.82
Town of Discovery Bay CSD	9-900-000-004-3.03	Water Bill 04/01/13-04/30/13	04/30/13	\$187.86
Verizon Wireless	9703987990	Cell Phone Bill April 2013	04/26/13	\$87.90
Watersavers Irrigation Inc.	1332574-00	Repair Items	05/15/13	\$64.47
Williams Sanitary Service	24776	Toilet Rental Ravenswood	05/02/13	\$280.83
			<b>Total</b>	<b>\$5,966.75</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

**Prepared By:** Dina Breitstein, Finance Manager *DB*  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Annual Audited Financial Statements for FY 2011-12

**Recommended Action**

Staff recommends that the Board approve and accept the FY 2011-12 Audited Financial Statements

**Executive Summary**

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

On May 15, 2013, Mark Croce of Croce & Company presented the DRAFT year-end audit for Fiscal Year 2011-12. The draft audit contained the findings and results from the audited financial statements for the period July 1, 2011 through June 30, 2012.

At this time, it is appropriate to accept the findings of the FY 2011-12 Audited Financial Statements and direct Croce & Company to forward the final audit to the State Controller's Office and the Contra Costa County Auditor's Office.

**Fiscal Impact:**

**Amount Requested**

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

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

May 15, 2013 DRAFT Audit Presentation by Croce and Company

**Attachments**

Final Audit 2011/2012

AGENDA ITEM: F-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT

**JUNE 30, 2012**

**CROCE & COMPANY**

Accountancy Corporation

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501 West Weber, Suite 500, Stockton, California 95203 • Post Office Box 1607, Stockton, California 95201-1607

Telephone: (209) 943-2222 • Facsimile: (209) 943-2220 • Website Address: [www.croceco.com](http://www.croceco.com)

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## 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, and each major fund of the **Town of Discovery Bay Community Services District** (District) as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

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, and each major fund of the **Town of Discovery Bay Community Services District** as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable, for the year then ended in conformity with the accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis on pages 2 through 10 is not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

A large, stylized handwritten signature in black ink that reads "Croce &amp; Company".

CROCE & COMPANY  
Accountancy Corporation  
Stockton, California  
May 9, 2013

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

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2012

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, 2012 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 assets decreased by \$467,895 over the prior year, including a \$92,827 increase in net assets of governmental activities, and a \$560,722 decrease in net assets of business-type activities. The District's net assets are now \$41,650,285.
- Total assets of the District were \$42,520,757 with capital assets at \$34,086,069 net of accumulated depreciation. Current and other assets were \$8,434,688.
- Total liabilities were \$870,472 consisting of long-term liabilities of \$29,538 and other current liabilities of \$840,934.
- Assets of the District exceeded liabilities at the close of the most recent fiscal year by \$41,650,285 (net assets). Of this amount, \$7,564,216 (unrestricted net assets) may be used to meet the District's ongoing obligations, and \$34,086,069 is invested in capital assets, net of related debt.
- On the current financial resources basis, the District's governmental fund expenditures (including \$335,560 in capital outlay expenditures) exceeded revenues by \$165,035. The proprietary fund expenses exceeded revenues by \$560,780.
- At year-end, there was \$1,922,805 in cash and investments to fund future governmental activities, and \$6,079,041 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.

The **Statement of Net Assets** displays all of the District's assets and liabilities, with the difference between the two reported as net assets. The **Statement of Activities** provides all current year

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2012

### Overview of the Financial Statements (Continued)

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 assets and how they have changed during the fiscal year. Over time, increases or decreases in net assets 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 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.

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

A review of net assets over time may serve as a useful indicator of the District's financial position. Net assets represent the difference between the District's assets and liabilities. As of June 30, 2012, the District's net assets were \$41,650,285, a decrease of \$467,895 from prior year. The following table outlines the District's net assets by function for the current and prior fiscal years.

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Management's Discussion and Analysis**

June 30, 2012

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

Town of Discovery Bay Community Services District Net Assets

As of June 30, 2012 and 2011

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>		<u>Variance</u>
<u>Assets</u>	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>	<u>\$</u>
Current and other assets	\$ 1,983,027	\$ 2,257,794	\$ 6,451,661	\$ 6,225,093	\$ 8,434,688	\$ 8,482,887	\$ (48,199)
Capital assets, net	<u>1,788,170</u>	<u>1,569,054</u>	<u>32,297,899</u>	<u>32,908,594</u>	<u>34,086,069</u>	<u>34,477,648</u>	<u>(391,579)</u>
Total assets	<u>3,771,197</u>	<u>3,826,848</u>	<u>38,749,560</u>	<u>39,133,687</u>	<u>42,520,757</u>	<u>42,960,535</u>	<u>(439,778)</u>
<b><u>Liabilities</u></b>							
Current liabilities	32,203	179,142	808,731	631,820	840,934	810,962	29,972
Non-current liabilities	<u>5,208</u>	<u>6,747</u>	<u>24,330</u>	<u>24,646</u>	<u>29,538</u>	<u>31,393</u>	<u>(1,855)</u>
Total liabilities	<u>37,411</u>	<u>185,889</u>	<u>833,061</u>	<u>656,466</u>	<u>870,472</u>	<u>842,355</u>	<u>28,117</u>
<b><u>Net Assets</u></b>							
Invested in capital assets	1,788,170	1,569,054	32,297,899	32,908,594	34,086,069	34,477,648	(391,579)
Unrestricted	<u>1,945,616</u>	<u>2,071,905</u>	<u>5,618,600</u>	<u>5,568,627</u>	<u>7,564,216</u>	<u>7,640,532</u>	<u>(76,316)</u>
Total net assets	<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>	<u>\$ (467,895)</u>

By far the largest portion of the District's net assets (82%) 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 assets, approximately 18%, reflects its unrestricted net assets, 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, 2012

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

The following table displays the change in the District's net assets for the year ended June 30, 2012.

Town of Discovery Bay Community Services District Change in Net Assets

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
<b>Revenues</b>						
Program revenues						
Charges for services	\$ -	\$ -	\$ 5,502,278	\$ 4,699,322	\$ 5,502,278	\$ 4,699,322
Capital grants and contributions	92,036	3,678	-	-	92,036	3,678
General revenues						
Property taxes	443,147	467,101	-	-	443,147	467,101
Assessments	113,973	83,404	-	-	113,973	83,404
Investment earnings	77	490	58	5,533	135	6,023
Miscellaneous	<u>32,074</u>	<u>13,382</u>	<u>-</u>	<u>9,207</u>	<u>32,074</u>	<u>22,589</u>
Total revenues	<u>681,307</u>	<u>568,055</u>	<u>5,502,336</u>	<u>4,714,062</u>	<u>6,183,643</u>	<u>5,282,117</u>
<b>Expenses</b>						
Community center	10,051	4,791	-	-	10,051	4,791
Lighting and landscaping						
Zone 8	514,341	493,040	-	-	514,341	493,040
Lighting and landscaping						
Zone 9	99,935	107,168	-	-	99,935	107,168
Water and sewer	<u>-</u>	<u>-</u>	<u>6,063,058</u>	<u>5,426,760</u>	<u>6,063,058</u>	<u>5,426,760</u>
Total expenses	<u>624,327</u>	<u>604,999</u>	<u>6,063,058</u>	<u>5,426,760</u>	<u>6,687,385</u>	<u>6,031,759</u>
<b>Transfers</b>	<u>-</u>	<u>5,194</u>	<u>-</u>	<u>(5,194)</u>	<u>-</u>	<u>-</u>
Change in net assets	56,980	(31,750)	(560,722)	(717,892)	(503,742)	(749,642)
Contributed capital	35,847	-	-	-	35,847	-
<b>Net assets, beginning of year</b>	<u>3,640,959</u>	<u>3,672,709</u>	<u>38,477,221</u>	<u>39,195,113</u>	<u>42,118,180</u>	<u>42,867,822</u>
<b>Net assets, end of year</b>	<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>

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

June 30, 2012

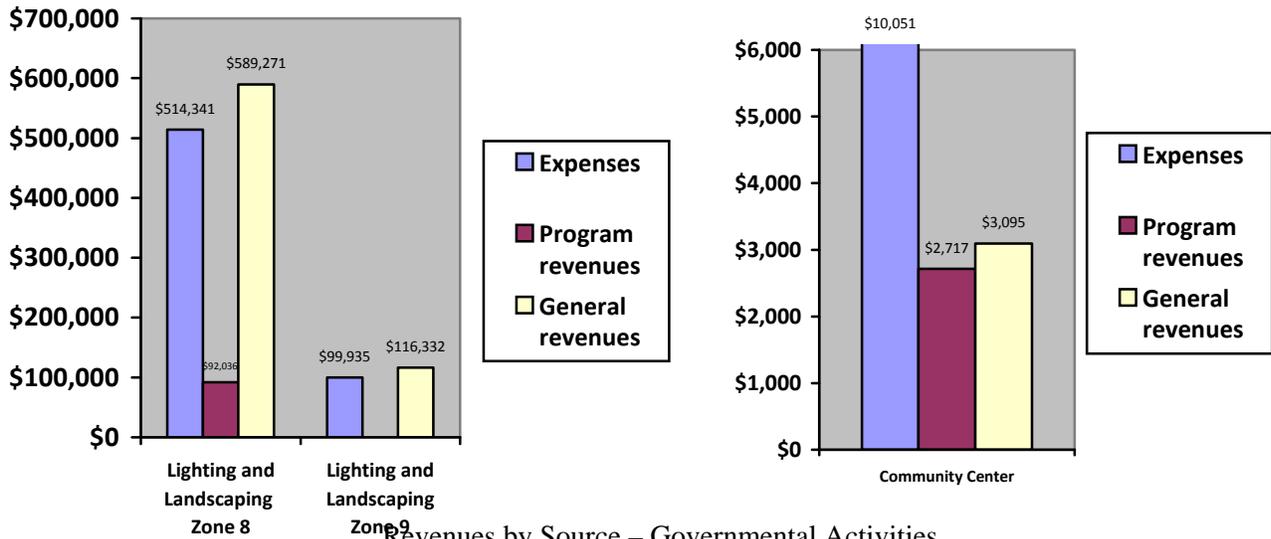
### Financial Analysis of the Government-wide Financial Statements (Continued)

The \$467,895 decrease in net assets is attributed to each function as follows:

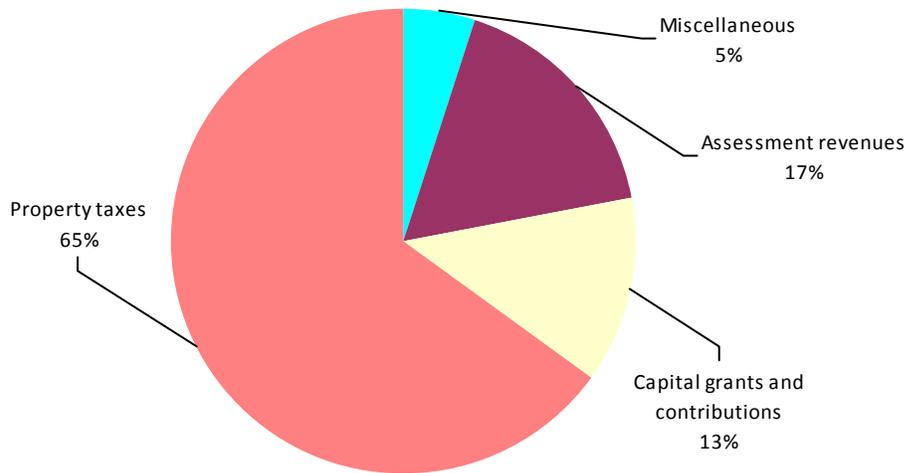
#### Governmental Activities

- Property tax revenue decreased by \$22,013 due to a decrease in current secured property taxes.
- Assessment revenue increased by \$30,569 due to an increase in the assessment rate.
- Costs for salaries increased \$22,405 (33%).

Expenses and Revenues – Governmental Activities



Revenues by Source – Governmental Activities



(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Management's Discussion and Analysis

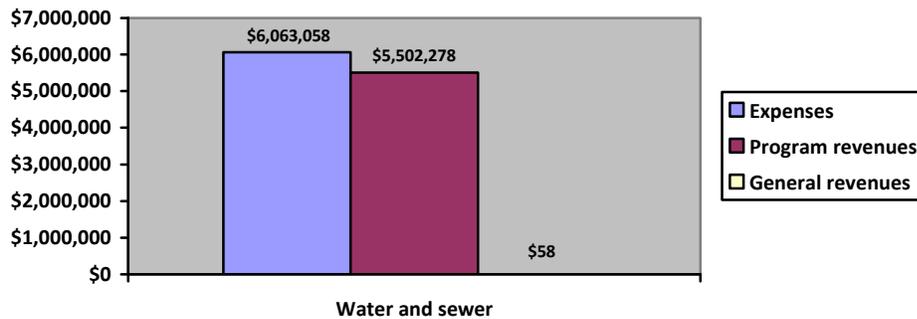
June 30, 2012

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

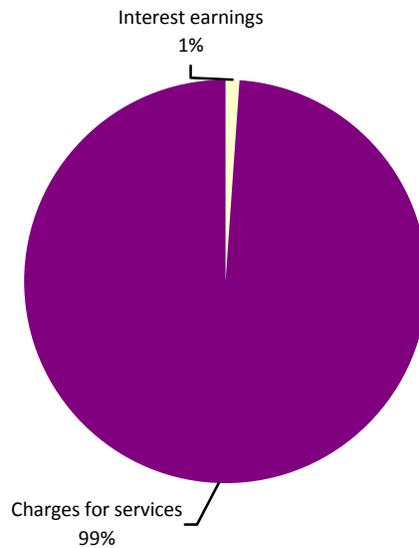
#### *Business-type Activities*

- Revenues from water and sewer usage charges increased \$664,250 (44%).
- Expenses increased \$636,298 (12%) primarily due to higher depreciation, repairs and maintenance, contract services, payroll costs, and consulting 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, 2012

### 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 \$165,035 primarily due to increased expenditures. This resulted in a \$165,035 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 \$143,261, the fund balance of the Lighting and landscaping Zone 9 fund decreased by \$23,688, the fund balance of the community center fund decreased by \$4,239, and the fund balance of the general fund increased by \$6,153. At year-end, the combined fund balance of governmental funds was \$1,905,156, 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 assets of the proprietary funds decreased by \$560,722 from \$38,477,221 to \$37,916,499. The net assets included \$5,618,600 in unrestricted net assets which has increased by \$49,973 or 1% from the previous year. The increase in unrestricted net assets is primarily due to an increase in operating revenues.

### Capital Asset and Debt Administration

#### *Capital Assets*

At the end of fiscal year 2012, the District's investment in capital assets amounted to \$34,086,069 (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, 2012

### Capital Asset and Debt Administration (Continued)

The District's total investment in capital assets before depreciation increased by \$925,710 from \$41,487,178 to \$42,412,888. Significant additions to capital assets included:

- Dewatering and solar dryer #3 project (\$502,765)
- Cornell Park improvements and equipment (\$252,959)

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

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

	Governmental Activities		Business-type Activities		Total	
	2012	2011	2012	2011	2012	2011
Land	\$ 293,930	\$ 258,083	\$ 267,000	\$ 267,000	\$ 560,930	\$ 525,083
Buildings and improvements	2,135,587	1,636,692	1,180,273	1,180,273	3,315,860	2,816,965
Treatment and collection	-	-	29,944,958	28,981,928	29,944,958	28,981,928
Structure and improvements	-	-	6,689,926	6,689,926	6,689,926	6,689,926
Equipment	79,965	30,342	890,241	866,177	970,206	896,519
Office furniture and equipment	4,309	4,309	-	-	4,309	4,309
Vehicles	55,424	34,079	356,928	356,928	412,352	391,007
Construction in progress	11,582	282,733	502,765	898,708	514,347	1,181,441
Total	2,580,797	2,246,238	39,832,091	39,240,940	42,412,888	41,487,178
Less accumulated depreciation	(792,627)	(677,184)	(7,534,192)	(6,332,346)	(8,326,819)	(7,009,530)
Net capital assets	\$ 1,788,170	\$ 1,569,054	\$32,297,899	\$32,908,594	\$34,086,069	\$34,477,648

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

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

During August 2011, in accordance with Proposition 218, the District approved an increase in rates for water and wastewater service charges of 17% effective July 1, 2011. During August 2011, the District approved to increase the assessment rate by 37% for Ravenswood Improvement District (L & L #9) for the fiscal year 2011-2012.

Residential development will continue, but at a much slower pace compared with the past several years, resulting in revenues from water and wastewater capacity fees that are lower than recent years.

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

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

June 30, 2012

### **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 Assets**

June 30, 2012

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Total</u>
<b>Assets</b>			
Cash and investments	\$ 1,922,805	\$ 6,079,041	\$ 8,001,846
Accounts receivable, net of allowance for doubtful accounts	-	342,083	342,083
Note receivable	45,668	-	45,668
Advances on taxes	656	832	1,488
Due from other funds	979	29,705	30,684
Inventory	12,919	-	12,919
Capital assets, net of accumulated depreciation	<u>1,788,170</u>	<u>32,297,899</u>	<u>34,086,069</u>
Total assets	<u>3,771,197</u>	<u>38,749,560</u>	<u>42,520,757</u>
<b>Liabilities</b>			
Accounts payable	23,953	775,356	799,309
Accrued payroll	5,606	24,977	30,583
Deferred revenue	-	8,398	8,398
Due to other funds	2,644	-	2,644
Long-term liabilities			
Compensated absences	<u>5,208</u>	<u>24,330</u>	<u>29,538</u>
Total liabilities	<u>37,411</u>	<u>833,061</u>	<u>870,472</u>
<b>Net Assets</b>			
Invested in capital assets, net of related debt	1,788,170	32,297,899	34,086,069
Unrestricted	<u>1,945,616</u>	<u>5,618,600</u>	<u>7,564,216</u>
Total net assets	<u>\$ 3,733,786</u>	<u>\$ 37,916,499</u>	<u>\$ 41,650,285</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, 2012

		Program revenues		
	<u>Expenses</u>	<u>Charges for services</u>	<u>Operating grants and contributions</u>	<u>Capital grants and contributions</u>
<b>Governmental activities</b>				
General government	\$ -	\$ -	\$ -	\$ -
Community center	10,051	-	-	2,717
Lighting and landscaping Zone 8	514,341	-	-	89,319
Lighting and landscaping Zone 9	<u>99,935</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total governmental activities	<u>624,327</u>	<u>-</u>	<u>-</u>	<u>92,036</u>
<b>Business-type activities</b>				
Water and sewer	<u>6,063,058</u>	<u>5,502,278</u>	<u>-</u>	<u>-</u>
Total business-type activities	<u>6,063,058</u>	<u>5,502,278</u>	<u>-</u>	<u>-</u>
<b>Total government</b>	<u>\$ 6,687,385</u>	<u>\$ 5,502,278</u>	<u>\$ -</u>	<u>\$ 92,036</u>

**General revenues**

- Taxes
- Property taxes
- Homeowners property tax relief
- Other
- Assessments
- Investment income
- Other income

**Transfers**

Total general revenues and transfers

**Change in net assets**

**Contributed capital**

**Net assets, beginning of year**

**Net assets, end of year**

Net (expense) revenue and changes in net assets

<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Totals</u>
\$ -	\$ -	\$ -
(7,334)	-	(7,334)
(425,022)	-	(425,022)
<u>(99,935)</u>	<u>-</u>	<u>(99,935)</u>
<u>(532,291)</u>	<u>-</u>	<u>(532,291)</u>
<u>-</u>	<u>(560,780)</u>	<u>(560,780)</u>
<u>-</u>	<u>(560,780)</u>	<u>(560,780)</u>
<u>(532,291)</u>	<u>(560,780)</u>	<u>(1,093,071)</u>
438,486	-	438,486
4,638	-	4,638
23	-	23
113,973	-	113,973
77	58	135
32,074	-	32,074
<u>-</u>	<u>-</u>	<u>-</u>
<u>589,271</u>	<u>58</u>	<u>589,329</u>
56,980	(560,722)	(503,742)
35,847	-	35,847
<u>3,640,959</u>	<u>38,477,221</u>	<u>42,118,180</u>
<u>\$ 3,733,786</u>	<u>\$ 37,916,499</u>	<u>\$ 41,650,285</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, 2012

		Special revenue funds			
	General fund	Community center	Lighting and landscaping Zone 8	Lighting and landscaping Zone 9	Total governmental funds
<b>Assets</b>					
Cash and investments	\$ 6,153	\$ 531,430	\$ 1,261,708	\$ 123,514	\$ 1,922,805
Advances on taxes	-	-	656	-	656
Inventory	-	12,919	-	-	12,919
Due from other funds	-	-	-	979	979
Total assets	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,262,364</u>	<u>\$ 124,493</u>	<u>\$ 1,937,359</u>
<b>Liabilities and Fund Balance</b>					
Liabilities					
Accounts payable	\$ -	\$ -	\$ 23,796	\$ 157	\$ 23,953
Accrued payroll	-	-	5,606	-	5,606
Due to other funds	-	-	2,644	-	2,644
Total liabilities	<u>-</u>	<u>-</u>	<u>32,046</u>	<u>157</u>	<u>32,203</u>
Fund balances					
Committed to:					
Community center	-	544,349	-	-	544,349
Lighting and landscaping Zone 8	-	-	1,230,318	-	1,230,318
Lighting and landscaping Zone 9	-	-	-	124,336	124,336
Unassigned	<u>6,153</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,153</u>
Total fund balances	<u>6,153</u>	<u>544,349</u>	<u>1,230,318</u>	<u>124,336</u>	<u>1,905,156</u>
Total liabilities and fund balances	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,262,364</u>	<u>\$ 124,493</u>	<u>\$ 1,937,359</u>
<b>Reconciliation to statement of net assets</b>					
Total governmental fund balances					1,905,156
Amounts reported for governmental activities in the statement of net assets are different because:					
Notes receivable in governmental funds are not available to pay for current period expenditures					45,668
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds					1,788,170
Long-term liabilities are not due and payable in the current period, and, therefore, are not reported in the balance sheet of governmental funds					<u>(5,208)</u>
Net assets of governmental activities					<u>\$ 3,733,786</u>

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

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

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

For the year ended June 30, 2012

	<u>Special revenue funds</u>				
	<u>General fund</u>	<u>Community center</u>	<u>Lighting and landscaping Zone 8</u>	<u>Lighting and landscaping Zone 9</u>	<u>Total governmental funds</u>
<b>Revenues</b>					
Property taxes	\$ -	\$ -	\$ 438,250	\$ -	\$ 438,250
Assessment income	-	-	-	113,973	113,973
Grant income	-	-	89,319	-	89,319
Investment income	-	77	-	-	77
Homeowners property tax relief	-	-	4,638	-	4,638
Other	6,153	3,018	20,803	2,359	32,333
Contributions	<u>-</u>	<u>2,717</u>	<u>-</u>	<u>-</u>	<u>2,717</u>
Total revenues	<u>6,153</u>	<u>5,812</u>	<u>553,010</u>	<u>116,332</u>	<u>681,307</u>
<b>Expenditures</b>					
Repairs and maintenance	-	-	183,378	43,771	227,149
Utilities	-	-	101,527	10,925	112,452
Payroll	-	-	92,184	22,706	114,890
Other	-	10,051	22,712	5,885	38,648
Insurance	-	-	4,949	1,797	6,746
Professional fees	-	-	5,635	5,262	10,897
Capital outlay	<u>-</u>	<u>-</u>	<u>285,886</u>	<u>49,674</u>	<u>335,560</u>
Total expenditures	<u>-</u>	<u>10,051</u>	<u>696,271</u>	<u>140,020</u>	<u>846,342</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>6,153</u>	<u>(4,239)</u>	<u>(143,261)</u>	<u>(23,688)</u>	<u>(165,035)</u>
<b>Net change in fund balances</b>	6,153	(4,239)	(143,261)	(23,688)	(165,035)
<b>Fund balances, beginning of year</b>	-	548,588	1,373,579	112,177	2,034,344
<b>Contributed capital</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,847</u>	<u>35,847</u>
<b>Fund balances, end of year</b>	<u>\$ 6,153</u>	<u>\$ 544,349</u>	<u>\$ 1,230,318</u>	<u>\$ 124,336</u>	<u>\$ 1,905,156</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, 2012

**Reconciliation to statement of activities**

Net change in fund balances – governmental funds	\$ (165,035)
Amounts reported for governmental activities in the statement of net assets 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	(116,259)
Governmental funds report capital outlays as expenditures while governmental activities record depreciation expense to allocate those expenditures over the life of the assets	335,560
Change in accrued vacation is recorded as an expense in the statement of activities	<u>2,714</u>
Change in net assets of governmental activities	<u>\$ 56,980</u>

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

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Net Assets  
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
<b>Assets</b>	
<b>Current assets</b>	
Cash and investments	\$ 6,079,041
Accounts receivable, net of allowance for doubtful accounts of \$36,905	342,083
Advances on taxes	832
Due from other funds	<u>29,705</u>
Total current assets	<u>6,451,661</u>
<b>Capital assets, net of accumulated depreciation</b>	<u>32,297,899</u>
Total assets	<u>38,749,560</u>
<b>Liabilities and Net Assets</b>	
<b>Current liabilities (payable from current assets)</b>	
Accounts payable	775,356
Accrued payroll	24,977
Deferred revenue	<u>8,398</u>
Total current liabilities	808,731
<b>Noncurrent liabilities</b>	
Compensated absences	<u>24,330</u>
Total liabilities	<u>833,061</u>
<b>Net Assets</b>	
Invested in capital assets, net of related debt	32,297,899
Unrestricted	
Board designated	3,000,000
Undesignated	<u>2,618,600</u>
Total net assets	<u>\$ 37,916,499</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 Assets  
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
<b>Operating revenues</b>	
Charges for services	\$ 5,258,764
Reimbursements	242,034
Connection fees	1,480
Total operating revenues	<u>5,502,278</u>
<b>Operating expenses</b>	
Contract services	1,402,573
Depreciation	1,201,846
Repairs and maintenance	845,297
Utilities	782,805
Payroll	684,319
Professional fees	465,670
Permits and fees	284,823
Insurance	139,614
Chemicals	96,927
Miscellaneous	82,854
Directors' expenses	29,620
Telephone and communications	16,583
Supplies	13,681
Memberships	9,320
Public communication	6,618
Staff training	508
Total operating expenses	<u>6,063,058</u>
<b>Operating loss</b>	<u>(560,780)</u>
<b>Nonoperating revenues (expenses)</b>	
Interest income	<u>58</u>
Total nonoperating revenues (expenses)	<u>58</u>
<b>Change in net assets</b>	(560,722)
<b>Net assets, beginning of year</b>	<u>38,477,221</u>
<b>Net assets, end of year</b>	<u>\$ 37,916,499</u>

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

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Statement of Cash Flows  
Proprietary Fund**

June 30, 2012

	<u>Water and sewer fund</u>
<b>Cash flows from operating activities</b>	
Receipts from customers	\$ 5,486,702
Payments to suppliers for goods and services	(3,964,748)
Payments to employees and directors	(712,251)
Received from other funds for services	<u>30,686</u>
Net cash provided by operating activities	<u>840,389</u>
<b>Cash flows from capital and related financing activities</b>	
Acquisition of capital assets	<u>(591,151)</u>
Net cash used in capital and related financing activities	<u>(591,151)</u>
<b>Cash flows from investing activities</b>	
Interest income	<u>58</u>
Net cash provided by investing activities	<u>58</u>
<b>Net increase in cash and cash equivalents</b>	249,296
<b>Cash and cash equivalents, beginning of year</b>	<u>5,829,745</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 6,079,041</u>
<b>Reconciliation of operating loss to net cash provided by operating activities</b>	
Operating loss	\$ (560,780)
Adjustments to reconcile operating loss to net cash provided by operating activities	
Depreciation	1,201,846
Change in assets and liabilities	
Accounts receivable	(8,041)
Due from other funds	30,769
Accounts payable	182,525
Accrued payroll	2,004
Compensated absences	(316)
Deferred revenue	(7,535)
Due to other funds	<u>(83)</u>
Net cash provided by operating activities	<u>\$ 840,389</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, 2012

### Note A – Summary of Significant Accounting Policies

This summary of significant accounting policies of the Town of Discovery Bay Community Services District (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.

#### Government-wide financial statements

The Statement of Net Assets and Statement of Activities display information about the reporting government as a whole. 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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment 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 proprietary 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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

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:

<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 and Sewer Fund	Accounts for the activities of providing water and wastewater 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.

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. 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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

#### Measurement focus

In the government-wide Statement of Net Assets 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 assets (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 assets.

#### Basis of accounting

In the government-wide Statement of Net Assets and Statement of Activities both governmental and business-like activities are presented using 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. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.”

Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent that they have matured.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

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, cash equivalents 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. This also includes short term commercial paper and U.S. Agency bonds.

Investments are stated at cost, which approximates fair value.

#### 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

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 balance sheet 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

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

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 Assets for governmental activities in the government-wide financial statements.

#### Net assets

Equity in the government-wide statements is classified as net assets and displayed in three components as follows:

- a. Invested in capital assets, net of related debt – 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 net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

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.

Governmental fund equity in the fund financial statements is classified as fund balance. Proprietary fund equity is classified the same as in the government-wide statement.

#### Fund balance

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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

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 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 Assets 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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

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

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.

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 Assets, 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, 2011, assessed July 1, 2011 and were payable in two installments on December 10, 2011 and April 10, 2012. The County of Contra Costa bills and collects property taxes on behalf of the District.

#### 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, 2012

### 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 certain reported amounts and disclosures. 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

In June 2011, GASB issued GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources in accordance with FASB Concepts Statement No. 4, *Elements of Financial Statements*.

In addition, FASB Concepts Statement No. 4, a deferred outflow of resources is defined as a consumption of net assets by the government that is applicable to a future reporting period, and a deferred inflow of resources is defined as an acquisition of net assets by the government that is applicable to a future reporting period. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities.

The District will be required to implement the provisions of this Statement for the year ending June 30, 2013, with the provisions of the Statement required to be applied retroactively. The District does not believe the implementation of this Statement will have a material effect on its financial statements.

### Note B – Cash and Investments

Cash and investments as of June 30, 2012 are classified in the accompanying financial statements as follows:

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2012

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

Statement of net assets:	
Cash and investments	\$ <u>8,001,846</u>
Total cash and investments	\$ <u>8,001,846</u>

Cash and investments as of June 30, 2012 consist of the following:

Deposits with financial institutions	\$ 880,721
Contra Costa County Treasurer	7,114,399
Investments	<u>6,726</u>
	\$ <u>8,001,846</u>

<u>Investment Type</u>	<u>Carrying value</u>	<u>Fair value</u>
Certificate of Deposit	\$ <u>6,726</u>	\$ <u>6,726</u>
	\$ <u>6,726</u>	\$ <u>6,726</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 assets 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, 2012

**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	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 6,726</u>	<u>\$ -</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, 2012

**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	100%	
Total	<u>\$ 6,726</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, 2012

### 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 – Note Receivable

Under the provisions of Proposition 1A and as part of the 2009-10 budget package passed by the California state legislature on July 28, 2009, the State of California borrowed 8% of the amount of property tax revenue, including those property taxes associated with the in-lieu motor vehicle license fee, the triple flip in lieu sales tax, and supplemental property tax, apportioned to cities, counties and special districts (excluding redevelopment agencies). The state is required to repay this borrowing plus interest by June 30, 2013. After repayment of this initial borrowing, the California legislature may consider only one additional borrowing within a ten-year period. The amount of this borrowing pertaining to Town of Discovery Bay Community Services District was \$45,668.

This borrowing by the State of California was recognized as a receivable in the accompanying financial statements. Under the modified accrual basis of accounting, the borrowed tax revenues are not permitted to be recognized as revenue in the governmental fund financial statements until the tax revenues are received from the State of California (expected to be fiscal year 2012-2013). In the government-wide financial statements, the tax revenues were recognized in the fiscal year for which they were levied (fiscal year 2009-10).

### 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, 2012

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

Transfers between funds during the year ended June 30, 2012 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Major Governmental Funds		
Community Center	\$ -	\$ -
Lighting and landscaping Zone 8 Fund	2,644	-
Lighting and landscaping Zone 9 Fund	-	979
Major Proprietary Fund		
Water and Sewer Fund	<u>-</u>	<u>29,705</u>
Total interfund transfers	<u>\$ 2,644</u>	<u>\$ 30,684</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, 2012, is as follows:

	<u>Balance</u> <u>June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance</u> <u>June 30, 2012</u>
<b>Governmental activities</b>					
Nondepreciable capital assets					
Land	\$ 258,083	\$ 35,847	\$ -	\$ -	\$ 293,930
Construction in progress	<u>282,733</u>	<u>11,582</u>	<u>-</u>	<u>(282,733)</u>	<u>11,582</u>
Total nondepreciable capital assets	<u>540,816</u>	<u>47,429</u>	<u>-</u>	<u>(282,733)</u>	<u>305,512</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2012

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

	<u>Balance</u> <u>June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Transfers</u>	<u>Balance</u> <u>June 30, 2012</u>
<b>Governmental activities (Continued)</b>					
Depreciable capital assets					
Equipment	30,342	24,986	-	24,637	79,965
Buildings and improvements	1,636,692	241,799	(1,000)	258,096	2,135,587
Office furniture and equipment	4,309	-	-	-	4,309
Vehicles	<u>34,079</u>	<u>21,345</u>	<u>-</u>	<u>-</u>	<u>55,424</u>
Total depreciable capital assets	1,705,422	288,130	(1,000)	282,733	2,275,285
Less accumulated depreciation	<u>(677,184)</u>	<u>(116,259)</u>	<u>816</u>	<u>-</u>	<u>(792,627)</u>
Net depreciable capital assets	<u>1,028,238</u>	<u>171,871</u>	<u>(184)</u>	<u>282,733</u>	<u>1,482,658</u>
Net capital assets	<u>\$ 1,569,054</u>	<u>\$ 219,300</u>	<u>\$ (184)</u>	<u>\$ -</u>	<u>\$ 1,788,170</u>
<b>Business-type activities</b>					
Nondepreciable capital assets					
Land	\$ 267,000	\$ -	\$ -	\$ -	\$ 267,000
Construction in progress	<u>898,708</u>	<u>502,765</u>	<u>-</u>	<u>(898,708)</u>	<u>502,765</u>
Total nondepreciable capital assets	<u>1,165,708</u>	<u>502,765</u>	<u>-</u>	<u>(898,708)</u>	<u>769,765</u>
Depreciable capital assets					
Buildings and improvements	1,180,273	-	-	-	1,180,273
Treatment and collection	28,981,928	64,322	-	898,708	29,944,958
Structures and improvements	6,689,926	-	-	-	6,689,926
Equipment	866,177	24,064	-	-	890,241
Vehicles	<u>356,928</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>356,928</u>
Total depreciable capital assets	38,075,232	88,386	-	898,708	39,062,326
Less accumulated depreciation	<u>(6,332,346)</u>	<u>(1,201,846)</u>	<u>-</u>	<u>-</u>	<u>(7,534,192)</u>
Net depreciable capital assets	<u>31,742,886</u>	<u>(1,113,460)</u>	<u>-</u>	<u>898,708</u>	<u>31,528,134</u>
Net capital assets	<u>\$ 32,908,594</u>	<u>\$ (610,695)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,297,899</u>

(Continued)

**TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

**Notes to Financial Statements**

June 30, 2012

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

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	\$ 105,309
Lighting and landscaping Zone 9	<u>10,950</u>
Total depreciation expense – Governmental activities	<u>\$ 116,259</u>

Business-type activities:

Water and sewer	<u>\$ 1,201,846</u>
Total depreciation expense – Business-type activities	<u>\$ 1,201,846</u>

**Note F – 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, 2012 were \$10,425.

**Note G – 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, 2012, the District's accrued liability for accumulated unused vacation leave is \$29,538. 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 H – 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.

(Continued)

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

### Note H – Joint Venture (Joint Powers Agreement) (Continued)

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, 2012:

<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	1,000,000
Property coverage	1,000,000,000
Boiler and machinery	100,000,000
Statutory workers' compensation	Statutory

### Note I – 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, 2012, 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 2012
Jim Mattison	December 2012
Chris Steele	December 2014
Ray Tetreault	December 2012

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Notes to Financial Statements

June 30, 2012

### **Note J – 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.

### **Note K – Subsequent Event**

The District created the Discovery Bay Public Financing Authority effective July 1, 2012.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

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

*RH*

**Agenda Title**

Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 22, 2013 and June 23, 2013

**Recommended Action**

Authorize Overnight Camping and waive reservation fees for the "Great American Campout" event at Cornell Park on June 22, 2013 and June 23, 2013

**Executive Summary**

The Delta Sun Times, in partnership with the National Wildlife Federation, REI, Girl Scouts of Discovery Bay and Boy Scout Troup 514, has presented the Town of Discovery Bay Community Services District (District) Staff with a proposal request to approve an overnight camping event at Cornell Park on June 22, 2013 and June 23, 2013.

This year's "Great American Campout" will be the third for Discovery Bay. The Campout is a nationally recognized event coordinated through the National Wildlife Federation. The Campout not only raises awareness of the benefits of camping as a way to connect people with nature, but it is also an easy way for friends, families and children to sleep under the stars and create memories of outdoor experiences.

The Campout is expecting several special guests this year including the NBC Today Show, US Secretary of the Interior Sally Jewel, NWF top officials and REI executives.

Staff has reviewed the request and recommends approval of the overnight event, along with waiving \$150.00 in rental fees, as long as the following conditions are met:

- Event Coordinators will be required to submit a \$100.00 refundable deposit to the District offices at least five (5) days prior to the event. The deposit will be held to ensure proper clean up and disposal.
- Event Coordinators shall not bring in any outside BBQ's without the prior approval and written consent of the General Manager.
- Due to the proximity of resident homes, the Event Coordinators will create a volunteer/parent rotation list for supervision of the camping area from the hours of 10 p.m. to 7 a.m.
- There will be no amplified sound.
- There shall be no camping within 100 feet of homes.
- First Aid kits and fire extinguishers (minimum of two (2) each) shall be required to be on site and provided by Event Coordinators for the duration of the campout.
- Event Coordinators shall create and distribute a 'Courtesy Notice' to all homes bordering Cornell Park, at least fourteen (14) days prior to the event date. This notice shall be provided to the District for approval before distribution.
- Event Coordinators shall ensure that all Park Rules are enforced during the event.
- All Campers must have signed a waiver prior to participating in the Great American Campout.

Staff recommends approval of this request.

**Fiscal Impact:**

None

**Previous Relevant Board Actions for This Item**

**Attachments**

None

**AGENDA ITEM: F-5**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

June 5, 2013

**Prepared By:** Virgil Koehne, Water and Wastewater Manager  
**Submitted By:** Rick Howard, General Manager

*RA*

### Agenda Title

Install Solar Dryer C&D Building

### Recommended Action

That the board approve the contract with Rough Brothers in the amount of \$213,613.78 to install the Parkson Solar Dryers previously purchased by the District. Direct the General Manager to execute all documents.

### Executive Summary

The District previously authorized the purchase of two active solar dryers, C and D, from the Parkson Corporation as part of the adopted and approved Capital Improvement Projects that are included in the FY 2012-13 Capital Improvement Program budget. This project is also included as a part of the projects that received long term financing.

This equipment included a structural greenhouse cover as well as electrical and automation equipment. The structural greenhouse portion of the dryers was manufactured by Rough Brothers as a sub-supplier to Parkson. Installation of the structure was not included with the purchase of equipment from Parkson. Rough Brothers is the only qualified installer of their buildings. To ensure complete warranty of the structure, the District must contract with Rough Brothers to install the building.

The District Engineer (HERWIT) has been negotiating the erection of the structure with Rough Brothers for several months and the final approved proposal is attached for reference. The cost proposal for Discovery Bay is similar to construction costs by Rough brothers for other solar drying projects for Parkson. The work is scheduled to begin in August when the building arrives and to be completed in October.

Installation of the remaining portion of the Solar Dryer equipment will begin bidding in August and will take place once the structure is completed.

**Fiscal Impact:** \$213,613.78

**Amount Requested**

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

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

### Previous Relevant Board Actions for This Item

Adoption of FY 2012-13 CIP and Approval of Capital Financed projects

### Attachments:

Vendor Proposal

AGENDA ITEM: G-1

Design,  
Manufacturing,  
Systems,  
Construction



March 28, 2013

City of Discovery Bay, Ca.

Discovery Bay, Ca.

Proposal Number: 14295

Phone Number:

Fax Number:

E-Mail Address:

### *Installation of Discovery Bay Drying Chambers*

Rough Brothers to provide the installation of the structures and equipment listed below using subcontract professional greenhouse installers with scope of work to be: This proposal supersedes previously dated proposals for the installation of the drying chambers for Discovery Bay, Ca.

- Installation of (2) 42' x 204' drying chamber structures
- Installation of 8mm polycarbonate roof, end and sidewall glazing material.
- Installation of (1) interior corrugated polycarbonate partition wall.
- Installation of (2) sliding doors.
- Installation of (2) gable flap vents including installation of vent motors. Rough Brothers will set the limits for the vent motors provided the city's electrician has completed the hard wiring of the vent motors while our crew is at the site. If not the electrician will set the vent motor limits.
- Framing and hanging in place (8) exhaust fans.
- Framing and hanging in place (20) ceiling fans.
- Installation of (2) 204' long festoon rail support tubing. The festoon rail to be installed by the city's electrician.
- Hanging of instrument mounting rail. Instrumentation installed by city's electrician.
- Installation of (1) 12' x 18' steel frame control building with insulated covering and walk door.
- Installation and framing of the Air Conditioning unit in the Control Building is included, Air Conditioning unit materials supplied by others.
- Installation and mounting of the MCC unit in the Control Building is not included.
- Installation of downspout fittings to the greenhouse gutters.
- Installation of and materials for the dry pack for posts is included.
- Installation of threaded anchor rod in the imbedded sleeves for the gutter posts and the drilling of anchor bolt holes in the concrete stem walls for the intermediate posts is included.
- It is assumed that the existing imbedded sleeves are installed accurately for level and location. If the existing embedded sleeves are not installed properly Rough Brothers crew will discontinue with the installation until the City's Engineer approves corrective action. Any and all expenses incurred by Rough Brothers to accommodate the approved corrective action for improperly installed sleeves will be invoiced separately to the owner.
- It is also assumed that the steel reinforcing rod in the concrete knee walls has been installed according to the drawings and will thus not interfere with the anchor bolt holes that Rough Brothers must drill for the intermediate posts. If we encounter steel rod in the concrete we will stop work until the City's Engineer approves corrective action. All additional expenses incurred by Rough Brothers for additional work required to perform the Engineer's corrective action will be invoiced separately to the owner.
- Rental equipment for Rough Brothers crew is included.
- Rough Brothers crew will sweep the floor of the drying chambers and clean the site of debris from our work before leaving to project. Cleaning or wiping down of the structural

513.242.0310 *ph*

513.242.0816 *fax*

[www.roughbros.com](http://www.roughbros.com)

5513 Vine Street

Cincinnati, Ohio

45217

Design,  
 Manufacturing,  
 Systems,  
 Construction



- members and glazing materials of the drying chambers and control building are not included in the installation scope.
- Rough Brothers crew will unload the structural and glazing materials when delivered and place them in a secured storage area provided by the City. We will cover materials requiring protection from rain.
  - Rough Brothers will provide a survey of the existing concrete stem walls for accuracy of width, length, height and square.
  - All electrical work including wiring and hook up of vent motors, exhaust fans, ceiling fans, festoon, AC unit in the Control Building, will be performed by the City's electrician.
  - Rough Brothers has included prevailing wage rates for Contra Costa County, Ca.
  - Rough Brothers crew has the right to work more than 40 hrs. per week and will pay the appropriate overtime to our crew. We will not pay for additional, non Rough Brothers, personnel to be on site if required after hours or on week ends.
  - Rough Brothers labor is non-union. Should union labor rates be required Rough Brothers will charge the customer for all additional costs and expenses incurred.
  - We will provide dumpsters for disposal of waste from greenhouse construction.
  - We will provide temporary sanitary facilities for our installation personnel.
  - No concrete, electrical, plumbing or site work is included.
  - Temporary electrical power for construction to be supplied by the City.

***Exclusions***

In addition to any other exclusions set forth in this Agreement, the following items are not included in this Agreement:

- Site Preparation
- Building Permits and Inspection fees
- Control Building concrete work

***Taxes***

Sales taxes for the material portion of the proposal are included.

***Pricing***

Installation Labor as Specified Above	\$188,517.00
PVC and CPVC piping from the greenhouse gutter to the drain piping. Matl.	\$4,422.00
Installation	\$9,660.00
Wood door barrier materials	\$1,470.00
Installation door barrier hardware and wood	\$2,242.00
Stainless steel threaded post rod & hardware for all post anchors	\$4,976.00
Sales tax on materials	\$923.78
Performance Bond	<u>\$1,403.00</u>
 Total	 \$213,613.78

513.242.0310 *ph*  
 513.242.0816 *fax*

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 Cincinnati, Ohio  
 45217

Note: Rough Brothers has experience with these types of projects for municipalities and our labor rates and our bid are based on that experience.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

**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 2013-14 – Adopt and Approve Resolution No. 2013-09.

**Recommended Action**

Adoption of Resolution No. 2013-09, establishing the Discovery Bay Lighting and Landscape Zone #8 Fiscal Year 2013-2014 Appropriation Limit pursuant to Article XIII B of the California Constitution.

**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 2013-14 to be \$525,557.54. The calculation is based on 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. 2013-09, which establishes the 2013/2014 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$525,557.54.

**Fiscal Impact:**

**Amount Requested - N/A**

**Previous Relevant Board Actions for This Item**

None

**Attachments**

Resolution No. 2013-09  
(DB Zone 8) Appropriation Limit Calculation Worksheet  
Department of Finance – Price and Population Information

**AGENDA ITEM: G-2**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2013-09**

**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 2013-14**

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 2013-2014 is \$525,557.54 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 2013-14 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$525,557.54; and

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

PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> DAY OF JUNE, 2013.

\_\_\_\_\_  
Ray Tetreault  
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 5, 2013, 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

\* Based on factors provided in the annual  
 Price and Population Information letter from  
 the California Department of Finance.  
 Dated May 2013



May 2013

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of 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, 2013, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2013-14. 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 2013-14 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, 2013.**

**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.

ANA J. MATOSANTOS  
Director  
By:

MICHAEL COHEN  
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 2013-14 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2013-14	5.12

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

**2013-14:**

Per Capita Cost of Living Change = 5.12 percent  
 Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio:  $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14:  $1.0512 \times 1.0079 = 1.0595$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2012-2013	1-1-12	1-1-13	1-1-2013
Contra Costa				
Antioch	1.12	103,950	105,117	105,117
Brentwood	1.22	52,635	53,278	53,278
Clayton	0.77	11,008	11,093	11,093
Concord	0.45	122,991	123,544	123,812
Danville	0.52	42,498	42,720	42,720
El Cerrito	0.46	23,801	23,910	23,910
Hercules	0.43	24,299	24,403	24,403
Lafayette	0.52	24,186	24,312	24,312
Martinez	0.87	36,161	36,475	36,578
Moraga	0.43	16,168	16,238	16,238
Oakley	1.86	36,573	37,252	37,252
Orinda	0.48	17,839	17,925	17,925
Pinole	0.45	18,581	18,664	18,664
Pittsburg	0.86	64,779	65,339	65,339
Pleasant Hill	0.47	33,477	33,633	33,633
Richmond	0.53	105,004	105,562	105,562
San Pablo	0.44	29,137	29,266	29,266
San Ramon	1.87	74,753	76,154	76,154
Walnut Creek	0.58	65,306	65,684	65,684
Unincorporated	0.47	162,915	163,678	163,762
County Total	0.77	1,066,061	1,074,247	1,074,702

\*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 5, 2013

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

**Agenda Title**

Discussion and award of Landscape Maintenance contract for Discovery Bay Landscape and Lighting Zone 8 (Zone 8)

**Recommended Action**

That the Board: (1) Accept Staff recommendation and award contract to Odyssey Landscaping in the monthly amount of \$7,965.00 for the Zone 8 Landscape Maintenance Services; and (2) authorize the General Manager to execute all contract documents.

**Executive Summary**

The current Landscape Maintenance contract with ValleyCrest Landscape for services within Discovery Bay Landscape and Lighting Zone 8 is set to expire on June 30, 2013. The current contract allows for two (2) one-year extensions; however due to performance concerns, the extension clause was not invoked. Staff prepared and released a Request for Proposals (RFP) on April 23, 2013. A mandatory site visit was conducted on May 2, 2013, with five companies in attendance.

**Bid Analysis:**

On May 22, 2013 at 2:00 p.m. Staff publicly opened four sealed bids.

No.	Contractor	Address	Bid Amount (monthly)
1	Odyssey Companies	5400 W. Highway 12 Lodi, CA 95242	\$7,965.00
2	ValleyCrest Landscape	2447 Stagecoach Road Stockton, CA 95215	\$7,125.00
3	Altamont Landscape Services	PO Box 1643 Brentwood, CA 94513	\$10,725.00
4	Cleary Brothers	PO Box 3577 Danville, CA 94526	\$9,892.00

Staff thoroughly reviewed bid packages, Contractor License status, business ratings and references (including site visits) and made the following conclusions:

The bid received from Cleary Brothers was deemed incomplete, as they failed to submit required Addendum. Altamont Landscape Services submitted a complete, responsible bid and had positive references, yet was not considered due to monthly pricing exceeding budget limitations faced in FY 2013-14.

Staff performed a complete reference check, including site visits on Valley Crest Landscape and the Odyssey Companies. As both Contractors currently provide landscape maintenance services to the District, quality of work performed, past performance, communication, management, repair and enhancement costs were also considered. It should be noted that landscape services are considered a professional service and level and quality of service may be taken into consideration, along with price, in making a decision to award a contract.

Staff's recommends award of Landscape Maintenance contract to Odyssey Landscape. Staff will be prepared to discuss the recommendation, proposals and any potential questions at the Board meeting.

Continued

The contract is set to begin July 1, 2013 and will expire June 30, 2015. There are, however, two one-year automatic extensions that could possibly make this a four year contract based upon satisfactory performance.

**Financial Review:**

All contract costs have been budgeted within the DRAFT Fiscal Year 2013-14 Discovery Bay Landscape and Lighting Zone 8 Operating and Capital Budget; Projected Landscape Maintenance Budget: \$105,000.00 (or \$8,750.00/monthly). Sufficient funds are available for the annual maintenance contract of \$95,580.00. This is a \$5,904.00 annual savings over the current annual contract cost.

**Fiscal Impact:**

Amount Requested \$191,160.00 (\$95,580.00 FY 13/14 & \$95,580.00 FY 14/15)  
Sufficient Budgeted Funds Available?: Yes  
Proj/Fund # Zone # 8 Category: Operating 2282

**Previous Relevant Board Actions for This Item**

None

**Attachments**

Draft Contract to Odyssey Landscape for the landscape maintenance services (Zone 8)  
Odyssey Landscape RFP Proposal  
ValleyCrest Landscape RFP Proposal  
ValleyCrest Management Plan

**AGENDA ITEM: G-3**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

## CONTRACT FOR Discovery Bay Lighting & Landscape Zone 8 Landscape Maintenance Services

This Contract is made this 6th day of June 2013, by and between **Town of Discovery Bay, Community Services District** organized under the laws of California (hereinafter called "District") and Odyssey Landscaping, Inc., a California Corporation, hereinafter called ("Contractor").

Services Description and Location: **Grounds and Landscape Maintenance Services for all of Discovery Bay's Landscaping Zone #8, in full accordance with terms.**

Contractor: Odyssey Landscaping, Inc.                      Completion date: June 30, 2015  
5400 W. Highway 12  
Lodi, CA 95242

### A. THE CONTRACT

This Contract consists of (1) this form cover sheet, (2) the General Terms and Conditions attached hereto (3) a listing of project location sites to be maintained under this agreement, attached hereto as Exhibit A, (the "Service List"); (4) maps depicting the locations of the project sites, attached hereto as Exhibits B, (the "Service Maps"); (5) the work to be performed by Contractor as specified in Exhibit C, (the "Service Plan"); (6) the terms of the payment provisions as specified in Exhibit D, ("Compensation"); and (7) the District Landscape Standards, attached as Exhibit E (the "Landscape Standards"). All Exhibits attached hereto are incorporated herein by this reference. The District has furnished the Contractor with the general program and requirements of Contractor's services and Contractor acknowledges being informed as to the nature and extent of the services required. It is expressly understood between the parties that the district is relying on and looking to Contractor for performing and establishing the specific and technical requirements of the work described below, except where otherwise provided.

### THE WORK

Contractor shall perform the work specified in Exhibit C ("Service Plan") attached hereto and incorporated herein by reference.

COMPENSATION FOR SERVICES

The obligation of the District to compensate Contractor for performance of the work specified in Exhibit C is conditioned on the Contractor’s ability to perform the work in a timely manner and on District’s satisfaction with Contractor’s performance of the work. Satisfactory performance shall be defined as Contractor’s performance of the work in compliance with the terms and conditions set forth in the Landscape Standards, attached as Exhibit E. Satisfactory performance shall also include Contractor’s performance of the work consistent with that level of care and skill ordinarily exercised by members of the professional landscaping maintenance profession practicing under similar conditions at the same time and locality the work was performed. Timely performance shall be defined as Contractor’s performance of the work specified in Exhibit C and performing all work specified during each one month period.

D. OWNER’S RIGHT TO DO WORK

IF THE CONTRACTOR SHOULD NEGLECT TO EXECUTE THE WORK PROPERLY OR FAIL TO PERFORM ANY PROVISIONS OF THE CONTRACT, THE DISTRICT, AFTER THIRTY DAYS WRITTEN NOTICE TO THE CONTRACTOR, MAY WITHOUT PREJUDICE TO ANY OTHER REMEDY THE DISTRICT MAY HAVE, MAKE GOOD SUCH DEFICIENCIES AND MAY DEDUCT THE COST THEREOF FROM THE PAYMENT THEN OR THEREAFTER DUE THE CONTRACTOR.

District \_\_\_\_\_ Contractor \_\_\_\_\_

E. TERM

The term shall commence on July 1, 2013 and terminate on June 30, 2015. The District may extend this contract for two (2) one year extensions by giving the Contractor written notice of the extension ninety (90) days prior to the termination of the then current term. For each extension the compensation provided in Exhibit D shall be adjusted by the annual Consumer Price Index, in the San Francisco area.

CERTIFICATION BY CONTRACTOR

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

CONTRACTOR’S LICENSE NUMBER: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF CONTRACTING SERVICES

### ARTICLE 1

#### CONTRACTOR'S RESPONSIBILITIES

1.1 The Contractor shall perform those services specified in Exhibit C ("Service Plan") and shall perform those services in accordance with the conditions and terms specified in Exhibit E ("Landscape Standards"), and any such additional work as may be authorized in accordance with Article 6 hereof.

1.2 Contractor enters into this Contract, and will remain through the term of this Contract, as an independent contractor. Contractor agrees that it is not and will not become an employee of District while this Contract is in effect. Contractor is not entitled to the rights or benefits afforded to the District's employees, including, but not limited to, disability or unemployment insurance, worker's compensation, medical insurance, sick leave or other employment benefit. Contractor is responsible for providing at Contractor's own expense disability, unemployment, and other insurance, workers' compensation (as set forth below), training, permits, and licenses for Contractor and for Contractor's employee and subcontractors. The Contractor shall be responsible for methods and means used in performing the Maintenance services under this Contract. The Contractor shall designate a representative authorized to act in the Contractor's behalf with respect to the services to be performed hereunder.

1.3 Contractor shall comply with all Federal, State and local laws and ordinances applicable to the work. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

1.3.1. A determination of the general prevailing rate of per diem wages and holiday and overtime work where the work is to be performed is available for review upon request at the Town of Discovery Bay CSD offices. Contractor and subcontractors will not pay less than the prevailing rates of wages. Contractor will post on copy of the prevailing rates of wage at the job site. Contractor shall forfeit as penalty the sum of up to fifty dollars (\$50.00) for each calendar day or portion thereof, and for each worker paid less than the prevailing rates under this contract. Travel and subsistence payments shall be paid to each worker as defined in the applicable collective bargaining agreements filed with the Department of Industrial Relations for the particular craft, classification or type of work.

1.3.2. Eight (8) hours labor constitutes a legal day's work. Workers shall be paid at a rate of one and on-half times the basic rate of pay for work in excess of eight (8) hours during a calendar day or forty hours (40) during a calendar week of the foregoing hours. Contractor shall keep and make available an accurate record showing the name of each worker and hours worked each day and each week by each worker. As a penalty to the Town of Discovery Bay CSD, Contractor shall forfeit twenty-five dollars (\$25.00) for each worker, including subcontractors' workers, for each calendar day during which the worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of Labor Code Sections 1810 through 1815.

1.3.3. Pursuant to California Labor Code Section 1776, Contractor and each Subcontractor shall keep accurate records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: The information contained in the payroll record is true and correct. The employer has complied with the requirements of Labor Code Section 1771, 1811, and 1815 for any work performed by his or her employees on the public work project. A certified copy of all payroll records shall be made available for inspection or furnished upon request to the Town of Discovery Bay CSD, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations. A certified copy of all payroll records shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through the Town of Discovery Bay CSD, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Labor Code Section 1776 (b)(2), the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the Contractor, subcontractors, and the entity through which the request was made as provided in Title 13 California Code of Regulations Section 16402. The public shall not be give access to the records at the principal office of the Contractor. The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as provided by the division. The Contractor or subcontractor shall file a certified copy of the records enumerated with the entity that requested the records within ten (10) days after receipt of a written request.

1.3.4. Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the Town of Discovery Bay CSD, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number as provided in Labor Code Section 1776. The name and address of the Contractor awarded the contract or the subcontractor performing the contract shall not be marked or obliterated. The Contractor shall inform the Town of Discovery Bay CSD of the location of the records enumerated in Labor Code Section 1776(a) including the street address, city and county, and shall within five (5) working days, provide a notice of change of location and address. The Contractor or Subcontractor shall have ten (10) days in which to comply subsequent to receipt of written notice requesting the records. In the event that the Contractor or Subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to the Town of Discovery Bay CSD, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each worker until strict compliance is effectuated. Upon the

request of the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. The Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.

1.4 Contractor, at Contractor's own expense, may use any employees or sub-Contractors as Contractor deems necessary to perform the services required of Contractor by this Contract. The District shall not control, direct or supervise Contractor's employees or sub-Contractors in the performance of those services.

1.5 Contractor agrees that all designs, plans, reports, specifications, drawings, inventions, processes and other information or documents produced by Contractor as a product of the performance of Contractor's services under this Contract will be and are hereby assigned to the District as the sole and exclusive property of the District and the District's assigns, nominees and successors, as well as any copyrights, patents, or trademarks obtained by Contractor in connection with the performance of services under this Contract.

1.6 Any written, printed, graphic, electronically or magnetically recorded information furnished by the District for Contractor's use is the sole property of the District. All such information shall be proprietary, including, but not limited to customer requirements, customer lists, marketing information and information regarding the services, the District's employees, products, prices, operations and subsidiaries. Contractor will keep such proprietary information in the strictest confidence, and will not disclose it by any means to any person except with the District's approval or except as required by law. On termination of the Contract, Contractor will return any proprietary information in Contractor's possession to the District.

1.7 In addition to the requirements of Section 5.2 hereof, Contractor agrees to defend, indemnify and hold harmless District, the members of its governing board and its officers, agents, and employees from and against all demands, claims, damages, losses, liabilities, expenses and/or costs, including reasonable attorney's fees and court costs, arising out of Contractor's negligence, acts, or omission of services contemplated by this Contract. The District holds Contractor harmless for any such demands, claims, damages, losses, liabilities, expenses and/or costs resulting from the negligence of District.

1.8 Permits and licenses necessary for the execution of the work shall be secured and paid for by the Contractor unless otherwise specified.

1.9 The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work. If the Contractor observes that the standards are at a variance therewith he shall promptly notify the District, in writing, and any necessary changes shall be adjusted or clarified. The Contractor shall not proceed with the performance of any such work until such changes are agreed upon. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, without such notice to the District, and such adjustments of changes as aforesaid, then the Contractor shall bear all costs arising from or in connection with such work.

1.10 The Contractor shall commence work no later than January 3rd, 2011 and shall complete the Contract work on a monthly basis for the term of the Contract. Workdays shall be Monday through Friday and work hours shall be 7:00 a.m. to 3:30 p.m. District must be notified if other work days or hours are to be utilized.

## ARTICLE 2

### DISTRICT'S RESPONSIBILITIES

2.1 If the Contractor's services are related to a particular service, as identified in Exhibit C or as may later be identified in accordance with a change order, the District shall, with reasonable promptness, provide available information regarding the requirements for the Services, including any existing or proposed plans and specifications and any requirements of public or quasi public governmental agencies of which the District is aware.

2.2 The District may designate a representative authorized to act on the District's behalf with respect to the Contractor's services and, if applicable, the services. The District or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Contractor in order to avoid unreasonable delay in the orderly and sequential progress of the Contractor's services.

## ARTICLE 3

### TERMINATION

3.1 Notwithstanding any other provision of this Contract, this Contract may be terminated by the District at any time by giving thirty (30) days written notice to Contractor, with or without cause. In the event of such termination without cause, the District shall not be entitled to rely upon, nor shall Contractor have any liability arising out of the District's use of incomplete designs, plans, reports, specifications, drawings, or other uncompleted tasks.

3.2 This Contract may be terminated by either party upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Contract through no fault of the party initiating the termination. For purposes of this subparagraph, the failure to substantially perform in accordance with this Contract includes, but is not limited to, the following:

- 3.2.1 The District's failure to pay Contractor any compensation due within ninety (90) days after written demand for payment.
- 3.2.2 Contractor's failure to satisfactorily complete the services specified under this Contract within the time periods specified herein, as those terms are defined in Paragraph C of the Contract, or as reasonably directed by the District.
- 3.2.3 Contractor's or the District's material breach of any representation or agreement contained herein.
- 3.2.4 Failure of Contractor to maintain insurance coverage as required in Article 4.

3.3 Contractor may also withdraw from this Contract, upon seven (7) days written notice, in the event of the District's refusal to cooperate with Contractor or to follow Contractor's advice on any material matter, or the occurrence of any fact or circumstance that would render Contractor's services unlawful or unethical.

3.4 In the event of any such termination, Contractor shall be compensated hereunder for the value of services performed to the date of termination.

ARTICLE 4

INSURANCE COVERAGE

4.1 The Contractor shall carry the following insurance:

- (a) Workers' Compensation as required by law, and Employer's Liability Insurance in the sum of not less than \$1,000,000.
  
- (b) General Liability Insurance, which insurance shall have limits of liability not less than the following:
  - Bodily Injury: \$1,000,000 each occurrence  
\$1,000,000 each person  
\$1,000,000 aggregate
  
  - Property Damage: \$1,000,000 each occurrence  
\$1,000,000 aggregate
  
- (c) Comprehensive Automobile Liability, for all vehicles, automobiles, trucks and equipment, which insurance shall have limits not less than the following:
  - Bodily Injury: \$1,000,000 each occurrence  
\$1,000,000 each person
  
  - Property Damage: \$1,000,000 each occurrence

Contractor shall furnish the District with (1) a certificate of insurance countersigned by an authorized agent or representative of the insurance company, that the insurance policies will not be cancelled altered or reduced without thirty (30) days prior written notice to the District and that the policy or policies do not exclude coverage for contractual liability, and (2) an endorsement to all policies, in the form of CG2010, or such other form reasonably acceptable to the District, confirming that the District and/or any of the affiliates and additional entities of the district that the District may designate, are named as additional insured on such policies. In the event of cancellation for non-payment, the District may pay premiums due by Contractor and deduct the paid payment from amounts then or subsequently owing to the Contractor hereunder. Insurance limits called for herein shall be considered to be minimum and the District shall have the absolute discretion to require higher limits should the nature of the work and risks involved therein call for such higher limits.

ARTICLE 5

SAFETY

5.1 Contractor shall strictly observe and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or properties or their protection from damage, injury or loss. Without limiting the foregoing,

Contractor shall comply with all requirements, regulations, orders and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1988.

5.2 In addition to the provisions of Section 1.7, Contractor shall be liable to, and shall indemnify and hold harmless, the District for all loss, cost and expense attributable to any acts of commission or omission by the Contractor, its employees or agents resulting from the failure to use reasonable safety precautions and programs or to comply with safety laws, regulations or ordinances, including but not limited to any fines, penalties, or corrective measures.

## ARTICLE 6

### PAYMENT PROVISIONS

6.1 Unless otherwise specified in Exhibit D (“Compensation”), Payment requests shall be for work performed in the previous month. Payments will only be approved if all necessary reports have been received, as outlined in the Landscape Standards (Exhibit E). Payments are approved at bi-monthly board meetings which are held on the first and third Wednesdays each month; to process Contractor’s payment during these sessions, payment request must be received the Thursday prior to any such meeting. Payment terms are as follows: 2%/10 net 30.

6.2 Additional services, beyond the services listed in Exhibit C, may be required by the District. Such additional services shall be performed only in accordance with change orders, authorized and issued by District or District's designated representative. Each change order shall list the scope of revisions to be performed, state the time within which the work is to be completed, designate any special conditions, and state the agreed upon compensation for such work.

## ARTICLE 7

### MISCELLANEOUS PROVISIONS

7.1 This Contract represents the entire and integrated agreement for Landscape Maintenance Services between the District and Contractor and may be amended only by written instrument signed by both the District and Contractor.

7.2 Any notices required to be given under this Contract by either party to the other may be affected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested, or by any nationally recognized overnight service. Notices must be addressed to the parties at the address indicated on the cover sheet to this Contract, but each party may change the address by giving written notice in accordance with this paragraph. Notices personally delivered will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of the date of receipt or the fifth (5th) day after mailing, whichever occurs first. Notice sent by overnight services or facsimile shall be deemed communicated as of the earlier of the date of receipt or twenty-four (24) hours after mailing or transmission.

7.3 If any provision of this Contract is held by a court of a competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

7.4 This Contract shall be binding upon the heirs, executors, administrators, successors and assigns of District and Contractor.

7.5 If any legal action or arbitration is instituted, including an action for declaratory relief to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorney's and expert fees, which may be set by the court in such action or arbitration, or in a separate action brought for that purpose, in addition to any other relief to which that party may be awarded.

7.6 This Contract will be governed by and construed in accordance with the laws of the State of California.

7.7 In the event that either District or Contractor shall at any time waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition, or obligation.

7.8 The statutory provisions for penalties for failing to comply with the State of California wage and labor laws will be enforced, as well as that for failing to pay prevailing wages.

DISTRICT

CONTRACTOR

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Project: DISCOVERY BAY LANDSCAPE & LIGHTING ZONE 8  
LANDSCAPE MAINTENANCE SERVICES

Proposer: Odyssey  
5400 W. Highway 12  
Lodi, CA 95242

By: David Silva  
Manager, Landscape Maintenance Division  
Office: 209.369.6197 ext. 401  
Fax: 209.993.6965  
Email: dsilva@odysseylandscape.com

**INTRODUCTION:**

Odyssey is a California licensed landscape contracting firm that has been doing business in Northern and Central California for over 30 years.

We have and maintain state of the art equipment, professionally trained crews and a devoted quality control management team. In addition to being licensed in landscape contracting, we also hold licenses for pest control and pesticide application. This enables us to provide the most complete landscape maintenance services found anywhere!

Currently we provide landscaping maintenance services for over 130 different jobsites throughout Sacramento, San Joaquin, Contra Costa, Calaveras, Stanislaus, Merced and Fresno counties. From shopping centers, parks, schools, streetscapes, corporate center or subdivision we provide the same quality of services that has won us our reputation during these years.

**PROJECT START DATE:**

Odyssey is ready to start this project as of July 1, 2013.

**TERMS AND CONDITIONS:**

Odyssey is familiar and acknowledges it will be adhering to all the terms and conditions in full conformance with this RFP.

**WORK SCHEDULE:**

Odyssey is prepared to start work immediately, we have projected to have one (3) men crew full time working on this project, in addition we will have (1) full time irrigation technician, all of them supervised directly by Dave Silva, department manager.

EXPERIENCE AND REFERENCES:

Odyssey understands the importance of a well maintained landscape, we have been working with commercial accounts and city municipalities for nearly 30 years and we have the knowledge and capabilities to perform in the most professional way to your landscaping needs, on schedule and per specifications.

Currently we provide landscaping maintenance services for an extensive number of different jobsites throughout Sacramento, San Joaquin, Contra Costa, Calaveras, Stanislaus, Merced and Fresno counties. Some of our similar current projects include:

City of Stockton - David Kroll 1465 Lincoln St Stockton, CA 95206 (209) 937-8676	Nearly 600 acres of landscaping, services include landscape maintenance and janitorial services, irrigation, field renovation, weed and pest control services to over 50 parks within the city plus a large number buildings and other properties owned by the city.
City of Lathrop - Jim Warburton 390 Towne Centre Dr. Lathrop, CA 95330 (209) 471-4225	Approx 100 acres of landscaping that includes (13) parks and approx. 15-20 miles of streetscapes within the city. Services include landscape maintenance, irrigation, weed and pest control, etc.
City of Antioch - Mike Bechtholdt 1201 W. Fourth Street Antioch, CA 94509 (925)779-6950	Approx. 60 acres of landscaping including more than 10 miles of streetscape and medians within the city. Services include landscape maintenance, irrigation, pest control, weed control, etc.

We look forward to offering this proposal for Landscape Maintenance to the Town of Discovery Bay, knowing we can offer you quality service at a very competitive price. Please do not hesitate to call us if you have any questions or would like any more information.

Thank you,



David Silva, Division Manager  
Odyssey Companies

### ACKNOWLEDGEMENT

#### Discovery Bay Landscape Maintenance Services

To ensure all proposal materials were received, this Acknowledgement must be completed and returned in a sealed envelope prior to 2:00 p.m. May 22, 2013. This sheet acknowledges receipt of the following materials:

1. Request for Proposal No. L13-01
2. Service Area Descriptions (Attachment No. 1)
3. Map of maintenance areas for Zone 8 (Attachment No. 2)
4. Landscape Standards
  - a. Long Term Maintenance (Attachment "A")
  - b. Tree Removal (Attachment "B")
  - c. Disease and Insect Control (Attachment "C")
  - d. Tree Preservation & Pruning (Attachment "D")
  - e. Turf Maintenance and Renovation (Attachment "E")
8. Sample – Pesticide Use Report (Attachment "F")
9. Sample - Monthly Landscape Maintenance Report (Attachment "G")
10. Sample – Irrigation Inspection Report (Attachment "H")
11. Sample Contract (Attachment "I")
12. Insurance Requirements (Attachment "J")
13. California Prevailing Wage Determination – Landscape Maintenance Laborer (Attachment "K")
14. Proposal Cost Breakdown (Attachment "L")

Proposals received without this completed sheet will be deemed incomplete and will not be considered in the award process.

Acknowledged by: Dave Silva

Company: Odyssey

License No. 774370

By: 

Title: manager

Date: 5-21-13

## Proposal Cost Breakdown

### Discovery Bay Landscape & Lighting Zone #8

\*\*All Items as identified and described on Attachment No. 1

Item	Bid Item Description	Monthly Bid Dollar Amount
1A	Cornell Park	1850.00
1B	Discovery Point Islands	475.00
1C	Lido Circle – Islands / Levee	185.00
1D	Cabrillo Point	225.00
1E	Marina Circle – Levee	300.00
1F	Marina Road	600.00
1G	Clipper Drive	400.00
1H	Newport Drive	300.00
1I	Willow Lake Road	400.00
1J	Discovery Bay Blvd. (East & West)	1100.00
1K	Sand Point Road	250.00
1L	Seal Way	200.00
1M	Discovery Bay Blvd. (Turf Islands)	600.00
1N	Highway 4 Landscape (East)	300.00
1O	Highway 4 Landscape (West)	300.00
1P	Newport Lane	100.00
1Q	South Point Island	100.00
1R	Laguna Circle Islands	100.00
1S	Willow Lake Road Islands	180.00
	Zone #8 Total	7965.00

Total Monthly Bid Amount : 7965.00

Total Annual Proposal Cost : 95,580.00

Bids shall be for monthly service. Proposals submitted in any unit other than monthly will be deemed incomplete and will not be considered in the award process.



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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Discovery Bay Landscape & Lighting Zone 8  
Landscape Maintenance Services  
DISCOVERY BAY, CA

## ADDENDUM # 001

May 16, 2013

**BID DATE: May 22, 2013 by 2:00 PM**

This document contains information that affects all bidders.

- See attached RFI responses. All responses are to be incorporated by all bidders. These RFI responses include:
  1. RFI #001 from Bidder #4
  2. Qualified Bidders List (Mandatory Site Visit Attendees)
  3. Request for Hourly Incidental Rate Chart

 Dave Silva Odyssey 5-21-13

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www.todb.ca.gov

# ADDENDUM #001

## Town of Discovery Bay CSD Response to RFI #001 from Bidder #4

Q: "... I wanted to inquire as to the current annual contract amount for the landscape maintenance."

A: *Current monthly maintenance amount for Discovery Bay Landscape and Lighting Zone 8 is \$8,457.00.*

## Town of Discovery Bay CSD Release of Information – Qualified Bidders

As required by the terms of this RFP, only bidders attending the mandatory site visit will be allowed to submit bids. The list below is a summary of the company qualified to bid:

1. *ValleyCrest Landscape Maintenance*
2. *Altamont Landscape*
3. *Odyssey Landscape*
4. *JPA Landscape & Construction*
5. *Cleary Brothers*

## Town of Discovery Bay CSD Request for Additional Information

The following spreadsheet on average incidental rates is **REQUIRED** to be completed and returned with your bid by all qualified companies responding to this RFP.

**(See next page)**

# Hourly Incidental Rate Chart

## Employee Hourly Rates:

Gardener:	<u>25.00</u>
Supervisor/Foreman:	<u>35.00</u>
Irrigation Specialist:	<u>35.00</u>

## Incidentals (Average):

Lateral Repair:	<u>125.00</u>
Mainline Repair:	<u>175.00</u>
Valve Replacement ( Plastic, 2" and below):	<u>350.00</u>
1 Gallon Shrub Replacment:	<u>9.50</u>
5 Gallon Shrub Replacment:	<u>26.50</u>
15 Gallon Tree Replacment: w/3" Tree Stakes	<u>95.00</u>
24" Box Tree Replacement: w/3" Tree Stakes	<u>245.00</u>
Supply and Install Mulch (Per yard)	<u>55.00</u>
Annual Color (Per Flat)	<u>45.00</u>
4" Rotor Replacement (Rainbird Falcon or Equivalent)	<u>36.50</u>
12" Rotor Replacement (Rainbird Falcon or Equivalent)	<u>46.50</u>
6" Pop Up Replacement (Toro 570PRXCOM, or Equivalent)	<u>10.25</u>
12" Pop Up Replacement (Toro 570PRXCOM or equivalent)	<u>16.25</u>

Dave Silva   
Odyssey 5-21-13

ADDENDUM #001 RESULTS IN NO MATERIAL CHANGE TO CONTRACT DOCUMENTS. BID DEADLINE REMAINS UNCHANGED.

----- END OF ADDENDUM #001 -----

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PROPOSAL FOR LANDSCAPE MAINTENANCE Services for  
**Discovery Bay Landscape & Lighting Zone 8**

May 22, 2013

Presented To:  
The Town of Discovery Bay  
Community Services District, Discovery Bay, California





May 22, 2013

Fairin Perez  
Parks & Landscape Manager  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

RE: Town of Discovery Bay Landscape Services RFP Response

Dear Ms. Perez:

Thank you for the consideration of Valley Crest to respond to the request for proposal document titled Request for Proposal (RFP) for Discovery Bay Landscape & Lighting Zone 8, Landscape Maintenance Services RFP No. L13-01.

It is our full interest to continue landscape maintenance services for the Town of Discovery Bay for years to come. I believe especially in the last year of our landscape maintenance, putting key personnel in place began to build on our trust based relationship which is one of our company's core values for more than 60 years. The communities of Rossmoor, Mountain House, Trilogy Brentwood and Seven Oaks, Ripon are testimonies to our job commitment and capabilities with 30 years, 12 years, four years and six months respectively of landscape maintenance service. All four of these jobs are similar and have many elements found in Discovery Bay. Given the opportunity and now having a stronger Discovery Bay team, I am confident and look forward to meeting and exceeding Discovery Bay CSD expectations. Generally, our plan is to have four gardeners on site with one three man crew and one floater in his own vehicle. To support our crew and communicate with you our client, we are assigning a production specialist/irrigation tech, our current Account Manager will remain, Branch Manager and Regional VP who lives in the community who will also be involved. The introduction of the Production Specialist will supplement and increase our ability to inspect, coach and provide quality service.

In addition to the services required as stated in the RFP, there are two additional services we would like to offer: We ask to include in our offer three color changes at our cost for the Town entry at Hwy 4 at the direction of CSD staff. Also, we now have a certified backflow tester on our staff and would like to offer backflow testing at a rate of \$20 per backflow.

For your consideration, I have also attached copies of our anticipated maintenance schedule and sequencing maps for the job. I also have also listed three references as requested.

It is understood that the awarded contract will have a start date of July 1, 2013. It is also understood that compliance, terms and conditions as stated in the RFP and all attachments and associated addendum documents are required as part of the awarded contract.

Thank you for the opportunity for Valley Crest to respond and submit this bid proposal for your consideration. Should you have questions regarding this matter please do not hesitate to contact me.

Sincerely,



Jeff Gravel  
Branch Manager  
Central Valley Branch  
2447 Stagecoach Road  
Stockton CA 95215

Phone: 209-993-7578  
Fax: 209-939-0906

References:

Rich Perona, Rossmoor  
925-260-4977

Harpal Singh, Mountain House  
209-831-2300

925 Jeff Davies, Trilogy, Brentwood  
209-584-6016

Donna Brown, Seven Oaks, Ripon  
209-548-4578

Proposal Cost BreakdownDiscovery Bay Landscape & Lighting Zone #8

\*\*All Items as identified and described on Attachment No. 1

Item	Bid Item Description	Monthly Bid Dollar Amount
1A	Cornell Park	1906
1B	Discovery Point Islands	624
1C	Lido Circle – Islands / Levee	140
1D	Cabrillo Point	140
1E	Marina Circle – Levee	70
1F	Marina Road	160
1G	Clipper Drive	685
1H	Newport Drive	480
1I	Willow Lake Road	370
1J	Discovery Bay Blvd. (East & West)	725
1K	Sand Point Road	370
1L	Seal Way	170
1M	Discovery Bay Blvd. (Turf Islands)	315
1N	Highway 4 Landscape (East)	370
1O	Highway 4 Landscape (West)	320
1P	Newport Lane	70
1Q	South Point Island	70
1R	Laguna Circle Islands	70
1S	Willow Lake Road Islands	70
	Zone #8 Total	7125

Total Monthly Bid Amount : \$ 7,125

Total Annual Proposal Cost : \$ 85,500

Bids shall be for monthly service. Proposals submitted in any unit other than monthly will be deemed incomplete and will not be considered in the award process.

## ACKNOWLEDGEMENT

### Discovery Bay Landscape Maintenance Services

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Acknowledged by: Jeff Gward  
Company: Valley Coast  
License No. 266211  
By: Jeff M. Gward  
Title: Branch Manager  
Date: 5/21/2013



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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Discovery Bay Landscape & Lighting Zone 8  
Landscape Maintenance Services  
DISCOVERY BAY, CA

## ADDENDUM # 001

May 16, 2013

**BID DATE: May 22, 2013 by 2:00 PM**

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  1. RFI #001 from Bidder #4
  2. Qualified Bidders List (Mandatory Site Visit Attendees)
  3. Request for Hourly Incidental Rate Chart

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*[Handwritten Signature]* 5/21/13

# ADDENDUM #001

## Town of Discovery Bay CSD Response to RFI #001 from Bidder #4

Q: "... I wanted to inquire as to the current annual contract amount for the landscape maintenance."

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**(See next page)**

**ADDENDUM #001 RESULTS IN NO MATERIAL CHANGE TO CONTRACT DOCUMENTS. BID DEADLINE REMAINS UNCHANGED.**

**----- END OF ADDENDUM #001 -----**



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# Hourly Incidental Rate Chart

## Employee Hourly Rates:

Gardener:	<u>\$ 30</u>
Supervisor/Foreman:	<u>\$ 35</u>
Irrigation Specialist:	<u>\$ 45</u>

## Incidentals (Average):

Lateral Repair:	<u>\$ 10</u>	
Mainline Repair:	<u>\$ 300</u>	
Valve Replacement ( Plastic, 2" and below):	<u>\$ 325</u>	
1 Gallon Shrub Replacment:	<u>\$ 10</u>	*
5 Gallon Shrub Replacment:	<u>\$ 25</u>	*
15 Gallon Tree Replacment: w/3" Tree Stakes	<u>\$ 110</u>	*
24" Box Tree Replacement: w/3" Tree Stakes	<u>\$ 325</u>	*
Supply and Install Mulch (Per yard)	<u>\$ 65</u>	
Annual Color (Per Flat)	<u>\$ 35</u>	
4" Rotor Replacement (Rainbird Falcon or Equivalent)	<u>\$ 45</u>	*
12" Rotor Replacement (Rainbird Falcon or Equivalent)	<u>\$ 55</u>	*
6" Pop Up Replacement (Toro 570PRXCOM, or Equivalent)	<u>\$ 20</u>	*
12" Pop Up Replacement (Toro 570PRXCOM or equivalent)	<u>\$ 35</u>	*

\* In quantities cost will be less



## **Town of Discovery Bay**

### **The ValleyCrest Landscape Management Plan**

### **May 29<sup>th</sup>, 2013**

Effective landscape management at The Town of Discovery Bay ensures sustainable healthy landscapes that receive the appropriate amount of water and care. This is achieved through a team effort of various team members working in conjunction with The Town of Discovery Bay. All of this will take place with up to date job information that will be kept and utilized by The Account Manager and other Team Members so that the project is successfully maintained in accordance with the Agency's requirements and preferences.

### **The Team**

**Regional Vice President** – Oversee the job in its entirety. He will be preparing punch lists and acting as another set of eyes and ears on the job. He will be meeting with the Branch and Account Manager twice per month to discuss The Town of Discovery Bay. His institutional knowledge will be tapped by the Account Manager and Production Specialist regarding irrigation issues.

**The Branch Manager** – Oversee the Account Manager's performance and provide support for The Account Manager as needed. Periodically, inspect the landscape with the Account Manager to insure consistent quality. Will be available and will recommend quarterly meeting with the client and Account Manager. Serve as a coach and mentor when a new Account Manager comes on board.

**The Account Manager** – Serves as the point of contact for the client regarding all relations including landscape maintenance, irrigation management, enhancements, tree services and all other correspondence related to Valley Crest services provided to The Town of Discovery Bay. Insures that maintenance operations are performed in accordance with the contract specifications and scope, and that the schedule for the sequence of operations is adhered to and that the sequence is updated to maximize quality. Manages the irrigation systems to conserve water, preserve plant health, and extend the life of assets surrounding the landscape.

**The Landscape Production Specialist** – Assists the Account Manager in insuring that work is performed safely and to contract specifications.

**The Landscape Maintenance Crew Leader** – Is responsible for executing the day to day landscape maintenance operations. This is done with a team, for which the crew leader is responsible for.

**Enhancement, Irrigation and Tree Managers** – Works with the Account Manager to understand the scope and oversee the completion of approved extra work which includes the procurement of materials, equipment, and the scheduling of field staff and technicians.

## **An Updated Job Information Binder**

During the first 30 days of service, a job information binder will be prepared that will be kept by The Account Manager in paper form and electronically. The binder will have the following sections

- a. The ValleyCrest Landscape Maintenance Scope Checklist, along with a copy of pertinent parts of the agreement including the unit price list for extra work tasks.
- b. Sequence maps and Gantt Charts.
- c. An annual calendar for tasks required by The Town per the contract, along with labels for products that will be used, and instructions for procurement of special equipment, etc.
- d. A document summarizing client preferences, office addresses, contact information, and keys and codes needed to access irrigation controllers.
- e. Copies of irrigation maps for controllers as well as current irrigation schedules.
- f. Instructions on how to go about inspecting and preparing reports for The Town of Discovery Bay.
- g. Instructions on how to get set up with WeatherTRAC online and on smart phones.

## **Quality Control, Client Communications, and Management Staffing**

The Account Manager will communicate on a daily basis with the Crew Leader, to insure that the Crew Leader has what is needed to perform job duties, communicate areas in need of attention, and pass on client general client feedback.

The Account Manager will touch bases with Park and Landscape Manager on a weekly basis and take note of any requests, provide recommendations to insure complete satisfaction.

The Account Manager will insure that the scope of work is communicated effectively for all extra work, and will inspect completed jobs in a timely matter to insure that it is completed correctly.

The Branch Manager will perform quality inspections on a quarterly basis with the Account Manager.

In the event a new Account Manager takes over the project, he/she will be trained by the original Account Manager with the support of The Branch Manager and The Landscape Maintenance Production Manager. Part of the training will include the completion of

coursework in the use of WeatherTRAC irrigation controllers during the first 90 days in the position. The new Account Manager will not take over day to day communications with the client until he/she is ready and has built a strong rapport with the Town management. If the original Account Manager is not available, the same process will be followed. However, in this scenario, the Branch Manager will take over client communications until the New Account Manager settles into his/her position.

In the event there is turnover in the irrigation technician that is charged with conducting irrigation inspections, a similar protocol will be followed to get the person up to speed, so that inspection results are kept consistent and accurate and in line with The Town of Discovery Bay Report requirements.

A key component of the training will be to go through the Job Information Binder section by section. The training will also include visiting the project, accessing with the current needs of the job, and identifying how to go about addressing them. The Account Manager will be trained regarding what is involved in completing the irrigation inspections and reports, as well as any other responsibilities that are defined by The Town specifically for this particular project.

## **Conclusion**

The ValleyCrest culture is one of continuous improvement, and it is through our experience on the project in the past and through our mistakes and triumphs, that we are better able to understand the needs of the job as well as the needs and expectations of the client. We are confident that through the implementation of the plan described above, we will provide a service that consistently meets The Town's expectations with minimal involvement from The Town management.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

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

**Agenda Title**

Letter to Caltrans regarding Highway 4 and Regatta Drive Traffic Concerns

**Recommended Action**

Direct the Board President to execute a letter to Caltrans expressing the Town of Discovery Bay's concerns regarding potential traffic impacts on Highway 4 and Regatta Drive.

**Executive Summary**

For years, residents entering and exiting Regatta Drive onto Highway 4 have utilized a manmade turn pocket in the dirt island in the Highway 4 Right-of-Way to enter and exit the community to travel east or west. Motorists leaving Regatta Drive can only legally turn east out of the neighborhood onto Highway 4. However, many residents use the center dirt median as a short cut to head east onto Highway 4. Conversely, motorists heading east on Highway 4 use the center dirt median to turn left onto Regatta Drive.

Additionally, motorists travelling west on Highway 4 use the center median to access their horse pasture area.

These movements are potentially unsafe and could result in a serious motor vehicle accident. As noted in the attached aerial photograph, it is easy to see the area in question and the cutouts utilized by motorists to make their turning movements.

In the past, a similar situation occurred on Highway 4 just east of Bixler Road. Motorists were using the dirt center median as a short cut to avoid the traffic signal at Bixler Road. As a consequence, Caltrans installed a fence type center barrier to prevent these types of vehicular movements and create a safer environment.

Staff recommends that the Town of Discovery Bay send the attached letter to Caltrans seeking the installation of a fence type center median barrier similar to the one that was installed by Caltrans immediately east of Bixler Road on Highway 4.

District III Supervisor Piepho has also sent a letter to Caltrans on the same subject. Supervisor Piepho has encouraged the Town of Discovery Bay to follow suit.

**Fiscal Impact:**

**Amount Requested \$ N/A**

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

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

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Aerial Photo of the area in question  
Draft letter to Caltrans

**AGENDA ITEM: G-4**

Highway 4 @ Regatta Drive



June 6, 2013

Caltrans  
Sacramento, CA

Re: Highway 4, Discovery Bay CA

Dear Caltrans:

For years, residents entering and exiting Regatta Drive onto Highway 4 have utilized an improvised turn pocket in the dirt median island in the Highway 4 Right-of-Way to enter and exit the community and to travel east or west. Motorists leaving Regatta Drive can only legally turn east out of the neighborhood onto Highway 4. However, many residents use the center dirt median as a short cut to head east onto Highway 4. Furthermore, motorists heading east on Highway 4 use the center dirt median island for left turn movements onto Regatta Drive. Motorists travelling west on Highway 4 also use the center median island to access a horse pasture area on the south side of Highway 4 at Regatta Drive.

These movements are potentially unsafe and could result in a serious motor vehicle accident. As noted in the attached aerial photograph, it is easy to see the area in question and the cutouts utilized by motorists that utilize the improvised turn pockets.

In the past, a similar situation occurred on Highway 4 just east of Bixler Road. Motorists were using the dirt center median as a short cut to avoid the traffic signal at Bixler Road as they exited the Sandy Cove Shopping Center, located at the corner of Highway 4 and Bixler Road. As a consequence, Caltrans installed a fence type center barrier to prevent these types of vehicular movements and create a safer environment.

The Town of Discovery Bay encourages Caltrans to assess and evaluate the safety concerns raised herein.

Please contact the Town's General Manager, Rick Howard, should you have any questions or require additional clarification. Rick may be reached at 925-634-1131 or by email at [rhoward@toddb.ca.gov](mailto:rhoward@toddb.ca.gov).

Sincerely,

Rat Tetreault, President  
Town of Discovery Bay Board of Directors

C: Board of Directors

**DRAFT**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

June 5, 2013

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

**Agenda Title**

Surplus Discovery Bay Community Center Equipment and Disposal of Surplus Equipment

**Recommended Action**

That the Board authorizes the sale of the surplus equipment to Sports Center Hayward in the amount of \$8,000.

**Executive Summary**

On May 15, 2013, staff presented the Board with a number of different options regarding the sale of surplus fitness equipment that is located at the Community Center.

As the Board is aware, the Community Center will bring to a close the ability of residents to utilize the fitness equipment after June 30, 2013. This action was taken as a consequence of Delta Valley Athletic Club's decision to open a DVAC "express" fitness center at 1520 Discovery Bay Boulevard, currently scheduled to open in mid June.

As a consequence, the fitness equipment will no longer be necessary to keep on site and/or maintain. Staff had sought the services of a professional fitness company to provide a valuation of the equipment owned by the District (attached).

At the May 15, 2013 meeting, the Board recommended that staff solicit offers from prospective companies that would be interested in acquiring the equipment as a "bundle". Staff contacted a number of companies and received three offers. Staff also received interest from Liberty High School; however, no offer to purchase was received.

Pursuant to the Town's purchasing policies, if the item in question are valued under \$25,000, three informal bids may be received via telephone, email, or other forms of correspondence. As the equipment in question is under \$10,000 staff elected to solicit bids based upon the informal process method.

A list of bidders and their bid prices is attached.

**Fiscal Impact:**

**Amount Requested \$ N/A**  
**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**  
**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

**Attachments**

Equipment appraisal from FitGuard  
Bidders List

**AGENDA ITEM: G-5**



**Fitness Equipment Appraisal, May 2013**

**Discovery Bay Community Center - Equipment Inventory**

	NAME/ITEM	MODEL #	SERIAL #	LENGTH	WIDTH	NOTES	WHOLESALE	RESALE
1	Lifting Platform	5480	5480H001703	4' 2"	1' 5"	Bar - 7' 4"	\$150.00	\$250.00
2	Shoulder Press	5470	5470H000901	4' 2"	3' 2"	Bar - 7' 4"	\$150.00	\$300.00
3	Scott Curl	5460	5460H003803	3' 4"	2' 4"		\$75.00	\$125.00
4	Bench Press	n/a - not legible	n/a - not legible	4' 2"	3' 9"	Bar - 7' 4"	\$150.00	\$250.00
5	Body Masters - Press	n/a - could not locate	na-could not locate	3' 10"	6' 6"	Bar - 7' 2"	\$150.00	\$250.00
6	Weight stand - small	n/a - could not locate	na-could not locate	2' 4"	1' 10"		\$50.00	\$100.00
7	Hack Squat	5330	5330H002001	6' 5"	2' 3"	Bar - 5'	\$200.00	\$450.00
8	Individual bar bell			7' 4"			\$15.00	\$25.00
9	Elite Bench	5350	5350H002502	3' 11"	4' 2"	Bar - 7' 4"	\$100.00	\$150.00
10	Weight stand - small	n/a - could not locate	na-could not locate	2' 4"	1' 10"	Bar - 4' 1"	\$50.00	\$100.00
11	Incline Bench	5370	5370H002703	5' 9"	4' 2"	Bar - 7' 4"	\$150.00	\$300.00
12	Power Cage (attached to wall)	5420	5420H008203	4' 2"	4' 4"	H: 8' - measurement incl. bars to wall	\$150.00	\$300.00
13	Smith Press	n/a - not legible	n/a - not legible	3' 2"	4' 7"	Bar - 6' 8"	\$200.00	\$450.00
14	Plate Loaded Leg Press	532091	532091T289748	6' 6"	2' 1"	Bar - 5' 4"	\$175.00	\$350.00
15	Adjustable Bench - Incline			3' 8"	1' 11"		\$75.00	\$150.00
16	Flat Bench			4' 3"	1' 11"		\$50.00	\$100.00
17	Adjustable Bench - Incline			3' 8"	1' 11"		\$75.00	\$150.00
18	Multiple Adjust Bench	5436-001	5436H000406	3' 10"	1' 10"		\$75.00	\$150.00
19	Sitting Bench			3' 9"	1' 11"		\$50.00	\$100.00
20	Hand weight stand - small			2' 8"	2'		\$50.00	\$100.00
21	Hand weight stand - large			7' 4"	1' 11"		\$50.00	\$100.00
22	Hand weight stand - large			7' 4"	1' 11"		\$50.00	\$100.00
23	Body Masters - Leg raisers			3' 2"	2' 8"		\$50.00	\$100.00
24	Body Masters - Leg raisers			3' 2"	2' 8"		\$50.00	\$100.00
25	Cybox Rotary Torso	4201	4201H007403	6' 7"	4'		\$150.00	\$300.00
26	Lat. Pull-down	4005	4005H008602	4' 3"	2' 7"		\$200.00	\$400.00
27	Bicep & leg machine	n/a - could not locate	n/a-could not locate	4' 8"	2' 8"	n/a-could not locate	\$200.00	\$400.00
28	Body Master Sit up bench/incline	n/a - could not locate	n/a-could not locate	5' 6"	1' 10"		\$75.00	\$125.00
29	Body Master Sit up bench/incline	n/a - could not locate	n/a-could not locate	5' 6"	1' 10"		\$75.00	\$125.00
30	The Abench	n/a - could not locate	n/a-could not locate	6'	2' 6"		\$75.00	\$150.00
31	Low Pull	5300	5300H001001	10'	2'		\$150.00	\$350.00
32	Cable Cross-over	5310	5310H02G0065	12'	2' 2"		\$350.00	\$750.00
33	Hampton Pull			18"	9"		\$2.00	\$5.00
34	Leg Press	4100	4100M009403	7'	2' 8"		\$200.00	\$450.00
35	Body Master Back Press	n/a - could not locate	na-could not locate	5' 4"	2' 3"		\$100.00	\$150.00
36	Seated Calf	5450	5450H002102	4' 10"	1' 10"		\$150.00	\$300.00
37	Arm Curl	4040	4040H004302	3' 2"	2' 4"		\$150.00	\$300.00
38	Abdominal	4212	4212H006803	2' 8"	2' 3"		\$150.00	\$300.00
39	Shoulder Press	4025	4025H004203	5' 6"	4'		\$150.00	\$300.00
40	Rowing	4010	4010H006602	5'	2'		\$150.00	\$300.00

**Discovery Bay Community Center - Equipment Inventory**

	NAME/ITEM	MODEL #	SERIAL #	LENGTH	WIDTH	NOTES	WHOLESALE	RESALE
41	Chest Press	4015	4015H008103	4'	2' 5"		\$150.00	\$300.00
42	Multi Hip	4121	4121H008103	5'	4'		\$150.00	\$300.00
43	Cybex weight stand			2	2' 4"	Bar - 4' 1"	\$75.00	\$100.00
44	Leg Extension	4108	4108H008803	2' 8"	4'		\$150.00	\$300.00
45	Gravitron 2000 AT Stairmaster	Gravitron 2000	U3778	2' 4"	4' 4"		\$250.00	\$600.00
46	Leg Curl	4113	4113H010503	5' 4"	3' 3"		\$150.00	\$300.00
47	Indoor Rower	n/a - could not locate	n/a-could not locate	8'	2'		\$300.00	\$600.00
48	Life Cycle 9500HR	n/a - could not locate	n/a-could not locate	3' 3"	1' 10"		\$150.00	\$300.00
49	Life Cycle 9500HR Adj. seat	n/a - could not locate	n/a-could not locate	4' 2"	1' 10"		\$200.00	\$400.00
50	Stairmaster - Sports tech	4000PT	C81692	3' 4"	2' 8"		\$200.00	\$400.00
51	Stairmaster - Sports tech	4000PT	C116622SV	3' 4"	2' 8"		\$200.00	\$400.00
52	Life Cycle 9500	n/a - could not locate	n/a-could not locate	3' 6"	2'		\$150.00	\$300.00
53	Matrix - MXT5X	n/a - could not locate	n/a-could not locate	7'	3'		\$300.00	\$1,500.00
54	Matrix - MXT5X	n/a - could not locate	n/a-could not locate	7'	3'		\$300.00	\$1,500.00
55	Matrix - MXT5X	n/a - could not locate	n/a-could not locate	7'	3'		\$300.00	\$1,500.00
56	Matrix - MXT5X	n/a - could not locate	n/a-could not locate	7'	3'		\$300.00	\$1,500.00
57	Matrix Elliptical	n/a - could not locate	n/a-could not locate	7'	2' 6"		\$200.00	\$1,200.00
58	Matrix Elliptical	n/a - could not locate	n/a-could not locate	7'	2' 6"		\$200.00	\$1,200.00
59	Lift Fitness 9500HR w/ flex deck	n/a - could not locate	n/a-could not locate	7'	3'	Out of Order	\$100.00	\$200.00
60	Stairmaster Stepmill	Stairmaster	4020021	4' 3"	2' 8"		\$200.00	\$1,000.00
61	Pre Cor EFX546 Elliptical	n/a - could not locate	n/a-could not locate	6' 6"	2' 7"		\$200.00	\$1,500.00
62	Pre Cor EFX546 Elliptical	n/a - could not locate	n/a-could not locate	6' 6"	2' 7"		\$200.00	\$1,500.00
63	Scale	n/a - could not locate	na-could not locate	1' 8"	1' 6"		\$25.00	\$75.00
64	StarTrac NXT Group Bikes	Aerobic Room					\$250.00	\$800.00
	Assorts weights:						\$200.00	\$600.00
	Size	Qty						
	2.5 lb	18						
	5 lb	18						
	10 lb	18						
	25 lb	11						
	35 lb	15						
	45 lb	21						
	exercise ball	1						
	Assorted hand weights:						\$400.00	\$800.00
	Size	Qty						
	Pulley weight - 5lb	1						
	3 lb	3						
	5 lb	2						
	10 lb	8						
	15 lb	2						
	20 lb	2						
	25 lb	2						
	30 lb	2						

**Discovery Bay Community Center - Equipment Inventory**

	NAME/ITEM	MODEL #	SERIAL #	LENGTH	WIDTH	NOTES	WHOLESALE	RESALE
	35 lb	2						
	40 lb	2						
	45 lb.	2						
	50 lb	2						
	55 lb	2						
	60 lb	2						
	65 lb	2						
	70 lb	2						
	75 lb	2						
	80 lb	2						
	85 lb	2						
	90 lb	9						
	95 lb	2						
	100 lb	2						
	110 lb	2						
						Total Value	<b>\$9,967.00</b>	<b>\$28,430.00</b>



**Discovery Bay Community Center  
Equipment Sale - Offers**

<b>Individual/Company</b>	<b>Phone</b>	<b>E-mail</b>	<b>Offer</b>
<b>Kevin Lucas - Sports Center, Hayward</b> <i>referred by Mason Dewing - CYBEX Northern California</i> [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	\$8,000.00
<b>Ryan Meier - Fitguard, President</b>	[REDACTED]	[REDACTED]	\$7,500.00
<b>Rory Ward</b> Community Center User Scales Unlimited, President	[REDACTED]	[REDACTED]	\$6,300.00
<b>Tony George</b> Liberty High School Sports Booster Club	[REDACTED]		



No Back Up  
Documentation For  
Agenda Item # H



No Back Up  
Documentation For  
Agenda Item # I-1



No Back Up  
Documentation For  
Agenda Item # J



No Back Up  
Documentation For  
Agenda Item # K



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE MEETING  
OF THE COMMUNITY CENTER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Tuesday, May 7, 2013  
COMMUNITY CENTER MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

### **Community Center Committee Members**

**Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Marianne Wiesen**

### **COMMUNITY CENTER MEETING 7:00 P.M.**

#### **A. ROLL CALL**

**Call business meeting to order – 7:00 p.m. by Chair Graves**  
**Roll Call – All Present**

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

There were two Public Comment Speakers

#### **C. APPROVE MINUTES**

1. DRAFT Minutes of previous Community Center meeting dated April 15, 2013
  2. DRAFT Minutes of previous Community Center and Board of Director Joint meeting dated April 22, 2013
- Motion by:** Member Alexander to approve the Minutes  
**Second by:** Vice-Chair Steele  
**Vote:** Motion Carried – AYES: 5, NOES: 0

#### **D. PRESENTATIONS**

None

#### **E. NEW BUSINESS AND ACTION ITEMS**

1. **Community Center Operations Update**  
**General Manager Howard** – Provided details of item E-1 There was discussion between the General Manager, the Parks and Landscape Manager, and the Community Center Committee Members.
2. **GreenPlay Report Review and Summary of Programs as identified at Earth Day**  
**General Manager Howard** – Provided details of item E-2  
**GreenPlay – Pat O’Toole** – Was present via Skype and provided additional details of item E-2. There was discussion between the General Manager, GreenPlay – Pat O’Toole, and the Community Center Committee Members regarding the GreenPlay Report and agenda item E-5 – the lifeguards for the pool and the hours of operation of the pool.
3. **Future Building Renovation Discussion**  
**General Manager Howard** – The details of item E-3 were discussed prior to item E-6.
4. **Tennis Court Use Discussion**  
**General Manager Howard** – Provided details of item E-4. There were several members of the Central Valley Tennis Team providing information regarding the membership of the USTA, the hours of practice and tournament play for the tennis league. There was discussion between the General Manager, the Community Center Committee Members, and the Central Valley Tennis League.  
**GreenPlay – Pat O’Toole** – Was present via Skype and provided additional details of item E-2 along with the pool hours and lifeguards. There was discussion between the General Manager and the Community Center Committee Members.

## **5. Hours of Operation of the Community Center Pool**

**General Manager Howard** – Provided additional details of item E-5. There was discussion between the General Manager and the Community Center Committee Members.

**General Manager Howard** – Stated that the handout for the Community Center Earth Day Exercise will be discussed at the next scheduled Community Center meeting. There was discussion between the General Manager and the Community Center Committee Members.

**General Manager Howard** – Provided details of item E-3. There was discussion between the General Manager, the Parks and Landscape Manager, and the Community Center Committee Members.

**Motion by:** Member Alexander to move forward with the Building Project and maintain the Budget where committed by Staff.

**Motion Amended by:** Chair Graves to recommend to Staff the approval of the proposal to renovate and recommend to the Board to consider our recommendation.

**Second by:** Member Wiesen

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

## **6. Schedule next Community Center Committee Meeting**

**General Manager Howard** – Provided details of item E-6. There was discussion between the General Manager and the Community Center Committee. The next Community Center Committee meeting was scheduled for May 29, 2013 at 7:00 p.m.

## **F. FUTURE AGENDA ITEMS**

1. 30 bicyclists to stay overnight on Aug 8, 2013 as they cycle across country raising money for Habit for Humanity
2. Discuss a Town sponsored Community Center Coffee Mixer
3. Outreach and Education regarding the Community Center

## **G. ADJOURNMENT**

The meeting adjourned at 8:38 p.m. to the next Community Center Committee meeting dated May 29, 2013 at 7:00 p.m. on 1800 Willow Lake Road.

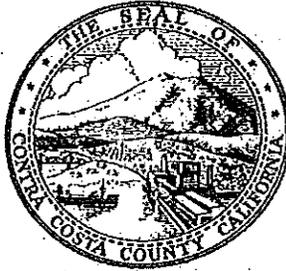
//cmc – 05.09.13

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



No Back Up  
Documentation For  
Agenda Item # L-2

**Byron  
Municipal  
Advisory  
Council**



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

Respectfully submitted by: \_\_\_\_\_  
TownOfDiscoveryBay CSD  
Received

MAY 16 2013

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

**DRAFT**

**Record of Actions**

Meeting start time: 6:00 p.m.

Thursday, April 25, 2013

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. All members present.
- 2.) Public Comment: Kathy Leighton provided details for the upcoming Friends of Byron event on May 19, 2013. A request was made to discuss traffic issues on Main Street at an upcoming meeting.
- 3.) Review of Record of Actions of 2-21-13 meeting: Councilmember Lopez made a motion to accept the Record of Actions as prepared. Second made by Vice Chair Schmit. Motion carried 5-0.
- 4.) Agency Reports
  - a.) East Contra Costa Fire Protection District: No Report
  - b.) Contra Costa County Sheriff's Department: No Report
  - c.) California Highway Patrol: No Report
  - d.) Office of Supervisor Mary N. Piepho: Field Representative Cornell provided an update on the following items: Reminder of the upcoming Joint MAC meeting; Dept. of Boating and Waterways has begun the 2013 treatment of Water Hyacinth; Vet Con 2013 taking place July 15<sup>th</sup> in Concord; Prescription Drop off event taking place April 27 at the Brentwood Police Dept.; Upcoming Household Hazardous Waste events; follow-up regarding reup of the Mocco Line by the Railroad, the Public Works Dept. has not received any recent updates or plans but will pass any on they receive.
- 5.) Presentation- Contra Costa County Code Enforcement-Joe Losado: Joe introduced himself and discussed Code Enforcement issues in the Community. The group discussed the priorities for the Byron Community including junkyard conditions. Comments were made that Code Enforcement is doing a great job in the Byron community.
- 6.) Items for Discussion and/or Action
  - a.) Discuss 2013 Clean-Up Day: Volunteer schedule discussed for the event. Councilmember Lopez is the lead for the event. Mailers will be sent to the community.
  - b.) TriLink/SR 239 Update-Chair Juarez: Chair Juarez provided an update regarding TriLink from a recent meeting she attended. Discussed an overview of the impacts and the proposed links/connections and phasing. She distributed a copy of the TriLink Scope -Study Corridors. Discussion from the group about new jobs in the Tracy area impacting traffic. Upcoming community meetings planned by TriLink to present current information.
- 7.) Correspondence Key: R= Received S= Sent
  - a. R-2/26/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, February 26, 2013
  - b. R-2/27/13 Supervisor Piepho regarding the National Flood Insurance Program (NFIP) Rating System
  - c. R-3/4/13 Contra Costa County Zoning Administrator Agenda for Monday, March 4, 2013

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2, 205(d) of the Contra Costa County Ordinance Code.*

- d. R-3/12/13 Contra Costa County Department of Conservation and Development Notice of Public Review and Intent to Adopt a Proposed Negative Declaration for the Wireless Facility Ordinance County File #ZT13-0001
- e. R-3/12/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, March 12, 2013
- f. R- 3/13/13 Contra Costa Local Agency Formation Commission Meeting Agenda for Wednesday, March 13, 2013
- g. R-3/18/13 Contra Costa County Zoning Administrator Agenda for Monday, March 18, 2013
- h. R-3/26/13 Contra Costa Planning Commission Agenda for Tuesday, March 26, 2013
- i. R-3/26/13 Contra Costa County Department of Conservation and Development Notice of Public Hearing for Proposed Amendment to the County Ordinance Code regarding Meteorological Towers Ordinance County File #ZT12-0003
- j. R-4/1/13 Contra Costa County Zoning Administrator Agenda for Monday, April 1, 2013
- k. R-4/9/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, April 9, 2013
- l. R-4/15/13 Contra Costa County Zoning Administrator Agenda for Monday, April 15, 2013
- m. R- 4/17/13 Contra Costa Local Agency Formation Commission Meeting Agenda for Wednesday, April 17, 2013
- n. R-4/23/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, April 23, 2013

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

Traffic Concerns on Main Street

9.) Adjourned at 6:46.m. to next meeting scheduled for May 23, 2013 at 6:00p.m.



# County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

TownOfDiscoveryBay CSD

Received

MAY 13 2013

## COMMITTEES

Legislation Committee, Vice Chair

Transportation Water and Infrastructure Committee, Vice Chair

Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Chair

Sacramento-San Joaquin Delta Conservancy

Airport Committee, Vice Chair

Delta Counties Coalition, Founder

Delta Protection Commission

Local Agency Formation Commission

East Bay Economic Development Alliance

Dougherty Valley Oversight Committee

Bay Area Air Quality Management District

Eastern Contra Costa Transit Authority

East Contra Costa Regional Fee and Finance Authority

eBART Partnership Policy Advisory Committee

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

TRANSPLAN, East County Transportation Planning

East Contra Costa County Habitat Conservation Plan, Executive Governing Board

## SERVING AS ALTERNATE

Contra Costa Transportation Authority

Association of Bay Area Governments

East County Water Management Association

Mental Health Commission

City-County Relations Committee

May 9, 2013

Dear Byron Resident,

Over the last few years, my office, the Contra Costa County Public Works Department and the Byron Municipal Advisory Council (BMAC) have worked to determine improvements for the Byron community including the Byron Highway/Camino Diablo intersection.

In February 2011, the County's Public Works Department staff presented a brief history of improvements and past grant efforts for this intersection and discussed potential interim improvements. At the conclusion of the presentation, the BMAC recommended that the Public Works Department continue to look for funds to install a traffic signal and construct other improvements.

In April 2012, the Public Works Department staff returned to the BMAC meeting to present a grant opportunity, which could provide the necessary funds to complete the project as recommended by the BMAC. We are pleased to announce that the Public Works Department was successful and the County received \$900,000 in federal funds from the Highway Safety Improvement Program (HSIP) to design and construct the Byron Highway/Camino Diablo Intersection Improvement Project.

Public Works staff returned to the BMAC meeting on February 21, 2013 to inform the BMAC of the grant award and provide preliminary details of the project. The project will install a new traffic signal with a combination of video detection and pavement sensors at the intersection, as well as, left turn lanes on three of the four legs of the intersection as shown in the attached exhibit. Union Pacific Railroad (UPR) will also improve the railroad crossing at Camino Diablo by installing new railroad panels and railroad crossing gates.

The project is currently in the preliminary design and environmental phase and is expected to go to construction in the **Summer of 2016**. The project will include:

- Installation of a traffic signal at the intersection of Camino Diablo and the Byron Highway
- Improving the UPR railroad crossing signal and warning devices

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Agenda Item M-2

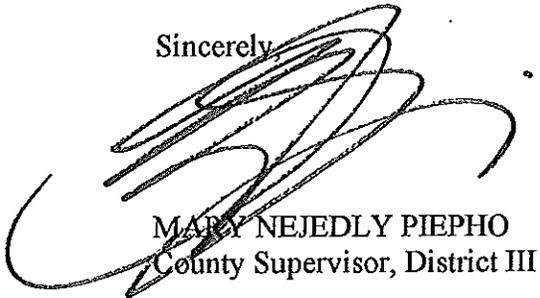
- Addition of left turn pockets on three of the four legs of the intersection
- Installation of pedestrian facilities along Camino Diablo

For your information we have updated the Public Works Department website with more project information. The link is <http://www.cccounty.us/byron-caminodiablo>.

We are pleased that this project will provide significant traffic relief and safety to the Byron Community.

If you have any questions regarding the project please feel free to contact my Field Representative Karyn Cornell at (925) 252-4500 or by email [Karyn.Cornell@BOS.CCCounty.us](mailto:Karyn.Cornell@BOS.CCCounty.us).

Sincerely,



MARY NEJEDLY PIEPHO  
County Supervisor, District III

Attachments: Exhibit

Cc: Linnea Juarez, Chair, Byron MAC  
Ray Tetreault, President, Town of Discovery Bay CSD ✓  
Julie Bueren, Director, CCC Public Works  
Steve Kowalewski, CCC Public Works  
Jerry Fahy, CCC Public Works  
Chris Lau, CCC Public Works  
Rob Tavenier, CCC Public Works





# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice - President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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May 16, 2013

Mr. John Osborne  
Contra Costa County  
Department of Conservation & Development  
Community Development Division  
30 Muir Road  
Martinez, CA 94553

**Subject: Discò Bay Partners, County Files GP08-002, RZ09-3214, DP09-3029**  
**Re: Newport Pointe Leash Free Dog Park**

Dear Mr. Osborne,

On May 15, 2013, the Board of Directors of the Town of Discovery Bay (TODB) considered the following options as presented by the County (see attached email correspondence from yourself and directed to my attention dated May 8, 2013) pertaining to the Newport Pointe project, and more specifically, the planned Leash Free Dog Park:

Option 1

The land for the Dog Park will be dedicated to the TODB with the recordation of the Final Map. If the TODB does not accept the dedication by recordation of Final Map the land reverts to open space and is owned by the Home Owners Association (HOA) that will be formed as part of this development. If the TODB accepts the dedication they will be responsible for the maintenance of the Dog Park.

Option 2

The applicant will pay \$394,697 (\$5891 x 67 units) in Park Impact Fees as required by County Ordinance No. 2007-17 at time of building permit issuance. The developer can design and build the dog park and be credited back those costs from the Park Impact Fees. The plans for the Dog Park will be reviewed and commented on by the TODB and reviewed and approved by Community Development Department. The Dog Park will be constructed prior to occupant permits for the homes on the project site.

After considerable discussion, the Board considered a third option, as follows:

Option 3

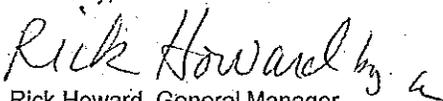
That the developer design and construct the leash free dog park at the developer's expense and that all park dedication fees are paid in full at the time of building permit issuance.

On a 3-2 vote, the Board voted Option 3 as their preferred option.

On a separate but related item, as the roads located within the proposed development are intended to be private, the Board also requests that a perpetual public right-a-way easement for ingress and egress be placed on Road "A" allowing uninterrupted public access to the leash free dog park.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,

  
Rick Howard, General Manager  
Town of Discovery Bay

Cc: Board of Directors  
Attachment



No Back Up  
Documentation For  
Agenda Item # N



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Documentation For  
Agenda Item # 0