



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday
July 15, 2015

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 15, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

1. Capital Improvement Program Update

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for July 1, 2015
2. Approve Register of District Invoices
3. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2015-16 – Adopt and Approve Resolution No. 2015-14

F. PUBLIC HEARING to Consider the Following

1. Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2015-2016; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2015-13

G. BUSINESS AND ACTION ITEMS

1. East Contra Costa County Fire Protection District Update

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Update on Water Conservation Measures

I. VEOLIA REPORT

1. Veolia Report – Month of May 2015
2. Veolia Report – Month of June 2015

J. MANAGER’S REPORTS – Discussion and Possible Action

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

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee meeting minutes 05-14-15
2. Contra Costa County Aviation Advisory Committee meeting minutes 06-11-15
3. East Contra Costa County Fire Protection District meeting minutes 06-01-15

O. PUBLIC RECORD REQUESTS RECEIVED

1. Public Records Request — 2011 Veolia Contract with Amendments received on 06-26-2015

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next Regular meeting dated August 5, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item C-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 1, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

Pledge of Allegiance – Led by Director Leete

Roll Call – All present with the exception of President Steele

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

None

C. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of June. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – None

3. East Contra Costa Fire Protection District Report – None

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols – Field Representative - Provided an update of several projects surrounding Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – General Manager Howard provided an update

4. Special Districts Report** – No Report

**These meetings are held Quarterly

E. PRESENTATIONS

F. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for June 17, 2015

2. Approve Register of District Invoices

3. Annual Conference of the California Special District Association

4. Adoption of Resolution No. 2015-09 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

5. Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2015-2016, Accept Engineer's Report and Adopt Resolution No. 2015-12

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Leete

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

G. PUBLIC HEARING to Consider the Following

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

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

Legal Counsel Attebery – Motion will be to Introduce Ordinance No. 25 and waive the first reading of the amendment of to the Ordinance. There was discussion between the Board and the General Manager.

Motion by: Director Leete to Introduce Ordinance No. 25 and waive the first reading of the amendment to the Ordinance

Second by: Director Simon

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

H. BUSINESS AND ACTION ITEMS

1. Authorize Water Rate Study with Bartle Wells Associates in an amount not to exceed \$25,000.00

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

Bartle Wells Associates – Provided additional details of item H-1. There was one Public Comment Speaker.

Motion by: Director Simon to approve contract with Bartle Wells Associates to conduct the necessary Water Rate Studies (5 year) in an amount not to exceed \$25,000.00 and authorize the General Manager to execute all contract documents.

Second by: Director Leete

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

2. Authorize Wastewater Rate Study with Bartle Wells Associates in an amount not to exceed \$15,000.00

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

Bartle Wells Associates – Provided additional details of item H-2.

Motion by: Director Leete to approve contract with Bartle Wells Associates to conduct the necessary Wastewater Rate Study (5 years) in an amount not to exceed \$15,000.00 and authorize the General Manager to execute all contract documents

Second by: Director Simon

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

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

General Manager Howard – Provided the details for the Filter Project (reclaimed water)

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

K. MANAGER'S REPORT – Discussion and Possible Action

None

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

General Manager Howard – Stated that the offices will be closed on Friday, July 3, 2015 in observance of the 4th of July. Well No. 7 will be turned on July 7, 2015 – 8:00 p.m. PG& E has sent the notice to the residents in the area that the power will be off for the residents.

M. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Attebery – Introduced Legal Counsel associate, Kurtis Keller.

N. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance – None
2. Communications – None
3. Parks and Recreation – Vice-President Pease provided an update
4. Water and Wastewater – Director Graves provided an update
5. Waterways – None

O. CORRESPONDENCE – Discussion and Possible Action

P. PUBLIC RECORD REQUESTS RECEIVED

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT

The meeting adjourned at 7:44 p.m. to the next regular meeting dated July 15, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-06-15

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

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 15, 2015

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

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 \$ 553,911.42

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

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

Previous Relevant Board Actions for This Item

Attachments

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

AGENDA ITEM: E-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 15, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
My Bark Company, Inc.	8346	Landscape Reimb Mulch (Z57)	02/16/15	\$4,230.42
My Bark Company, Inc.	8448	Landscape Reimb Mulch (Z61)	03/16/15	\$2,157.52
Tee Janitorial & Maintenance	7909	Janitorial Service June 2015(Z35,Z61)	06/23/15	\$80.00
		Administration	Sub-Total	\$6,467.94
Water				
Alhambra	13710019 061215	Water Service	06/12/15	\$16.53
Bay Area News Group	2005834/885805	Classified Advertising, Ord 25	06/30/15	\$130.26
Big Dog Computer	BDC33112	Data Recovery And Maintenance	04/23/15	\$2,702.40
Big Dog Computer	BDC33136	Board Room Relocation Upgrade	06/26/15	\$461.52
Brentwood Ace Hardware	808/063015	General Repairs	06/30/15	\$45.36
Brentwood Ace Hardware	808/063015	Special Equipment	06/30/15	\$13.95
Brentwood Ace Hardware	808/063015	Misc. Small Tools	06/30/15	\$14.84
Caselle	66034	Annual Support & Maintenance 2015-2016	06/02/15	\$6,224.40
Cintas	185515987	Uniforms	06/24/15	\$11.19
Cintas	185516811	Uniforms	07/01/15	\$11.19
City of Antioch	AR142845	Annual ECWMA Dues	07/01/15	\$375.00
Conco West Inc.	827-053115	Well 7 Pump Station Progress Bill #8	05/31/15	\$172,577.46
Contra Costa County Auditor-Controller	1516-0061	LAFCO 2015-2016	06/25/15	\$2,182.17
Contra Costa County Treasurer-Tax Collect	7999990083/070115	Property Tax 2015-2016	07/01/15	\$13.86
County Of Contra Costa, Dept of Info Tec	9626	Data Processing For May 2015	06/16/15	\$17.60
Denalect Alarm Company	R21164	Quarterly Alarm Charge	07/01/15	\$44.40
Department of Justice	110528	Pre Employment Screening	06/30/15	\$73.50
Digital Deployment, Inc.	92156	Website Development	01/15/15	\$672.00
Discovery Locks & More, Inc.	12779	Door Locks	06/26/15	\$158.84
Discovery Pest Control	151556	Pest Control	06/24/15	\$63.20
Du-All Safety	17031	Safety Support and Training for 2014-2015	06/30/15	\$1,160.00
EnerPower	66813	Electric Charges 05/01/15-05/11/15	06/17/15	\$327.00
EnerPower	66814	Electric Charges 05/01/15-05/13/15	06/17/15	\$117.00
EnerPower	66815	Electric Charges 05/01/15-05/13/15	06/17/15	\$165.00
Express Labs Inc.	53423	Pre Employment Screening	06/30/15	\$55.00
Gladwell Governmental Services, Inc.	3245	Laserfiche Templates, Database Cleanup	06/21/15	\$676.90
J.W. Backhoe & Construction, Inc.	2360	Repair Broken Valve Willow Lake	06/22/15	\$7,194.59
J.W. Backhoe & Construction, Inc.	2361	Repair Valve Prestwick Dr	06/22/15	\$6,089.56
Liebert Cassidy Whitmore	1404472	ERC Membership 2015-2016	06/03/15	\$902.00
Luhdorff & Scalmanini	30730	Groundwater Sustainability April 2015	04/26/15	\$1,905.00
Luhdorff & Scalmanini	30795	Well 5A Testing and Evaluation	05/31/15	\$2,530.00
Luhdorff & Scalmanini	30816	Well 7	05/31/15	\$2,899.00
Luhdorff & Scalmanini	30834	General Engineering May 2015	05/31/15	\$9,686.00
Luhdorff & Scalmanini	30841	Groundwater Sustainability May 2015	05/31/15	\$6,435.00
MediaMacros, Inc	9121	Web Hosting	07/01/15	\$90.00
Office Depot	773535379001	Office Supplies	06/08/15	\$37.32
Office Depot	773535507001	Office Supplies	06/08/15	\$76.55
Office Depot	773535508001	Office Supplies	06/15/15	\$21.70
Office Depot	775014845001	Office Supplies	06/10/15	\$48.80
Paul E. Vaz Trucking, Inc.	36258	Material 06/11/15	06/16/15	\$501.95
Paul E. Vaz Trucking, Inc.	36259	Freight 06/11/15	06/16/15	\$554.34
ReliaStar Life Insurance Company	#JR52 457(B) 071515	457(b) 07/1/15-07/15/15	07/15/15	\$548.04
Ricoh USA, Inc	5036551939	Photocopier	06/18/15	\$98.14
SDRMA	17294	Ancillary Benefits July 2015	06/25/15	\$518.56
SDRMA	17374	Medical Benefits Aug 2015	07/06/15	\$849.46
SDRMA	51089	Workers Compensation 2015-2016	05/13/15	\$19,028.04
SDRMA	51617	Property/Liability Insurance 2015-2016	05/22/15	\$19,442.44
Shred-It USA-Concord	9406259243	Shredding Service June 2015	06/19/15	\$22.79
Tee Janitorial & Maintenance	7909	Janitorial Service June 2015	06/23/15	\$216.00
Veolia Water North America	48360	Vehicle Maintenance & Supplies	05/21/15	\$79.57
Veolia Water North America	48525	Repair & Maintenance April 2015	05/22/15	\$478.20
Veolia Water North America	49342	Repair & Maintenance May 2015	06/25/15	\$79.73
Veolia Water North America	49464	Monthly O & M Fee July 2015	07/01/15	\$40,403.73
Verizon Wireless	9748045181	Cell Phone Bill June 2015	06/26/15	\$160.87
		Water	Sub-Total	\$309,207.95

Wastewater

Alhambra	13710019 061215	Water Service	06/12/15	\$24.79
American Retrofit Systems	1100	Repair Electrical Ox Ditch WWTP#2	06/19/15	\$200.00
American Retrofit Systems	1103	Install Valve And Light WWTP#2	07/02/15	\$750.00
American Retrofit Systems	1104	AC Unit Repair Newport Liftstation	07/02/15	\$400.00
Big Dog Computer	BDC33112	Data Recovery And Maintenance	04/23/15	\$4,053.60
Big Dog Computer	BDC33136	Board Room Relocation Upgrade	06/26/15	\$692.28
Brentwood Ace Hardware	808/063015	Special Equipment	06/30/15	\$17.56
Brentwood Ace Hardware	808/063015	Misc. Small Tools	06/30/15	\$22.26
Caselle	66034	Annual Support & Maintenance 2015-2016	06/02/15	\$9,336.60
Cintas	185515987	Uniforms	06/24/15	\$16.78
Cintas	185516811	Uniforms	07/01/15	\$16.78
Contra Costa County Auditor-Controller	1516-0061	LAFCO 2015-2016	06/25/15	\$2,182.18
County Of Contra Costa, Dept of Info Tec	9626	Data Processing For May 2015	06/16/15	\$26.40
Denalect Alarm Company	R21164	Quarterly Alarm Charge	07/01/15	\$66.60
Digital Deployment, Inc.	92156	Website Development	01/15/15	\$1,008.00
Discovery Locks & More, Inc.	12779	Door Locks	06/26/15	\$238.26
Discovery Pest Control	151556	Pest Control	06/24/15	\$94.80
Du-All Safety	17031	Safety Support and Training for 2014-2015	06/30/15	\$1,740.00
EnerPower	66812	Electric Charges 05/1/15-05/12/15	06/17/15	\$51.00
Fastenal Company	CABRE12285	Misc. Small Tools	06/22/15	\$133.52
Gladwell Governmental Services, Inc.	3245	Laserfiche Templates, Database Cleanup	06/21/15	\$1,015.34
Herwit Engineering	15-6	Professional Services June 2015	06/30/15	\$11,795.00
Liebert Cassidy Whitmore	1404472	ERC Membership 2015-2016	06/03/15	\$1,353.00
MediaMacros, Inc	9121	Web Hosting	07/01/15	\$135.00
Office Depot	773535379001	Office Supplies	06/08/15	\$55.98
Office Depot	773535507001	Office Supplies	06/08/15	\$114.83
Office Depot	773535508001	Office Supplies	06/15/15	\$32.54
Office Depot	773535509001	Office Supplies	06/06/15	\$5.52
Office Depot	775014845001	Office Supplies	06/10/15	\$73.21
ReliaStar Life Insurance Company	#JR52 457(B) 071515	457(b) 07/1/15-07/15/15	07/15/15	\$822.06
Ricoh USA, Inc	5036551939	Photocopier	06/18/15	\$147.22
SDRMA	17294	Ancillary Benefits July 2015	06/25/15	\$777.83
SDRMA	17374	Medical Benefits Aug 2015	07/06/15	\$1,274.18
SDRMA	51089	Workers Compensation 2015-2016	05/13/15	\$28,542.06
SDRMA	51617	Property/Liability Insurance 2015-2016	05/22/15	\$45,068.08
Shred-It USA-Concord	9406259243	Shredding Service June 2015	06/19/15	\$34.19
Tee Janitorial & Maintenance	7909	Janitorial Service June 2015	06/23/15	\$324.00
Veolia Water North America	48359	Misc. Small Tools	05/21/15	\$46.63
Veolia Water North America	48360	Vehicle Maintenance & Supplies	05/21/15	\$119.36
Veolia Water North America	48361	Effluent Filtration	05/21/15	\$602.84
Veolia Water North America	48494	Large Replacement	05/21/15	\$9,914.55
Veolia Water North America	48525	Repair & Maintenance April 2015	05/22/15	\$8,207.39
Veolia Water North America	49342	Repair & Maintenance May 2015	06/25/15	\$1,358.74
Veolia Water North America	49343	Effluent Filtration	06/25/15	\$2,332.00
Veolia Water North America	49344	Vehicle & Maintenance May 2015	06/25/15	\$247.42
Veolia Water North America	49345	General Repair Pumps	06/25/15	\$8,414.45
Veolia Water North America	49464	Monthly O & M Fee July 2015	07/01/15	\$60,605.60
Verizon Wireless	9748045181	Cell Phone Bill June 2015	06/26/15	\$241.30

Community Center

Wastewater Sub-Total \$204,731.73

Community Center Sub-Total \$0.00

Grand Total \$520,407.62

Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 15, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 061215	Community Center-Water Service	06/12/15	\$81.26
American Swim Academy	460	Community Center-Program Fees	06/23/15	\$318.00
Big Dog Computer	BDC33135	Community Center-Email Set Up	06/26/15	\$50.00
Brentwood Ace Hardware	808/063015	Vehicle & Equipment Supplies	06/30/15	\$43.09
Brentwood Ace Hardware	808/063015	General Repairs	06/30/15	\$14.03
Brentwood Ace Hardware	808/063015	Misc. Small Tools	06/30/15	\$98.08
Brentwood Ace Hardware	808/063015	Landscape Maintenance	06/30/15	\$48.78
Brentwood Ace Hardware	808/063015	Safety Equipment	06/30/15	\$32.50
Cintas	185515987	Uniforms	06/24/15	\$37.12
Cintas	185515987	Community Center-Mats	06/24/15	\$30.38
Cintas	185516811	Uniforms	07/01/15	\$37.12
Cintas	185516811	Community Center-Mats	07/01/15	\$30.38
Comcast	8155400350238372/615	Internet Service	06/22/15	\$56.34
Comcast	8155400350238372/615	Community Center-Internet Service	06/22/15	\$56.34
Damita Walker-Prescott	5656	Community Center-Class Refund	07/08/15	\$199.00
Delta Fence Company, Inc.	25800	Replacement Fencing Cornell Park	06/18/15	\$2,084.00
Department of Justice	110528	Community Center-Pre Employment Screening	06/30/15	\$73.50
Discovery Bay Disposal	17-0001966/063015	Com 2 Yd Bin	06/30/15	\$300.53
Discovery Bay Disposal	17-0013218/063015	Community Center-Com 3 Yd Bin	06/30/15	\$388.41
Discovery Pest Control	154504	Community Center-Pest Control	06/30/15	\$237.00
Express Labs Inc.	53423	Community Center-Pre Employment Screening	06/30/15	\$55.00
Karina Dugand	22	Community Center-Program Fees	06/30/15	\$871.50
Melinda Esau	112	Community Center-Program Fees	06/24/15	\$268.00
My Bark Company, Inc.	8608	Mulch	04/13/15	\$2,157.25
Office Depot	775015950001	Community Center-Office Supplies	06/10/15	\$34.49
Office Depot	775029450001	Community Center-Office Supplies	06/10/15	\$71.97
Office Depot	777685176001	Community Center-Office Supplies	06/25/15	\$115.40
Office Depot	777685365001	Community Center-Office Supplies	06/25/15	\$9.74
Pacific Gas & Electric	0007455282-9	LED Streetlights	07/02/15	\$3,200.00
Safety Drivers Ed, LLC	21715	Community Center-Program Fees	06/23/15	\$92.40
SDRMA	51617	Property/Liability Insurance 2015-2016	05/22/15	\$3,609.07
SDRMA	51617	Community Center-Property/Liability Insurance 2015-2016	05/22/15	\$3,609.07
SDRMA	51836	Property Insurance Ford F150	06/30/15	\$102.98
Shawna J. Scizak	JUNE 2015	Community Center-Program Fees	06/25/15	\$213.75
Shred-It USA-Concord	9406259244	Community Center-Shredding Service	06/19/15	\$85.20
Skyhawks East Bay	65001	Community Center-Program Fees	06/18/15	\$889.60
Skyhawks East Bay	65002	Community Center-Program Fees	06/30/15	\$1,890.40
Tee Janitorial & Maintenance	7909	Janitorial Service June 2015	06/23/15	\$460.00
Tee Janitorial & Maintenance	7909	Community Center-Janitorial Service June 2015	06/23/15	\$236.78
T-Star Enterprises, Inc.	15-624230	Community Center-Pool Cover	06/24/15	\$6,101.03
ULINE	68085004	Safety Equipment	06/05/15	\$370.04
ULINE	68085004	Community Center-Safety Equipment	06/05/15	\$403.00
Verizon Wireless	9748045181	Cell Phone Bill June 2015	06/26/15	\$130.92
Verizon Wireless	9748045181	Community Center-Cell Phone Bill June 2015	06/26/15	\$130.91
Total				\$29,324.36

Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 15, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	1101	Reset Pump Ravenswood	06/22/15	\$100.00
Bill Brandt Ford	134172	Vehicle Repair & Maintenance	06/02/15	\$514.68
Cintas	185515987	Uniforms	06/24/15	\$36.52
Cintas	185516811	Uniforms	07/01/15	\$36.52
Comcast	8155400350238372/615	Internet Service	06/22/15	\$56.34
Fastenal Company	CABRE12291	Misc. Small Tools	06/22/15	\$41.46
Office Depot	775015951001	Office Supplies	06/10/15	\$1.20
SDRMA	51617	Property/Liability Insurance 2015-2016	05/22/15	\$3,138.83
SDRMA	51836	Property Insurance Ford F150	06/30/15	\$102.97
Tee Janitorial & Maintenance	7909	Janitorial Service June 2015	06/23/15	\$20.00
Verizon Wireless	9748045181	Cell Phone Bill June 2015	06/26/15	\$130.92
			Total	\$4,179.44



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 15, 2015

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

Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2015/16 – Adopt and Approve Resolution No. 2015-14

Recommended Action

Adoption of Resolution No. 2015-14, establishing the Discovery Bay Lighting and Landscape Zone #8 2015/16 Appropriation Limit

Executive Summary

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

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2015/16 to be \$556,915.93. 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. 2015-14, which establishes the FY 2015/2016 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$556,915.93.

Fiscal Impact:

None

Previous Relevant Board Actions for This Item

None

Attachments

Resolution No. 2015-14
(DB Zone 8) Appropriation Limit Calculation Worksheet
Department of Finance – Price and Population Information (June 2015)

AGENDA ITEM: E-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-14

**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 2015/16**

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 2015-2016 is \$556,915.93 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 FY 2015-16 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$556,915.93; and

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

PASSED, APPROVED AND ADOPTED THIS 15th DAY OF JULY, 2015.

Chris Steele
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 July 15, 2015, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728

* Based on most recent factors provided in the annual Price and Population Information letter from the California Department of Finance.
Dated June 2015



May 2015

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. 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 2015-16 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, 2015.**

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

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

MICHAEL COHEN
Director
By:

KEELY M. BOSLER
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

2015-16:

Per Capita Cost of Living Change = 3.82 percent
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio: $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16: $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2014-2015	1-1-14	1-1-15	1-1-2015
Contra Costa				
Antioch	1.51	106,691	108,298	108,298
Brentwood	3.04	54,824	56,493	56,493
Clayton	0.70	11,209	11,288	11,288
Concord	1.09	124,709	126,069	126,069
Danville	1.12	43,206	43,691	43,691
El Cerrito	0.72	24,115	24,288	24,288
Hercules	0.71	24,601	24,775	24,775
Lafayette	1.88	24,690	25,154	25,154
Martinez	1.34	36,788	37,281	37,384
Moraga	0.63	16,363	16,466	16,466
Oakley	1.74	38,124	38,789	38,789
Orinda	2.78	18,109	18,612	18,612
Pinole	0.71	18,813	18,946	18,946
Pittsburg	1.73	66,479	67,628	67,628
Pleasant Hill	0.72	33,917	34,162	34,162
Richmond	0.90	106,388	107,346	107,346
San Pablo	0.78	29,499	29,730	29,730
San Ramon	1.49	77,410	78,561	78,561
Walnut Creek	0.83	66,319	66,868	66,868
Unincorporated	1.04	166,510	168,239	168,323
County Total	1.28	1,088,764	1,102,684	1,102,871

*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

July 15, 2015

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

Agenda Title

Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2015-2016; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2015-13

Recommended Action

Approve and adopt Resolution 2015-13 Confirming the Engineers Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2015-2016; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District; DB L&L Zone #9, the Board approved and adopted Resolution No. 2015-06 which directed HERWIT Engineering to prepare the 2015-16 assessment report. On July 1, 2015 the Board approved Resolution 2015-12 which adopted the Engineers Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$606.94 for FY 2015-16; with a maximum allowable assessment of \$606.94. The final assessment for the FY 2013-14 was \$602.92.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2015-13 imposes the assessment on real property within DB L&L #9 and also approves the filing of the attached Notice of Exemption.

Fiscal Impact:

Amount Requested -
Sufficient Budgeted Funds Available?: Yes
Zone # 9, 2479 Category: Operating

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2015-06 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – May 6, 2015
Approval and Adoption of the 2015-2015 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 17, 2015
Approval and Adoption of Resolution 2015-12 accepting HERWIT Engineers Report – July 1, 2015

Attachments

Resolution 2015-13, Confirming the Report and Ordering the Levy and Collection of Charges
Final Assessment Engineer's Report 2015-2015, DB L&L Zone #9
Notice of Exemption

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-13

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF
CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT
ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FOR
THE FISCAL YEAR 2015-2016**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIID (Proposition 218);

WHEREAS, the proposed assessments for the 2015-2016 fiscal year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for fiscal year 2015-2016 is adopted and confirmed.
3. The \$606.94 assessment specified in the Report for the Ravenswood District, for fiscal year 2015-2016 is hereby imposed on the real property within such district for fiscal year 2015-2016.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.
6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.

7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 15th DAY OF JULY, 2015.

Chris Steele
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 July 15, 2015, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2015-2016

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2015

Town of Discovery Bay Community Services District

Director and President

Chris Steele

Director and Vice President

Bill Pease

Director

Kevin Graves

Director

Robert Leete

Director

Mark Simon

General Manager

Rick Howard

Water and Wastewater Manager

Virgil Koehne

Parks & Landscape Manager

Brian Miller

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: July 2015

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2015-2016 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2014-2015 year

During this time period the DB L&L #9, Zone #1 District financial report is as follows:

\$ 128,132 Annual assessments & investment revenue was received

\$ 139,419 Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

\$ 130,191 Fund total after 2014-2015 annual expenses.

Note: The expenses were higher for the 2014-2015 fiscal year than the previous fiscal year due to increases in maintenance and utility costs. The expenses for the 2014-2015 were greater than the assessment and revenue collected, resulting in an decrease in the District's reserve account.

Current Assessment

The 2014-2015 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$602.92 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2015, the same CPI index is reported as 257.6. Based upon the change in the CPI, the new maximum assessment allowed for the 2015-2016 fiscal year is \$617.78.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2015-2016 fiscal year is \$ 617.78. This assessment is equally assessed to 203 parcels for an annual total of \$125,409.34. Therefore, the maximum Reserve Account Balance is \$ 250,818.68. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2015-2016 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for capital improvements construction projects this fiscal year. The estimated budget for 2015-2016 is \$ 123,209. This equates to \$ 606.94 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 617.78 per parcel, or \$ 125,409.34 maximum assessment.

Based on this report, the assessment for 2015-2016 tax year should be \$ 606.94 to maintain the balance in the reserve fund. The assessment for the 2015-2016 fiscal year is then \$ 606.94 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Ravenswood Improvement District Annual Assessment

Project Location – Specific: Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project:

Levy of the annual assessment for fiscal year 2015-16 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

Reasons why project is exempt: The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

Lead Agency

Contact Person: Rick Howard **Area Code/Telephone/Extension:** (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 7/15/15 Title: General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item G-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item H-1

MONTHLY OPERATIONS REPORT

May 2015

Town of Discovery Bay, CA

2101 Days of Safe Operations

94285 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

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

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)

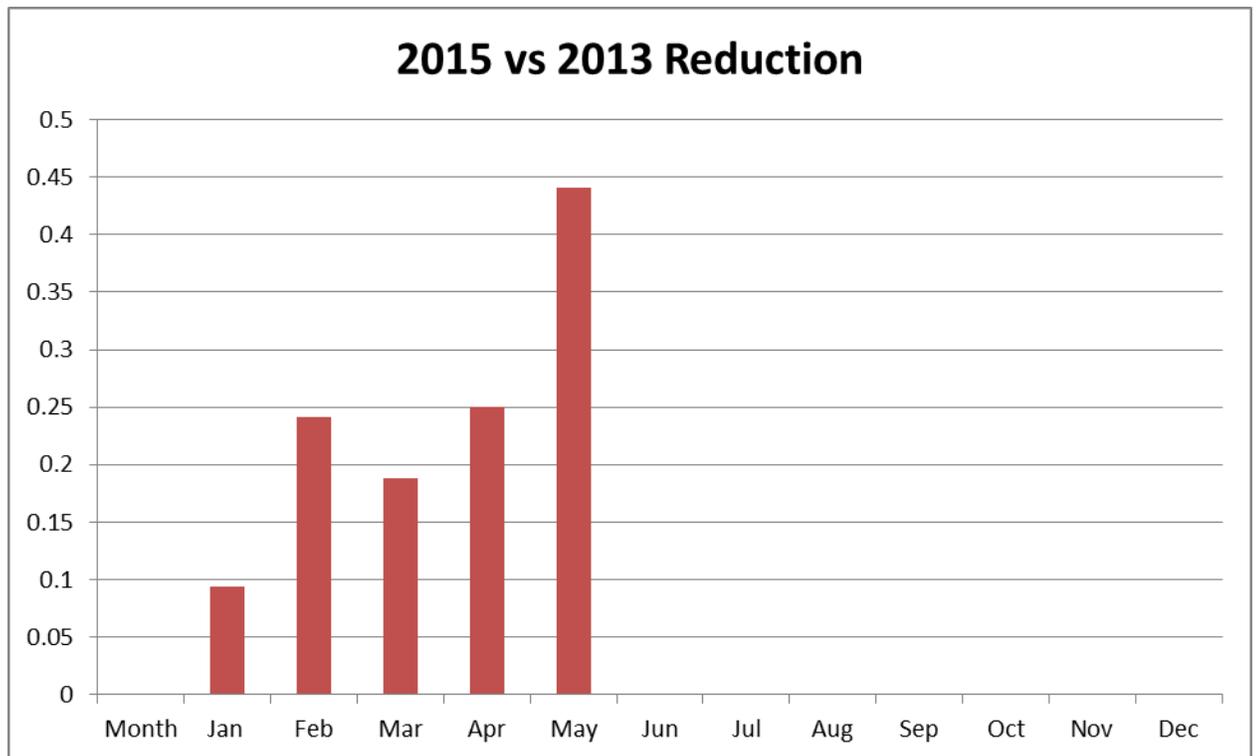
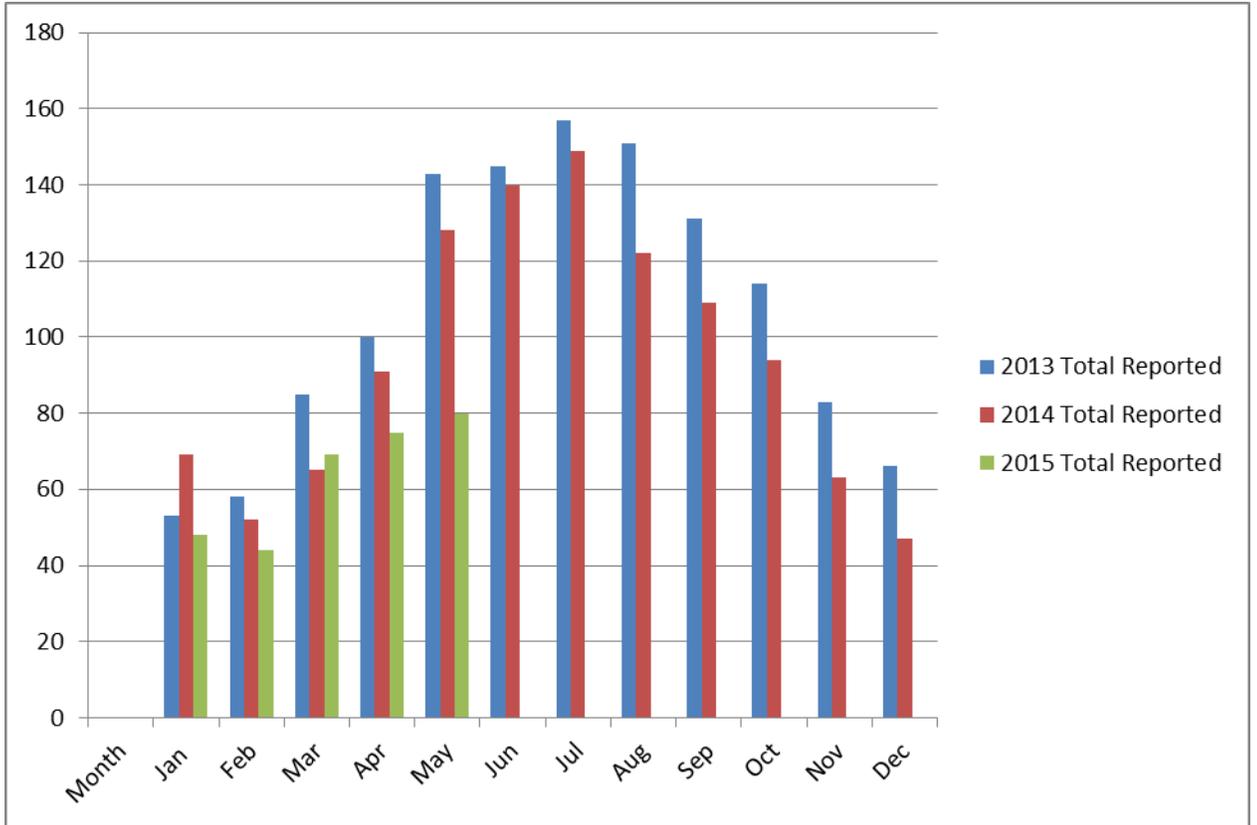
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	80	3110	0

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

2015 Water Production Table (MG) by Month

January	February	March	April	May	June
48	44	70	75	80	
July	August	September	October	November	December



Bacteriological Test Results:

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

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		36.5	34.7
Flow, MG Daily Influent Flow, avg.	N/A	1.46	1.38
Flow, MG Daily Discharge Flow, avg.	2.1	1.22	1.12
Effluent BOD ₅ , lbs/d, monthly avg.	350	27	25
Effluent TSS, lbs/d, monthly avg.	525	69	54
Effluent BOD ₅ , mg/L, monthly avg.	20	2	3
Effluent TSS, mg/L, monthly avg.	30	5	6
Total Coli form 7 day Median Max	23	5	
Total Coli form Daily Maximum	240	11	
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	94	93
Electrical Conductivity, umhos/cm annual avg.	2100	1985	2013

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

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

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
12	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	42.8

COLLECTION:

- Flushing completed
- CCTV completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **113** YTD
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
213	187

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
11	2

Call & Emergency Responses

Call Outs	Emergencies
7	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1330	51

TERMS

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

MONTHLY OPERATIONS REPORT

June 2015

Town of Discovery Bay, CA

2131 Days of Safe Operations

95815 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	44.0
Weekly Safety Topics	
OSHA NFPA 70E Electrical	
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)

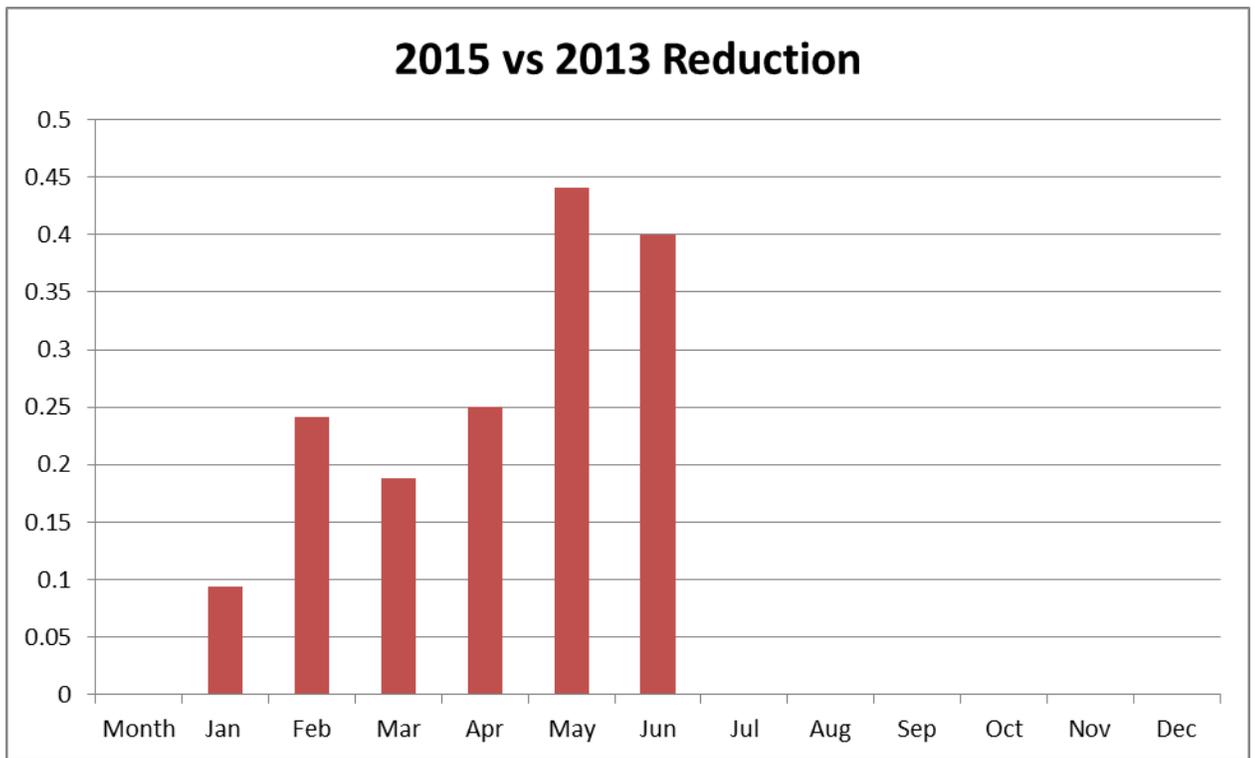
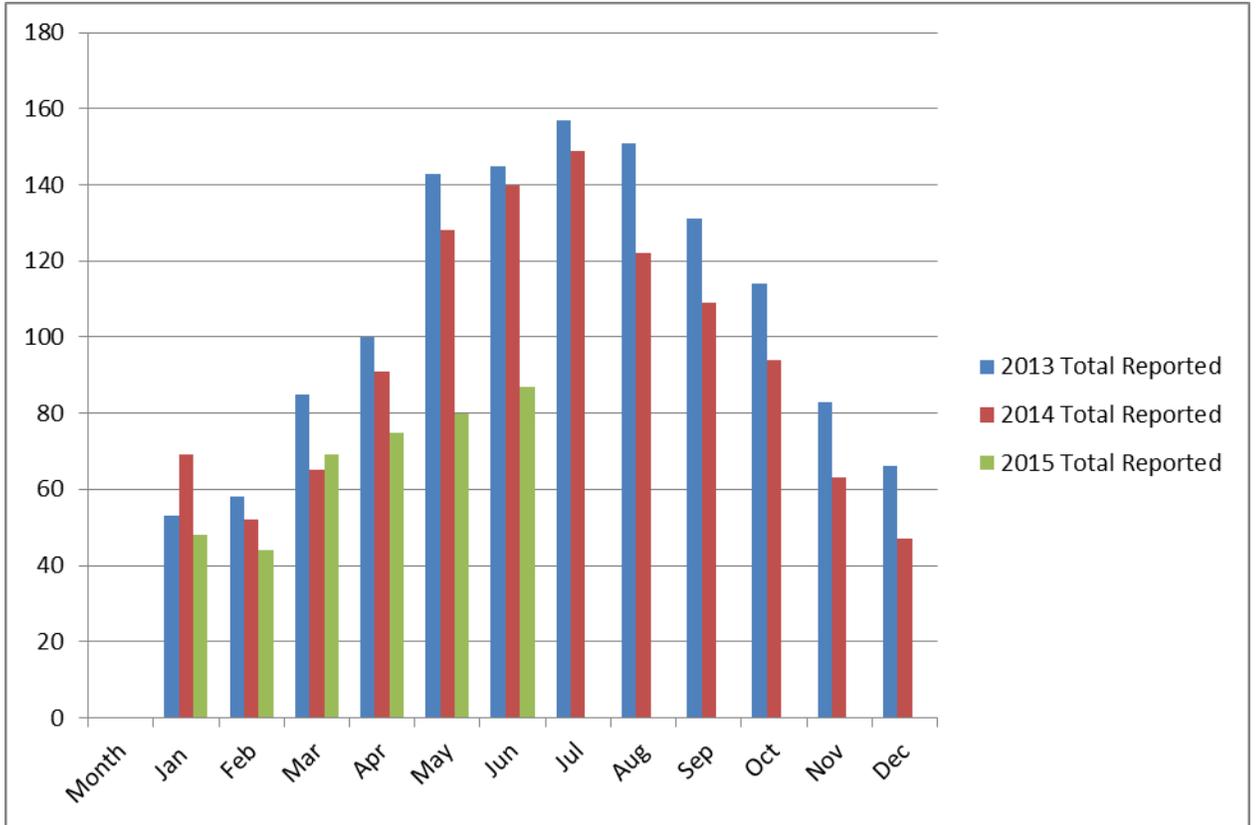
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	87	2770	0

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

2015 Water Production Table (MG) by Month

January	February	March	April	May	June
48	44	70	75	80	87
July	August	September	October	November	December



Bacteriological Test Results:

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

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>May Lab Data</i>	<i>June Lab Data</i>
Flow, MG Effluent, monthly total		34.7	34.0
Flow, MG Daily Influent Flow, avg.	N/A	1.38	1.19
Flow, MG Daily Discharge Flow, avg.	2.1	1.12	1.13
Effluent BOD ₅ , lbs/d, monthly avg.	350	25	32
Effluent TSS, lbs/d, monthly avg.	525	54	50
Effluent BOD ₅ , mg/L, monthly avg.	20	3	3
Effluent TSS, mg/L, monthly avg.	30	6	5
Total Coli form 7 day Median Max	23		
Total Coli form Daily Maximum	240		
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	93	95
Electrical Conductivity, umhos/cm annual avg.	2100	2013	2013

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

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

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
14	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	35.6

COLLECTION:

- Flushing completed
- CCTV completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **113** YTD
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
173	182

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
40	11

Call & Emergency Responses

Call Outs	Emergencies
13	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1448	60

TERMS

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



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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For Agenda Item J



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 14, 2015**

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:00 a.m. at the Director of Airports Office.

PRESENT: **Mike Bruno, Vice Chair, CCC Airports Business Association**
Maurice Gunderson, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Roger Bass, District II**
Tina Dodson, DVC
DeWitt Hodge, Secretary, Member at Large

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

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan thanked those in attendance, asked for introductions and to state if there was a specific reason for attending.

**PUBLIC COMMENT
PERIOD:** None

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATION/SPECIAL REPORTS

a. Byron General Plan Amendment Update

Will Nelson from the Department of Conservation and Development (DCD) gave an update on the Byron General Plan Amendment.

- Copies of the “Request for Proposals” for Byron Airport, which were sent to eight (8) consulting firms, were handed out.
- DCD requested proposals from consultants to do environmental analysis and to refine the aviation/land use list.
- Deadline for proposals is May 27, 2015.
- A few firms have dropped out due to timing, but Will hopes to have at least one proposal.
- Will expressed concern that a list of uses with no parameters may come back expensive and with mitigation measures that are unrealistic. Furthermore, the County would bear the cost.
- Rudi Raab stated that nothing can be developed without water and sewage.
- Will responded that in fact, these limitations will limit what can be done on the list.
- Derek Mims summarized that putting limits on the list will facilitate the process, but limits what can be done.
- Clarification was made that just because something is not on the list, doesn't mean it can't be done. It would just have to go through planning review.
- There was discussion about the conundrum of trying to encourage development without water and sewage.
- Mike Bruno stated that the biggest impediment to this process is zoning. The reason there is hesitation to limit the list is because the process is so lengthy that no one wants to go through it again for another use.
- Ronald Reagan expressed concern about the mindset of Byron Airport. He believes that Byron can be a productive airport like Buchanan Field, but the County must take a positive and proactive approach. For example, enlisting the help of the cities in the area to join the County in improving access. He would like to see more effort towards the promotion of the Byron Airport and make it more attractive.
- Keith McMahon reminded everyone that this is the foundation work to develop Byron Airport and not to be discouraged by the pace.
- Russell Roe agreed that zoning has been an issue for many years and expressed his concern about reducing the list.
- Will Nelson explained that the downside of having leeway on the list is time and cost. If an Environmental Impact Report (EIR) is required, the cost is approximately \$300k and up. However, removing elements that have traffic and air impact is within our control.
- Mike Bruno and Rudi Raab suggested putting everything on the list and if an EIR is required, remove the use at that time.

- Tom Weber emphasized the importance of zoning and expressed interest in a secondary review process.
- Will Nelson responded that if some uses prove to be problematic, they can be shifted to a different category.
- Ronald Reagan summarized that the major issues are zoning, water and sewage, and road access. He also asked about adding a cost projection for access from Vasco Road to Byron Airport.
- Keith Freitas and Will Nelson responded that it is included in the Airport Connector project, which already is in progress.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Buchanan Field/Byron Construction

Keith Freitas reviewed the construction projects at Byron:

- Rejuvenation of taxiways and runways, removal of markings and replacement of airfield signs.
- Two bids from contractors are being evaluated by Public Works.
- Waiting for approval from FAA to fund the project.
- Cost approximately \$850K.
- September timeframe to start project.

Construction projects at Buchanan:

- East ramp paving project
- \$1.5M projected cost, fully funded by Airport Enterprise fund.
- Projected start time is July 2015 and estimated to take 8-10 weeks.
- All affected tenants will be reassigned to a tiedown somewhere on the field. Tenants have also been put in contact with the three Field Base Operators (FBO's) as well as the tenant out in Byron, in case they want to store their aircraft in a hangar.

c. East Ramp Temporary Tenant Relocations

Keith Freitas gave a brief overview, as part of this topic was covered under item 7.b.

- The entire transient ramp (approximately 55 spaces) and all the east ramp will be booked. Tenants will also be relocated to John Glenn Drive and the west side tiedowns.
- Approximately 110 people will be moved to various tiedown spaces.
- Maurice Gunderson asked if tenants must empty the hangars.
- Keith responded that tenants do not have to empty the hangars, but will not have access during the construction period.

d. Economic Development Incentive Program

Keith reported that Airport staff met with the Economic Development Incentive Program (EDIP) group:

- Group requests timing and cost of items on the EDIP list, as requested by EDIP.
- Need consensus on priorities.
- Prevailing request is for reduction of rent on tiedowns and hangars.
 - Impact: would cost \$150K out of Enterprise fund.

- Reduction in revenue limits the ability to fund other priorities.
- Roger Bass sent an email regarding the value of marketing for many of the items on the EDIP list.
- Ronald Reagan commented that the EDIP list does not include improving road access to Byron.
 - After confirming that there is Byron representation on the EDIP committee, Derek Mims expressed that ostensibly there are priorities other than the road, since the list is indicative of their preferences.
 - Keith Freitas explained that the issue regarding access to Byron is already in motion, but may take many years.
- Mike Bruno summarized what was discussed at the EDIP meeting:
 - Cost analysis
 - Request by EDIP group to separate priorities into three categories: Byron, Buchanan, and both, in order to identify what can be done jointly.
 - Identify priorities that can be done quickly to help lower frustration levels.
 - 2016 Super Bowl will be at Levi Stadium in San Jose.
 - Informed by FAA that there will be 1200 jets coming into the Bay Area over a 4-day period.
 - There is only room for 700 jets at the larger airports in the area.
 - Buchanan Field and Byron Airports are in a good location with proximity to Napa Valley, San Francisco, etc.
 - Should use this opportunity to introduce County Airports to as many people as possible.

e. Airport Rates and Charges

- Keith reported that the airport rate structure is being updated and will be coming out formally in the next several months.
- Ronald Reagan expressed that nothing should be done to reduce revenue. Must be willing to pay for improvements.
- Russell Roe commented:
 - The decision whether or not to raise rates should occur months prior to the actual increase.
 - Must be a balance between reducing revenue and wanting to attract more business.
- There was discussion about the recent rate increase in fuel flowage/avgas (aviation gas):
 - Cannot ask the Airport to subsidize the businesses.
 - Request for more communication/discussion prior to rate increases.
 - Need to be competitive with other airports, as pilots may go to airports with cheaper gas.
 - Some airports operate their own fuel like Byron and Livermore, so their prices will be lower.
 - Rate increases are part of the lease agreement.
 - Airport has a financial responsibility to the County.
 - There are already more priorities than there is money to pay for them prior to reducing fees.
 - CPI increases were waived two years prior to this year.

f. Set Meeting Calendar for June 2015 - May 2016

AAC meetings will continue to be held on the second Thursday of each month.

g. Tenant Recognition Awards

- One nomination from the Tenant Appreciation BBQ.
- Nominations should be substantial. Nominees should be exemplary.
- Nominees are voted for by the AAC. Nominations that lack substance will not be supported.

Ronald Reagan brought up the DVC representative.

- Tom Weber reported that Krystal Hinojosa, the Chief of Staff for Supervisor Michoff, has set up a meeting with Peter Garcia, the president of DVC to:
 1. Find a true viable candidate
 2. Open the position to a student (internship)
 3. Make it an At-Large position

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None

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

Already discussed

c. Airport Land Use Commission (ALUC) Update

Tom Weber gave a brief update on the status of the Sustainable Farm project.

- There will be a meeting next week to discuss the Sustainable Farm project.
- Met with Geoff Logan and Central Contra Costa Sanitary District to discuss issues and believes the framework is there to make a presentation to the ALUC.
- Some topics discussed were safety, mitigation of wildlife issues, and specific plans for inspections.

d. AAC Announcements

- Ronald Reagan informed the AAC that the Patriots Jet Team is conducting their first golf tournament in June.
 - Purpose is to help fund education in the East Bay.
- Keith Freitas announced that the Collings Foundation will come to Buchanan Field from May 29 through June 1, 2015.
- Keith relayed that the Tenant BBQ was a success with about 275 to 300 attendees and also mentioned that there was a lot of positive feedback.

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS/COMMENTS

- Economic Development Incentive Program (EDIP).
- Quick-hit items from EDIP list, specifically: display area and tiedown boxes.
- Roger Bass letter.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:57 a.m.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
June 11, 2015**

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:00 a.m. at the Director of Airports Office.

PRESENT: **Roger Bass**, District II
Tina Dodson, DVC
Maurice Gunderson, Member at Large
DeWitt Hodge, **Secretary**, Member at Large
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, **Chair**, District III
Tom Weber, District IV

ABSENT: **Mike Bruno**, **Vice Chair**, CCC Airports Business Association
Keith McMahon, City of Concord
Russell Roe, District V

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

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

None

**APPROVAL OF
MINUTES:**

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATION/SPECIAL REPORTS

a. Buchanan Field Museum

Ronald Reagan had hoped to have someone discuss the Buchanan Field Museum idea, but since the presenter did not attend the meeting, Keith Freitas gave some background on the issue.

- A Buchanan Field tenant has been discussing the idea of establishing an aviation museum.
- Airport staff has requested a business proposal, but one has not been presented to date.
- Tenant has Vietnam era helicopters he would like to display.
- Tom Weber explained that past discussions were centered on getting the use of free space. He supports the concept, but doesn't want to see money taken away from needed Airport improvement projects and he would like to see a business plan.
- Derek Mims asked if the museum project is intended to be a non-profit or a for-profit enterprise. He also inquired if there is any empty hangar space available and any space targeted for such a project.
- Keith responded that the interested parties have looked at private hangars (20K square feet and up), but without a business proposal details are unknown.
- Roger Bass likes the idea of an aviation museum, but stressed it should be a good museum--not just a hangar full of old planes, and should generate some economic benefit to the Airport.
- Rudi Raab agreed that the museum needs to be done well. He would vote against someone calling it a non-profit and hangaring planes rent-free.
- DeWitt Hodge stated that it would require lots of support and volunteer energy and expressed concern at not being able to see a business plan. However, a static display area may be an interesting first step as a way of attracting people to the Airport.
- Ronald Reagan also agreed he likes the idea of a quality museum and would like to continue to consider it. He sees this from two perspectives; as a private non-profit entity who doesn't seem to want to bring the project to the AAC to discuss, or as a project managed by the Airport. In either case, the Airport needs to benefit financially, and tenants should have input, unless it's privately owned.
- Tom Weber prefers someone that can find their own funding sources and operate independently, due to limited airport staffing resources and the existing EDIP list. He described an aviation museum in Santa Monica that rents its facilities out to corporations for private functions at a premium. This could be a good revenue source for a non-profit.
- John Stucke described a museum in Nampa, Idaho. He explained that the airport itself is similar to Buchanan Field. An association was formed for the purpose of establishing the museum.

- Keith Freitas suggested a look at the privately run Hiller Museum in San Carlos as a great local example of how a well-managed museum operates. They have 100 volunteers and approximately 90K attendees per year.
- Maurice Gunderson agrees it's a great concept, but something that requires a lot of work to do properly. It seems that the current idea at Buchanan falls considerably short of what is necessary.
- Rudi Raab suggested the AAC bring this issue up periodically, come up with parameters and give it to the interested parties.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Buchanan Field/Byron Construction

Keith Freitas reviewed the construction projects at Byron:

- In the process of securing FAA funding.
- Advertised and received bids, the lowest being approximately \$900,000.
- September timeframe to begin project, pending FAA grant funding.

Buchanan Field projects:

- East Ramp Taxiway project
 - Lowest bid \$1,300,000
 - Public Works going to the Board of Supervisors for approval of contract with the lowest bidder, O.C. Jones.
 - Target start date is Monday, July 13, 2015 (construction starts August 10th).
 - Self-funded project, all Airport Enterprise funds.

c. East Ramp Temporary Tenant Relocations

Keith continued to explain:

- Airport staff is working on assigning all 108 displaced tenants to vacant tiedowns.
- Detailed email with 10 attachments is going out after the AAC meeting.
- Offering the ability to have footlockers in tiedown locations, fulfilling one of the EDIP quick-hit items.
- Ron Reagan expressed his appreciation regarding the Airport's response to the footlockers.

d. Tenant Recognition Awards

- There was general consensus that the Make a Wish nomination and the Sheriff's Department nominations were strong candidates and that the PSA nomination lacked detail.
- The nominations will be voted on in the July meeting and awarded in September.
- There was agreement that the award should go to the nominee that went above and beyond and that the Make a Wish nominee definitely did just that. It was suggested that there is also the possibility of granting the award to more than one nominee.
- Roger Bass commended Civil Air Patrol (CAP) for the volunteer work they did when the Buchanan aircraft went missing. Tom Weber encouraged Roger to complete a nomination for CAP.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

- Keith Freitas reported that the Airport Committee met on June 8, 2015, for their second quarterly meeting of the year. Discussion topics included: Byron General Plan Amendment, airfield construction, rates and charges, EDIP, and airport security.
- Ronald Reagan attended the Airport Committee meeting and synopsized the last few AAC meetings.
 - He urged the Board to look into the issue of the access road to Byron Airport. He understands that it is part of the Tri-Link project, but believes an opportunity is being missed and would like to move ahead of Tri-Link. He feels Byron needs to generate some revenue to free up some revenue at Buchanan.
- Tom Weber stated that the Byron General Plan Amendment has strong support from the Supervisors.

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

- Patriots Jet Team is holding a golf tournament to raise money for education.
- Keith explained that Airports staff created the Economic Development Incentive Committee (EDIP) because it's a great opportunity to hear from businesses and tenants regarding best programs/projects to retain existing and attract new tenants. He also went over some EDIP items that Airports staff has been working on, as there are things being done that tenants are unaware of.
 - Keith informed the committee that Supervisor Mitchoff's newsletter includes a write-up expressing her support of Buchanan and Byron Airports—EDIP quick-hit item.
 - Video press release will go out to tenants next week along with Supervisor Mitchoff's newsletter - completed marketing item.
 - Airport is being swept several times per month to keep taxiways and runways clean. This is an example of things we do that tenants don't necessarily know about - completed improvement item (ongoing).
 - Tenant BBQs are being constructed at both airports (one is already set up in the 32R run-up area).
 - East Ramp taxiway pavement project is in progress.
 - The second marketing/public relations video entitled *Learning How to Fly* is in the works.
 - Website upgrades are in process.
 - General signage – completed marketing item.
 - Communication with tenants
- DeWitt Hodge wondered if there is a possibility of escalating some EDIP items (like the static display) if there is volunteer support.
 - Keith cautioned that the tower has concerns and there are safety issues for children on airport tours with regard to the static display, but welcomed the idea of volunteer support.
 - Tom Weber suggested that if Bill Austin and/or DeWitt Hodge could put together some guidelines for the static display area, it would take some pressure off Airport staff and they could get something they really want.

- Ronald Reagan commented that he is encouraged by the helpful attitude of Airport staff. They have limited staff resources and are limited by rules and regulations.
 - Focused AAC subcommittees could be an effective way to assist Airport staff's efforts.
 - Tom Weber explained that formal subcommittees must comply with the Brown Act, but that "working groups" focused on certain items would not be subject to the Brown Act.
 - Keith Freitas requested that any sub-group be singularly focused.

c. Airport Land Use Commission (ALUC) Update

Tom Weber reported that the Central Contra Costa Sanitary District approved the Sustainable Farm project 5 to 1, with a number of associated conditions like crop management plans, safety zones, and pest management.

d. AAC Announcements

None

e. Airport Staff Announcements

- Julie Conti has left the County.
- Hired Airport Operations Technician (AOT), James Maher.
- Now have 8 Operations staff (3 Leads, 4 Airport Operations Specialists, and 1 AOT). It takes 1 year to train new Operations staff.
- Request was made to close the meeting in memory of long-time Airport tenant, Andrew Morse.
- Beth Lee requested the committee's support in encouraging tenants to read the emails sent out by Airports staff, particularly those related to the east ramp pavement project.

FUTURE AGENDA ITEMS/COMMENTS

- Possibility of forming working group with Bill Austin regarding static display.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:09 a.m.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday June 1, 2015 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:31 P.M.)

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

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

Directors Absent: Michaelson, Pope

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

There were three (3) public speakers –Mark Whitlock, Debbie Holeman &
Council Person Vanessa Perry

CONSENT CALENDAR: (6:38 P.M.)

- C.1** Approve Minutes from May 4, 2015 Regular Board of Directors Meeting
- C.2** Approve a Professional Services Agreement with City of Brentwood for Information Technology Services for FY 2015-16
- C.3** Approve a Contract with Hanson Bridgett LLP to provide General Counsel Services for FY 2015-16

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

Second by: Director Young

Vote: Motion carried: 7:0:0

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

Noes:

Abstained:

Absent: Michaelson, Pope

DISCUSSION ITEMS

D.1 Adopt Preliminary Operating, Other Budgets for Fiscal Year 2015-16 (6:39 P.M.)

There was one (1) public speaker – Vince Wells

**Motion by: Director Smith to Adopt Preliminary Operating, Other Budgets for
Fiscal Year 2015-16**

Second by: Director Young

Vote: Motion carried: 7:0:0

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

Noes:

Abstained:

Absent: Michaelson, Pope

D.2 Receive Update on Station Closures (6:58 P.M.)

There were four (4) public speakers – Gil Guerrero, Vince Wells, Mark Whitlock, and a
Knightsen resident

D.3 Receive Operational Update for May 2015 (7:32 P.M.)

There were no (0) public speakers

INFORMATIONAL STAFF REPORTS: (7:46 P.M.)

NONE

DIRECTORS' COMMENTS: (7:46 P.M.)

President Bryant thanked the Finance Community for digging into every angle when working on the budget.

Director Smith stated that new fire data applications could replace the District's current system and that the District is watching to see what Contra Costa County Fire Protection District does. Director Smith also provided a summary of the status of the County's EMS services procurement and reported that he is sitting as the public/County resident member of the evaluation panel.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:46 P.M.)

Director Smith requested an agenda item for the July meeting to consider the formal declaration of a "State of Fire and Rescue Emergency" and follow-on policy actions such as pursuing a moratorium on approval of new developments; notification related to a "State of Emergency" to real estate businesses, local facilities serving vulnerable populations and

developers with permitted but not built projects pending; and consideration of fees or penalties for non-permitted burns.

REPORT ON CLOSED SESSIONS: (7:48 P.M.)

Attorney van Hoften reported that a final settlement was reached in the litigation matter East Contra Costa County Firefighters Association v. East Contra Costa Fire Protection District, Unfair Labor Practice Charge No. SF-CE-1020M, and the matter has been dismissed. (Settlement terms include a payment of \$10,000 to the Association, notice to the Association in case of permanent closure of the Knightsen fire station, and reimbursement of up to \$5,000 for a project to commemorate/memorialize the contribution of volunteer and paid-on-call firefighters.)

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTER: (7:49 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representatives: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME Local 2700, and East Contra Costa Battalion Chiefs Association
2. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(b)(1)
Title: Fire Chief

REPORT ON THE CLOSED SESSIONS: (8:39 P.M.)

It was announced that no reportable actions were taken in this evening's closed session.

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: July 6, 2015: (8:39 P.M.)



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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Documentation
For Agenda Item O-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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For Agenda Item P