



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
December 19, 2012

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday December 19, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Oath of Office of Board Member's, Bill Pease, Mark Simon, and Ray Tetreault

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 that 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. Recognition of the Orin Allen Youth Rehabilitation Facility – For their Efforts Associated with the Clipper Drive Landscape Enhancement Project

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. DRAFT Minutes of previous special meeting dated November 29, 2012
2. DRAFT Minutes of previous special meeting dated December 4, 2012
3. DRAFT Minutes of previous special meeting dated December 5, 2012
4. DRAFT Minutes of previous regular meeting dated December 5, 2012
5. Approve Register of District Invoices
6. Adopt Resolution No. 2012-30 Assigning Check Signing Signature Authority
7. Annual "State of the Town" Chamber of Commerce Event for 2013

F. NEW BUSINESS AND ACTION ITEMS

1. Board Member Compensation
2. Proposed Contra Costa County Land Use Home Occupation Permit Process Modification
3. Agency Comment Request – Home Occupation Use Permit Application – Robert Mankin (LP12-2121)
4. Agency Comment Request – Home Occupation Use Permit Application – Jenny Slack (LP12-2139)
5. Well 1B Source Capacity Upgrade

G. VEOLIA REPORT

H. MANAGER'S REPORTS

1. Update on Commercial Water User Accounts

I. GENERAL MANAGER'S REPORT

1. Scheduling of Board Workshop – Discussion and Possible Action
2. Community Center Update – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

L. CORRESPONDENCE-Discussion and Possible Action

1. R – East Contra Costa Fire Protection District meeting minutes dated October 1, 2012
2. R – Contra Costa Local Agency Formation Commission letter regarding the completion of sewer service for the Farnholz Property

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Unidentified Addenda – Request date December 4, 2012

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to the next Regular meeting of January 2, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



No Back Up
Documentation For
Agenda Item # C



No Back Up
Documentation For
Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Thursday, November 29, 2012
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 5:30 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 5:30 P.M.

A. ROLL CALL

Call business meeting to order – 5:30 p.m. by President Steele
Roll Call – All Present

B. PUBLIC COMMENT

There was one Public Comment Speaker

C. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding acreage and purchase allocation of Discovery Bay Athletic Club site, APN 008-200-014 and 008-200-011.

General Manager Howard – Provided details on item C-1. There was discussion between the General Manager, the Board, and Legal Counsel. There was one Public Comment Speaker on item C-1.

Motion by: Vice-President Graves to authorize the negotiator to extend the contingency period for sixty (60) days from the date of expire and if the offer is rejected that the agreement terminates by the terms on Wednesday, December 5, 2012 at 5:00 p.m.

Second by: Director Simon

Vote: Motion Carried: AYES: 4 - Vice-President Graves, Director Mattison, Director Simon, Director Tetreault, NOES: 1 - President Steele

Motion Withdrawn

The discussion continued between the General Manager, Legal Counsel, and the Board

Motion by: Vice-President Graves to authorize staff, based on the sixty (60) day extension to move forward with negotiations with the Church and the County to resolve the lot line issue as it stands today and bring back to the Board for consideration.

Second by: Director Tetreault

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

D. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel – Stated that due to the discussion on item C-1 there will be no Closed Session items.

E. CLOSED SESSION:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code Section 54956.8

Property: 10+/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)

Agency Negotiator: General Manager, Rick Howard

Negotiating parties: (Delta Community Presbyterian Church)

Under negotiation: Instruction to negotiator will concern price and terms of payment.

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code Section 54956.8

Property: 10+/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)

Agency Negotiator: General Manager, Rick Howard

Negotiating parties: (Pilati Farms and Randy Prince)

Under negotiation: Instruction to negotiator will concern price and terms of payment.

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

N/A

G. **ADJOURNMENT**

The meeting adjourned at 6:25 p.m. to the Regular Meeting on December 5, 2012 at 7:00 p.m.

//cmc – 11.30.12

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

DRAFT



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Tuesday December 4, 2012
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

Call business meeting to order – 6:00 p.m. by President Steele
Roll Call – All Present

B. PUBLIC COMMENT

No Public Comment

C. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding (1) Acreage, (2) Escrow Instructions, (3) Contra Costa County Development Department (4) Purchase allocation of Discovery Bay Athletic Club site, APN 008-200-014 and 008-200-011; and (5) Final lot line adjustment Delta Community Presbyterian Church, APN 008-330-335; and Town of Discovery Bay, APN 008-200-015

General Manager Howard – Provided details of item C-1. There was discussion between the General Manager and the Board. There was one Public Comment Speaker. The discussion continued between Legal Counsel, the General Manager, the Board, and the Public Comment Speaker.

General Manager Howard – Stated that the motion would have three parts – First part - The Board accept the lot line adjustment as it relates to all of the parcels, Second part – Extend the deadline to 1:00 p.m., December 5, 2012 for the three parties to execute the extension - addendum #4 (change 60 day requirement to 45 day) – Third part – To direct the General Manager to write letter, once the Agency Request Form is received from the County, on behalf of the District indicating that there was no negative comment.

The discussion continued between the General Manager, the Board, and Legal Counsel.

Legal Counsel Schroeder – Stated that there would be a Fourth part to the motion – In the event that the signed addendum is not received prior to 5:00 p.m., December 6, 2012, the General Manager be authorized to send notice that the contract has been terminated.

Motion by: Director Mattison to move the recommended action as stated by General Manager Howard and Legal Counsel Schroeder

Second by: Director Simon

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

Vice-President Graves – Complimented Staff, thanked the Board and the County for finalizing the purchase of the Discovery Bay Athletic Club.

D. ADJOURNMENT

The meeting adjourned at 6:35 p.m. to the Regular Meeting on December 5, 2012 at 7:00 p.m.

//cmc – 12.06.12

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



TOWN OF DISCOVERY BAY

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**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday December 5, 2012
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

Call business meeting to order – 6:00 p.m. by President Steele
Roll Call – All Present

B. PUBLIC COMMENT

None

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

Legal Counsel Schroeder – The Board is adjourning into Closed Session regarding Closed Session item D-1 and D-2, the facts and circumstances are as follows:

Mr. Richardson has submitted a letter dated November 20, 2012 to the District alleging violations of Government Code Section 54960.1 regarding eight Closed Sessions – regarding the Discovery Bay Athletic Club purchase dating back to September.

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 – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one potential case

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

Legal Counsel Schroeder – The Board is reconvened from Closed Session regarding items D-1 and D-2 all five Board Members were present during the entirety of the Closed Session regarding item D-1 there is no reportable action at this time, regarding item D-2 by unanimous vote of the Board of Directors, Mr. Richardson's claim has been rejected - There is no violation of Code sections identified in Government Code Section 54960.1 Sub Part A, that have occurred. Several demands are untimely pursuant to that same Code Section, Subsection C and 1.

F. ADJOURNMENT

The meeting adjourned at 6:26 p.m. to the Regular Meeting on December 5, 2012 at 7:00 p.m.

//cmc – 12.07.12

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday December 5, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele
Pledge of Allegiance – Led by Director Mattison
Roll Call – All Present

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

There was one Public Comment Speaker

C. PRESENTATIONS

1. Recognition – Board Member Jim Mattison

General Manager – On behalf of the Staff and himself, thanked outgoing Board Member Jim Mattison for his service on the Board

President Steele – Presented outgoing mementos to Board Member Jim Mattison

There was a ten minutes recess for refreshments

D. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT

Tony Fontenot – Provided the law enforcement report for the month of November. There was a discussion between Tony Fontenot and the Board. There was one (1) Public Comment Speaker.

2. CHP REPORT – No Report

3. FIRE DISTRICT REPORT

Chief Burris – Provided his report and the details for the month of November. There was discussion between the Board and Chief Burris.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell - Provided an update on several projects surrounding Discovery Bay. There was discussion between the Board and Karyn Cornell.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report – No Report**

**These meetings are held Quarterly

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 November 7, 2012

2. DRAFT Minutes of previous Regular Meeting dated November 7, 2012

3. Approve Register of District Invoices

4. Release of partial retention – Discovery Bay Dewatering Project

5. Approval of contract extension to Odyssey Landscaping, Inc. for Discovery Bay Zone 9 & Contra Costa County Zones 35, 57 & 61

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Tetreault

There was one Public Comment Speaker

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

G. NEW BUSINESS AND ACTION ITEMS

1. Board Member Compensation

General Manager Howard – Provided details of item G-1. There was discussion between the Board and the General Manager. There were two Public Comment Speakers.

Motion by: Director Mattison to ask Staff to provide the numbers for the next meeting that would include the last adjustment up to present and an annual increment subtracting each year from that amount.

Second by: Director Simon

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

2. Request to Establish Standing Community Center Committee

General Manager Howard – Provided details of item G-2. There was discussion between the Board and the General Manager. There was one Public Comment Speaker

Motion by: Director Simon to move Vice-President Graves as a temporary basis on the Committee until the change in January.

Second by: Director Tetreault

Vote: Motion Carried: AYES: 4 – Vice-President Graves, Director Mattison, Director Simon, and Director Tetreault
NOES: 1 – President Steele

The discussion continued between the Board and the General Manager

Motion by: President Steele to have a standing Committee effective, December 5, 2012, and consider Jim Mattison as the first Public Person on that Committee and also consider to have President Steele, and also have Vice-President Graves on that Committee

Legal Counsel Schroeder – Stated the first Motion by Director Simon be withdrawn due to not being in the scope of the Agenda item, however, the Motion by President Steele is within the scope and should carry.

Motion by: Director Simon - **Withdrawn**

Second by: Vice-President Graves

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

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves – Provided his report and the details of the East Contra Costa Fire Protection District meeting dated December 3, 2012

Vice-President Graves – Provided his report and the details of the Contra Costa County Fire Protection District meeting dated December 4, 2012

Vice-President Graves – Provided his report on the Contra Costa County Aviation Advisory Committee meeting dated November 8, 2012

Vice-President Graves – Provided his report on the Transplan Committee meeting dated November 8, 2012

President Steele – Provided his report and the details of the East Water County Water Management Association Governing Board meeting dated November 8, 2012

Director Mattison – Provided his comments in regards to his time on the Board and stated that he has enjoyed working with the Board and Staff.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

1. Community Center Update and Possible Action

General Manager Howard – Provided details of item J-1 and distributed a copy of a letter that was sent to the sellers regarding the Discovery Bay Athletic Club Site Property acquisition. There was discussion between the General Manager, Legal Counsel, and the Board.

Legal Counsel Schroeder – Stated that the Board had extended the timeframe for acceptance of addendum #4 and the Board could choose to do so again. There were two Public Comment Speakers.

Motion by: Vice-President Graves to reinstate addendum #4 and extend the deadline to 4:00 p.m. on Friday, December 7, 2012 having Staff move forward with direction previously given by Legal Counsel to extend the timeframe and withdraw the termination of the Contract

Second by: Director Tetreault

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

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass Authority meeting minutes dated August 9, 2012
2. R – State Route 4 Bypass Authority meeting minutes dated September 13, 2012
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated September 13, 2012
4. R – Byron Municipal Advisory Council meeting minutes dated October 18, 2012
5. S – Letter to John Osborne regarding Newport Pointe Residential Project – County File #'s GP08-0002, RZ09-3241, SD09-9278 & DP09-3029 dated November 16, 2012

N. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Community Center Closed Sessions – Request date November 20, 2012

O. FUTURE AGENDA ITEMS

1. Capital Improvement Project Breakdown

P. ADJOURNMENT

The meeting adjourned at 8:03 p.m. to the next regular meeting on December 19, 2012 starting at 7:00 p.m.

//cmc – 12.10.12

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

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

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

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$182,468.69

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: E-5

Request for authorization to pay invoices (RFA)
For the Meeting on December 19, 2012
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>
Administration				
Accountemps	36784215	Office Temporary Week ending 11/16/12	11/21/12	\$424.62
Accountemps	36841278	Office Temporary Week ending 11/30/12	12/03/12	\$711.00
Big Dog Computer	BDC32925	Credit for network upgrades	11/22/12	-\$256.25
Big Dog Computer	BDC32926	Install Sonic Wall and Cisco, VIOP Equip	11/22/12	\$237.50
Big Dog Computer	BDC32926	Install Sonic Wall and Cisco, VIOP Equip	11/22/12	\$416.25
Big Dog Computer	BDC32927	Install Email, update Carbonite, Anti-Virus	11/30/12	\$75.00
Big Dog Computer	BDC32928	Phone Installation-MegaPath	11/30/12	\$165.00
Big Dog Computer	BDC32930	Rack space hosted exchange, support	11/30/12	\$255.00
Caselle, Inc.	45864	One User License	11/16/12	\$1,000.00
Caselle, Inc.	46212	Contract Support Jan 2013	12/01/12	\$725.00
Chris Steele	EXP REPORT NOV 2012	Expense Report Nov 2012	12/04/12	\$500.00
Chris Steele	EXP REPORT NOV 2012	Expense Report Nov 2012	12/04/12	\$18.87
County Of Contra Costa, Dept of Info Tec	7840	Data Processing Services Oct 2012	11/19/12	\$43.06
Discovery Bay Designs	850	Jacket-Jim Mattison	11/21/12	\$81.17
Jim Mattison	EXP REPORT NOV 2012	Expense Report Nov-Dec 2012	12/04/12	\$500.00
Kevin Graves	EXP REPORT NOV 2012	Expense Report Nov 2012	12/04/12	\$500.00
Kevin Graves	EXP REPORT NOV 2012	Expense Report Nov 2012	12/04/12	\$62.16
Mark Simon	EXP REPORT NOV 2012	Expense Report Nov 2012	12/04/12	\$300.00
Office Depot	629527029001	Office Supplies	10/19/12	\$50.07
Office Depot	633056151001	Office Supplies	11/21/12	\$18.39
Patricia Cimlov-Zahares	12-039	Banner Design	11/30/12	\$600.00
Ray Tetreault	EXP REPORT NOV2012	Expense Report Nov 2012	12/04/12	\$100.00
Ricoh Americas Corporation	5024263307	Photocopy Charges 09/21/12-10/20/12	11/19/12	\$152.68
Ricoh Americas Corporation	5024293447	Photocopy Charges 10/21/12-11/20/12	11/20/12	\$258.37
Shred-It	9401157619	Service Date 11/15/12	11/15/12	\$71.95
U.S. Bank Corporate Payment System	4246044555703473/11	Travel & Meetings	11/26/12	\$246.98
U.S. Bank Corporate Payment System	4246044555703473/11	Training & Education	11/26/12	\$42.62
U.S. Bank Corporate Payment System	4246044555703473/11	Memberships	11/26/12	\$190.00
U.S. Bank Corporate Payment System	4246044555703473/11	Telephone-General	11/26/12	\$442.74
U.S. Bank Corporate Payment System	4246044555703473/11	Telecom-Networking	11/26/12	\$70.00
U.S. Bank Corporate Payment System	4246044555703473/11	Vehicle & Equipment Fuel	11/26/12	\$52.00
U.S. Bank Corporate Payment System	4246044555703473/11	Computer Equip & Repair	11/26/12	\$43.29
U.S. Bank Corporate Payment System	4246044555703473/11	Computer Software-Carbonite	11/26/12	\$599.00
U.S. Bank Corporate Payment System	4246044555703473/11	Office Supplies	11/26/12	\$513.50
U.S. Bank Corporate Payment System	4246044555703473/11	Misc. Service & Supplies	11/26/12	\$123.96
U.S. Bank Corporate Payment System	4246044555703473/11	Special Expense-Vendor Party, Award, GAAP CD	11/26/12	\$421.65
Valley Crest Landscaping	1892529	Regatta Parking Lot (Z57)	10/31/12	\$648.00
			Administration	Sub-Total
				\$10,403.58
Water				
Bartle Wells Associates	BWA513A-1005	Update Capacity Fee Study	11/06/12	\$274.42
Bay Area News Group	2005834/0000574125	Public Notice-Capacity Free	11/30/12	\$214.56
Brentwood Ace Hardware	808/113012	Misc. Supplies for Repairs	11/30/12	\$66.40
Fairin Perez	EXP REPORT DEC 2012	DMV Registration-Trash Pump, Message Board	12/11/12	\$18.40
J.W. Backhoe & Construction, Inc.	1791	Repair on Discovery Bay Blvd	11/28/12	\$1,214.00
J.W. Backhoe & Construction, Inc.	1792	Paved Discovery Bay & Cherry Hill	11/28/12	\$5,535.03
J.W. Backhoe & Construction, Inc.	1794	Leak Fire Hydrant Discovery Point	11/30/12	\$1,439.45
J.W. Backhoe & Construction, Inc.	1799	Leak Yellowstone Circle	11/30/12	\$1,211.70
J.W. Backhoe & Construction, Inc.	1800	Leak Reef Court	11/30/12	\$453.00
J.W. Backhoe & Construction, Inc.	1801	Leak Fire Hydrant Lido Circle	11/30/12	\$748.00
U.S. Bank Corporate Payment System	4246044555703473/11	Training & Education	11/26/12	\$125.00
U.S. Bank Corporate Payment System	4246044555703473/11	Memberships	11/26/12	\$100.00
U.S. Bank Corporate Payment System	4246044555703473/11	Telephone-General	11/26/12	\$231.38
U.S. Bank Corporate Payment System	4246044555703473/11	Telecom-Networking	11/26/12	\$83.69
U.S. Bank Corporate Payment System	4246044555703473/11	Vehicle & Equipment Fuel	11/26/12	\$199.84
U.S. Bank Corporate Payment System	4246044555703473/11	Automotive Supplies & Repair	11/26/12	\$7.36

U.S. Bank Corporate Payment System	4246044555703473/11	General Repairs	11/26/12	\$194.26
U.S. Bank Corporate Payment System	4246044555703473/11	Special Equipment-Outrigger Pad & Vehicle Vinyl's	11/26/12	\$609.02
U.S. Bank Corporate Payment System	4246044555703473/11	Misc. Small Tools	11/26/12	\$109.77
U.S. Bank Corporate Payment System	4246044555703473/11	Equipment Repair	11/26/12	\$44.57
U.S. Bank Corporate Payment System	4246044555703473/11	Office Supplies	11/26/12	\$6.42
Veolia Water North America	22912	Monthly O&M December 2012	12/05/12	\$38,628.79

Water Sub-Total \$51,515.06

Wastewater

Bartle Wells Associates	BWA513A-1005	Update Capacity Fee Study	11/06/12	\$411.63
Bay Area News Group	2005834/0000574125	Public Notice-Capacity Free	11/30/12	\$321.84
Brentwood Ace Hardware	808/113012	Air Hose Connection	11/30/12	\$23.92
Brittany Lebon	39970	Refund for Sewer Line Repair	12/11/12	\$120.00
Cramer, Frank	EXP REPORT NOV 2012	Expense Report Nov 2012	12/01/12	\$55.50
Fairin Perez	EXP REPORT DEC 2012	DMV Registration-Trash Pump, Message Board	12/11/12	\$27.60
J.W. Backhoe & Construction, Inc.	1798	Broken Valve Plant #2	11/30/12	\$5,677.76
U.S. Bank Corporate Payment System	4246044555703473/11	Telephone-General	11/26/12	\$373.37
U.S. Bank Corporate Payment System	4246044555703473/11	Telecom-Networking	11/26/12	\$125.54
U.S. Bank Corporate Payment System	4246044555703473/11	Vehicle & Equipment Fuel	11/26/12	\$142.24
U.S. Bank Corporate Payment System	4246044555703473/11	Automotive Supplies & Repairs	11/26/12	\$11.03
U.S. Bank Corporate Payment System	4246044555703473/11	Special Equipment-Outrigger Pad & Vehicle Vinyl's	11/26/12	\$718.28
U.S. Bank Corporate Payment System	4246044555703473/11	Misc. Small Tools	11/26/12	\$40.54
U.S. Bank Corporate Payment System	4246044555703473/11	Equipment Repair	11/26/12	\$60.92
U.S. Bank Corporate Payment System	4246044555703473/11	Office Supplies	11/26/12	\$9.62
Veolia Water North America	22912	Monthly O&M December 2012	12/05/12	\$57,943.20

Wastewater Sub-Total \$66,062.99

Community Center

Advanced GeoEnvironmental, Inc.	20961	Environmental Site Assessment	11/20/12	\$9,550.00
Kier & Wright Civil Engineers	95599	Lot Line Adj and Survey	11/30/12	\$4,156.84

Community Center Sub-Total \$13,706.84

Grand Total \$141,688.47

Request For Authorization To Pay Invoices (RFA)
For the Meeting on December 19, 2012
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	269	Mounting and Electrical for Lighted Stars	12/4/12	\$650.00
American Retrofit Systems	271	Replace Low Voltage Lights at Entrance	12/4/12	\$265.00
American Retrofit Systems	272	Entry Ground to Palm Tree Lights	12/5/12	\$450.00
Brentwood Ace Hardware	808/113012	Cornell Picnic Tables & Benches	11/30/12	\$141.66
Brentwood Ace Hardware	808/113012	Street Signs	11/30/12	\$47.72
Brentwood Tire Company	27192	V#102 Brakes	11/30/12	\$213.26
Discovery Bay Disposal	170001966/113012	2 YD Bin	11/30/12	\$279.75
Fairin Perez	EXP REPORT DEC 2012	DMV Registration-Gator	12/11/12	\$23.00
Pacific Display, Inc.	1484	Holiday Lighting and Decorations	12/4/12	\$1,714.00
U.S. Bank Corporate Payment System	4246044555703473/11	Tools & Sundry Equip	11/26/12	\$546.27
U.S. Bank Corporate Payment System	4246044555703473/11	Park Improvements-Cornell Benches	11/26/12	\$16.19
U.S. Bank Corporate Payment System	4246044555703473/11	Clipper Dr	11/26/12	\$1,478.97
U.S. Bank Corporate Payment System	4246044555703473/11	Travel & Meetings	11/26/12	\$242.90
U.S. Bank Corporate Payment System	4246044555703473/11	Telephone-General	11/26/12	\$55.33
U.S. Bank Corporate Payment System	4246044555703473/11	Vehicle & Equipment Fuel	11/26/12	\$375.63
U.S. Bank Corporate Payment System	4246044555703473/11	Automotive Supplies & Repairs	11/26/12	\$52.60
U.S. Bank Corporate Payment System	4246044555703473/11	Misc. Small Tools	11/26/12	\$113.39
U.S. Bank Corporate Payment System	4246044555703473/11	Grounds Maintenance	11/26/12	\$103.86
U.S. Bank Corporate Payment System	4246044555703473/11	Special Expense-Safety Coats	11/26/12	\$85.90
Valley Crest Landscaping	1892529	Clipper Dr	10/31/12	\$1,728.00
Town of Discovery Bay CSD	9-900-000-004-2.01	Water Bill from 09/16/12-10/15/12	10/15/12	\$6,968.44
Town of Discovery Bay CSD	9-900-000-004-2.02	Water Bill from 09/16/12-10/15/12	10/15/12	\$1,568.01
Town of Discovery Bay CSD	9-900-000-004-2.03	Water Bill from 09/16/12-10/15/12	10/15/12	\$1,548.59
Town of Discovery Bay CSD	9-900-000-004-2.04	Water Bill from 09/16/12-10/15/12	10/15/12	\$620.36
Town of Discovery Bay CSD	9-900-000-004-2.05	Water Bill from 09/16/12-10/15/12	10/15/12	\$201.56
Town of Discovery Bay CSD	9-900-000-004-2.06	Water Bill from 09/16/12-10/15/12	10/15/12	\$1,163.78
Town of Discovery Bay CSD	9-900-000-004-2.07	Water Bill from 09/16/12-10/15/12	10/15/12	\$12.36
Town of Discovery Bay CSD	9-900-000-004-2.08	Water Bill from 09/16/12-10/15/12	10/15/12	\$226.04
Town of Discovery Bay CSD	9-900-000-004-2.09	Water Bill from 09/16/12-10/15/12	10/15/12	\$229.78
Town of Discovery Bay CSD	9-900-000-004-4.02	Water Bill from 09/16/12-10/15/12	10/15/12	\$648.29
Town of Discovery Bay CSD	9-900-000-004-4.03	Water Bill from 09/16/12-10/15/12	10/15/12	\$971.86
Town of Discovery Bay CSD	9-900-000-004-4.04	Water Bill from 09/16/12-10/15/12	10/15/12	\$60.42
Town of Discovery Bay CSD	9-900-000-004-4.05	Water Bill from 09/16/12-10/15/12	10/15/12	\$295.47
Town of Discovery Bay CSD	60	Zone 8 Payroll Reimbursement Oct 2012	12/11/12	\$12,071.54
Total				\$35,169.93

Request For Authorization To Pay Invoices (RFA)
For the Meeting on December 19, 2012
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>
U.S. Bank Corporate Payment System	4246044555703473/11	Tools & Sundry Equipment	11/26/12	\$54.10
U.S. Bank Corporate Payment System	4246044555703473/11	Travel & Meetings	11/26/12	\$228.10
U.S. Bank Corporate Payment System	4246044555703473/11	Telephone-General	11/26/12	\$62.92
U.S. Bank Corporate Payment System	4246044555703473/11	Vehicle & Equipment Fuel	11/26/12	\$167.52
U.S. Bank Corporate Payment System	4246044555703473/11	Misc. Small Tools	11/26/12	\$113.40
U.S. Bank Corporate Payment System	4246044555703473/11	Special Expense-Safety Jackets	11/26/12	\$33.99
Town of Discovery Bay CSD	9-900-000-004-3.01	Water Bill from 09/16/12-10/15/12	10/15/12	\$314.90
Town of Discovery Bay CSD	9-900-000-004-3.02	Water Bill from 09/16/12-10/15/12	10/15/12	\$3,068.56
Town of Discovery Bay CSD	9-900-000-004-3.03	Water Bill from 09/16/12-10/15/12	10/15/12	\$655.56
Town of Discovery Bay CSD	61	Zone 9 Payroll Reimbursement Oct 2012	12/11/12	\$911.24
			Total	\$5,610.29



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adopt Resolution No. 2012-30 Assigning Check Signing Signature Authority

Recommended Action

Adopt Resolution No. 2012-30 Removing Former Director Jim Mattison and adding Director William Pease to the list of authorized signatories on the ECC Bank Accounts to sign checks from The Town of Discovery Bay CSD Checking Accounts for and on behalf of the Town Of Discovery Bay CSD

Executive Summary

Each year, the Board adopts a Resolution that establishes signing authority for warrants that the District issues through our bank, ECC Bank. This Resolution is done annually to remove former Board Members and add new Board Members, as necessary.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?

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

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2012-30

AGENDA ITEM: E-6



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-30**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTOR JIM MATTISON AND ADD DIRECTOR WILLIAM R. PEASE
ON THE DISTRICT'S ECC BANK ACCOUNTS, A DIVISION OF BANK OF AGRICULTURE AND COMMERCE TO SIGN ON
CHECKS FROM THE TOWN OF DISCOVERY BAY CSD CHECKING ACCOUNTS
AND TO SIGN ON TRANSACTIONS WRITTEN FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former director, Jim Mattison and add director William R. Pease on the five public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)
50020304 – Discovery Bay Community Center
50306399 – Certificate of Deposit (CD)
22007884 – General Fund Account
22008560 – Deposit Holding Account

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former director Jim Mattison, and add director William R. Pease on the above five banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two Directors.
3. Remove former director, Jim Mattison and add director William R. Pease on the five public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit.
4. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's ECC Bank Accounts, A Division of Bank of Agriculture and Commerce to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 19th day of December 2012 by the following vote:

V. 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 December 19, 2012 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Annual "State of the Town" Chamber of Commerce Event for 2013

Recommended Action

Authorize the Board of Directors to attend the annual "State of the Town" event scheduled for Saturday, January 19, 2013, authorize payment of the event for each Board Member and payment of a stipend for attending the event

Executive Summary

Each year, the Discovery Bay Chamber of Commerce hosts its annual "State of the Town" Dinner Banquet. As in past years, the 2013 event will again take place at the Discovery Bay Country Club. This year's event is scheduled for January 19, 2013.

As is customary, it is appropriate for the Board of Directors to attend these types of community/public events. They foster positive involvement in the community, provide an opportunity to obtain feedback, and offer enhanced access to the business of the District.

CSD Law (GC§61047 (e)(2)) qualifies this type of event as a qualifying stipend activity if the following takes place: "Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member(s) delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event".

The cost to attend is \$60.00 per person. If all five members of the Board attend, the total cost will be \$300.00 for the event plus the cost of the stipend at \$100.00 each.

Fiscal Impact:

Amount Requested Approximately \$300.00 plus \$100.00/Member Stipend

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

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

Previous Relevant Board Actions for This Item

Authorization to attend 2011 and 2012 State of the Town event

Attachments

State of the Town Invitation

AGENDA ITEM: E-7

*You are invited to the 7th Annual
Discovery Bay Chamber of Commerce
State of the Town Dinner Banquet
Saturday, January 19th, 2013
5:30 pm Reception
6:30 pm Dinner & Presentations
Discovery Bay Country Club
Awards to be presented:
Citizen of the year
Business of the year
Teacher of the Year
President's Circle Award
Live Auction throughout the evening!
Our prestigious speakers will discuss the
future and current state of our community
\$60 per person - \$550 reserved table of ten
Semi-Formal Attire
Space is limited & reservations fill up fast!
www.DiscoveryBayChamber.com*



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

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

Agenda Title

Board Member Compensation

Recommended Action

As necessary

Executive Summary

At the December 5, 2012 Regular meeting of the Board of Directors, the Board directed staff to provide additional information regarding a possible adjustment to Board's stipend limits pursuant to Government Code §61047(a). That section provides that the Board of Directors, by ordinance or resolution, may receive compensation in an amount not to exceed one hundred dollars (\$100.00) for each day of service and that no member shall receive compensation for more than six days of service in a month. Government Code §61047(b) provides that the Board of Directors, may, by ordinance and adopted pursuant to Chapter 2 commencing with Section §20200 of Division 10 of the Water Code, increase the amount of compensation that may be received by members of the Board of Directors.

Water Code §20201 specifically allows that the Governing Board of any Water District...“may increase the compensation received by members of the Governing Board above the amount of one hundred dollars (\$100.00) per day.” Government Code §20202 continues... “In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the Governing Board of a Water District above the amount of one hundred dollars (\$100.00) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.” The most recent adjustment occurred in March, 2002. At that time, the stipend was increased from \$25.00 for each day of service to \$100.00 for each day of service. If January 1, 2004 is determined to be the date of the first increase that is allowed after the last increase, the Board could choose to increase by no more than 5% annually the amount of the stipend for each day of service. The attached schedule shows the amount of the stipend starting on January 1, 2004 through January 1, 2013, and shows the amount in reverse order if the Board chooses to implement an increase for a period not starting on January 1, 2004.

Staff is seeking Board direction at this time.

Fiscal Impact:

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Stipend Payment Schedule by year

AGENDA ITEM: F-1

Stipend Matrix Schedule 2004-2013

	January	January	January	January	January	January	January	January	January	January
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Total	\$105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01	\$ 140.71	\$ 147.75	\$ 155.13	\$ 162.89
Reverse Total										
2004	\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01	\$ 140.71	\$ 147.75	\$ 155.13	\$ 162.89
2005		\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01	\$ 140.71	\$ 147.75	\$ 155.13
2006			\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01	\$ 140.71	\$ 147.75
2007				\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01	\$ 140.71
2008					\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63	\$ 134.01
2009						\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55	\$ 127.63
2010							\$ 105.00	\$ 110.25	\$ 115.76	\$ 121.55
2011								\$ 105.00	\$ 110.25	\$ 115.76
2012									\$ 105.00	\$ 110.25
2013										\$ 105.00



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

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

Agenda Title

Proposed Contra Costa County Land Use Home Occupation Permit Process Modification

Recommended Action

As necessary

Executive Summary

On December 3, 2012, President Steele received the attached letter from District III County Supervisor Piepho outlining a proposed revision to the County's land use permit process for Home Occupation Permits. The Department of Conservation and Development (DCD) would like to start a pilot program aimed at streamlining the process for Home Occupation Permits.

Currently, applicants file their permit applications with the County, and then the Town of Discovery Bay CSD would be asked to comment on the permit. Under the proposed revisions, that step would be eliminated and the permit approval procedures would be administratively handled solely within DCD. The reasons for the proposed change are to reduce the cost by 50% (approximately \$700.00 to \$350.00) and to condense the processing time from 16 weeks to 4 weeks.

Supervisor Piepho has asked for Board input into the proposed Home Occupation Permit processing procedures.

Fiscal Impact:

Amount Requested:

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

Letter to President Steele from Supervisor Piepho

AGENDA ITEM: F-2



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, CHAIR

TownOfDiscoveryBay CSD
Received

DEC 06 2012
Enrolled to Board Legal

COMMITTEES

Legislation Committee, Chair
Transportation Water and Infrastructure Committee, Vice Chair

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

Sacramento-San Joaquin Delta Conservancy, Chair

Airport Committee, Chair

Delta Counties Coalition, Founder

Delta Protection Commission

Central Contra Costa Solid Waste Authority

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

TRANSPAN, East County Transportation Planning

SERVING AS ALTERNATE

Local Agency Formation Commission

Contra Costa Transportation Authority

Association of Bay Area Governments

East County Water Management Association

East Contra Costa County Habitat Conservation Plan, Executive Governing Board

Mental Health Commission

City-County Relations Committee

December 3, 2012

Chris Steele, President
Town of Discovery Bay CSD
1800 Willow Road
Discovery Bay, CA 94505

Dear President Steele and Directors,

In an effort to streamline the land use permit process for home occupation permits the Department of Conservation and Development (DCD) is embarking on a pilot program. DCD is currently working to update the zoning ordinance to allow some home occupations to be permitted administratively. However, in order to do so, several changes in the current permitting process would need to take place.

A home occupation is a business activity that is conducted entirely within a residential dwelling unit by a person living in the dwelling and it has been the Department's experience that home occupation reviews have generated little public interest.

In order to streamline the process for the home occupations, DCD is proposing the following changes:

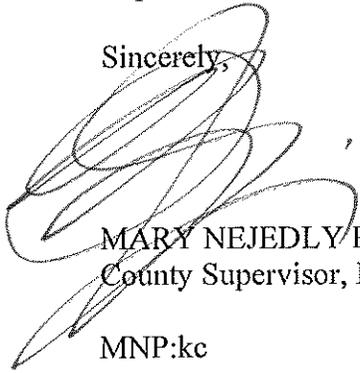
- 1.) Designate two specific staff persons to process all home occupation applications, formulate a standard staff report template and appoint a primary Zoning Administrator to hear all home occupation permits.
- 2.) Eliminate the agency referral to the Advisory Councils and Community Services Districts, which would reduce the processing time by at least 45 days.
- 3.) Upon submittal, schedule the hearing date for consideration before the Zoning Administrator.

As a key component to the pilot program is the elimination of the agency referral I ask for your comments regarding the proposed changes. DCD staff believe these changes will result in a 50% reduction from the average cost of \$700.00 and reduce the processing time from 16 weeks to 4 weeks.

Please feel free to contact Ryan Hernandez, staff in the Department of Conservation and Development, at 674-7788 or my office regarding this or any other matter at (925) 252-4500.

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

Sincerely,



MARY NEJEDLY PIEPHO
County Supervisor, District III

MNP:kc

*Look forward
to hearing from
you!
M.*



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Agency Comment Request – Home Occupation Use Permit Application – Robert Mankin (LP12-2121)

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Robert Mankin for consideration to operate a home based business. The business is for an administrative portion of a home based computer merchandizing business.

The home is located at 3554 Keystone Loop, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

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

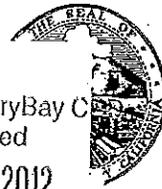
Attachments

Agency Comment Request – LP12-2121

AGENDA ITEM: F-3

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 30 Muir Road
 Martinez, CA 94553-4601
 Phone: 925-674-7205
 Fax: 925-674-7258

Sem
12-11-12
 (2)
 Town Of Discovery Bay CA
 Received
 DEC 12 2012



AGENCY COMMENT REQUEST

Date _____

We request your comments regarding the attached application currently under review.

<p style="text-align: center;">DISTRIBUTION</p> <p><input type="checkbox"/> Building Inspection <input type="checkbox"/> Grading Inspection</p> <p><input checked="" type="checkbox"/> HSD, Environmental Health, Concord</p> <p><input type="checkbox"/> HSD, Hazardous Materials</p> <p><input type="checkbox"/> PW - Flood Control (Full Size)</p> <p><input type="checkbox"/> PW - Engineering Svcs (Full Size)</p> <p>Date Forwarded _____</p> <p><input type="checkbox"/> PW Traffic (Reduced)</p> <p><input type="checkbox"/> PW Special Districts (Reduced)</p> <p><input type="checkbox"/> PW—APC Floodplain Tech (1st Floor)</p> <p><input type="checkbox"/> Advance Planning</p> <p><input type="checkbox"/> Redevelopment Agency/Housing</p> <p><input type="checkbox"/> Historical Resources Information System</p> <p><input type="checkbox"/> CA Native American Heritage Comm.</p> <p><input type="checkbox"/> CA Fish & Game, Region # _____</p> <p><input type="checkbox"/> U.S. Fish & Wildlife Service</p> <p><input type="checkbox"/> Fire District _____</p> <p><input type="checkbox"/> Sanitary District _____</p> <p><input type="checkbox"/> Water District _____</p> <p><i>TOWN</i> City of <u>DISCOVERY Bay</u></p> <p><input type="checkbox"/> School District _____</p> <p><input type="checkbox"/> East Bay Regional Park District</p> <p><input type="checkbox"/> MAC/TAC _____</p> <p><input type="checkbox"/> Diablo <u>Discovery Bay CSD</u></p> <p><input type="checkbox"/> DOIT - Deputy Director, Communications</p> <p><input type="checkbox"/> CDD-GIS</p> <p><input type="checkbox"/> LAFCO</p> <p><input type="checkbox"/> East CCC Habitat Conservancy (HCP/NCCP)</p> <p><input type="checkbox"/> County Geologist</p> <p><input type="checkbox"/> Airport Land Use Commission Staff (ALUC)</p> <p>Community Organizations:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Please submit your comments as follows:</p> <p>Project Planner <u>Siman Gill</u></p> <p>Phone # <u>(925) 974-7815</u></p> <p>E-mail <u>Siman.gill@ccd.cccounty.us</u></p> <p>County File # <u>LP 12-2121</u></p> <p>Prior to <u>12/21/12</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p><input checked="" type="checkbox"/> NA Redevelopment Area</p> <p><input checked="" type="checkbox"/> NA Active Fault Zone</p> <p><input checked="" type="checkbox"/> NA Flood Hazard Area, Panel # _____</p> <p><input checked="" type="checkbox"/> NA 60 dBA Noise Control</p> <p><input checked="" type="checkbox"/> NA CA EPA Hazardous Waste Site</p> <p>Mineral Rights Holder:</p> <p>_____</p> <p style="text-align: center;">*****</p> <p>AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.</p> <p>Comments: <input type="checkbox"/> None <input type="checkbox"/> Below <input type="checkbox"/> Attached</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Print Name _____</p> <p>Signature _____ DATE _____</p> <p>Agency phone # _____</p>
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Department of Conservation & Development
 Commu / Development Division

PLANNER ASSIGNED:

HOME OCCUPATION USE PERMIT APP

TO BE COMPLETED BY OWNER/APPLICANT

Siman Gill

OWNER
 Name Robert Markin
 Address 3554 Keystone Loop
 City, State/Zip Discovery Bay, CA 94505
 Phone _____ email bob@cadpros.com

APPLICANT
 Name Same
 Address _____
 City, State/Zip _____
 Phone _____ email _____

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs.

Check here if billings are to be sent to applicant rather than owner.

Owner's Signature Robert Markin

By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.

Applicant's Signature _____

CONTACT PERSON (optional)

Name same
 Address _____
 City, State/Zip _____
 Phone _____ email _____

Nature of business (attach supplemental statement if necessary):

Ebay/Amazon

FOR OFFICE USE ONLY

Application description: THE Applicant Requests Approval to conduct the Administrative portion of a Home based Computer Merchandising business in the Discovery Bay Area.
 Property description: _____

Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8½" X 11"); (b) "Important Notice to Applicants" form signed and dated

Assessor's #:	TYPE OF FEE	FEE	CODE
<u>011-421-027</u>	*Base Fee/Deposit	<u>\$300.00</u>	S-026
Zoning District: <u>P-1</u>	Late Filing Penalty (+50% of above if applicable)		S-066A
Census Tract: <u>3040</u>	Notification Fee = # Addresses X \$1.50 + \$30.00	<u>30.00</u>	S-052B
Atlas Page:	Environmental Health Dept.		5884
General Plan: <u>SM</u>			
Supervisory District: <u>3</u>			
Area: <u>Discovery Bay</u>	TOTAL	<u>\$330</u>	
Fire District: <u>East CC FIRE</u>	Receipt #	<u>CD12-003583</u>	

Received by: D. Wells
 Date Filed: 10/25/12

CEQA: Categorically Exempt

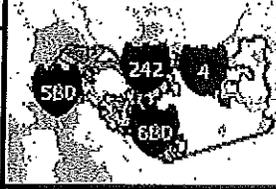
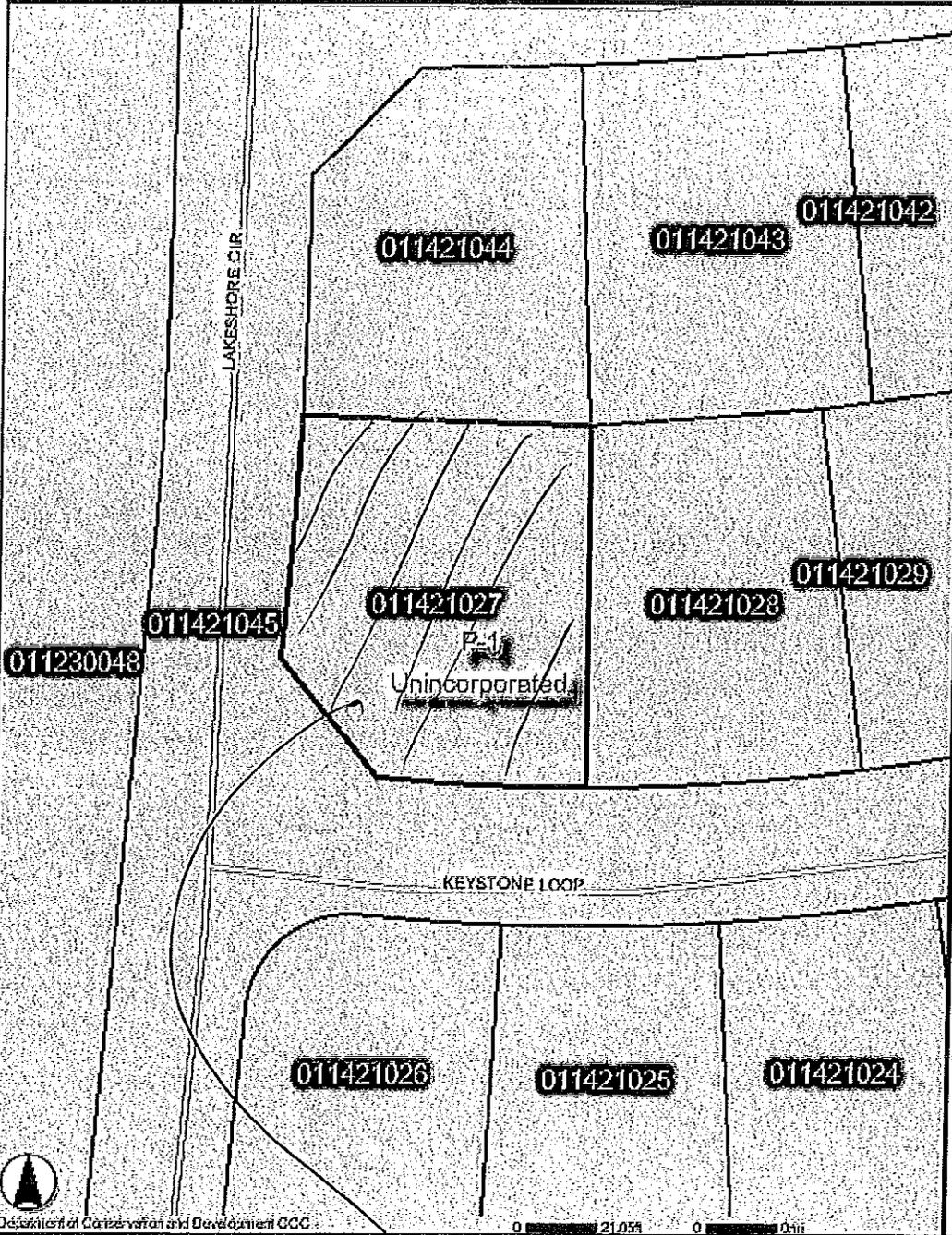
- 1(n) HOME OFFICE
- CLASS _____

*Additional fees based on time and materials will be charged if staff costs exceed base fee.

File # LP 12-02121

PLEASE COMPLETE REVERSE SIDE

ZONING



- Select Layer
- Parcels
- Highways
- ++++ Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- Zoning**
- U. X
- T-1, FH
- R-B, TOV-K
- R-B, S-2
- R-B, FH
- R-7, X
- R-6, X
- R-6, TOV-K
- R-40, FH
- P-40, S-2
- P-1, X
- P-1, TOV-K
- P-1, FH
- O-1, TOV-K



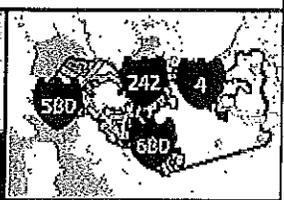
Department of Conservation and Development CCC

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Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

Siff

AERIAL PHOTO

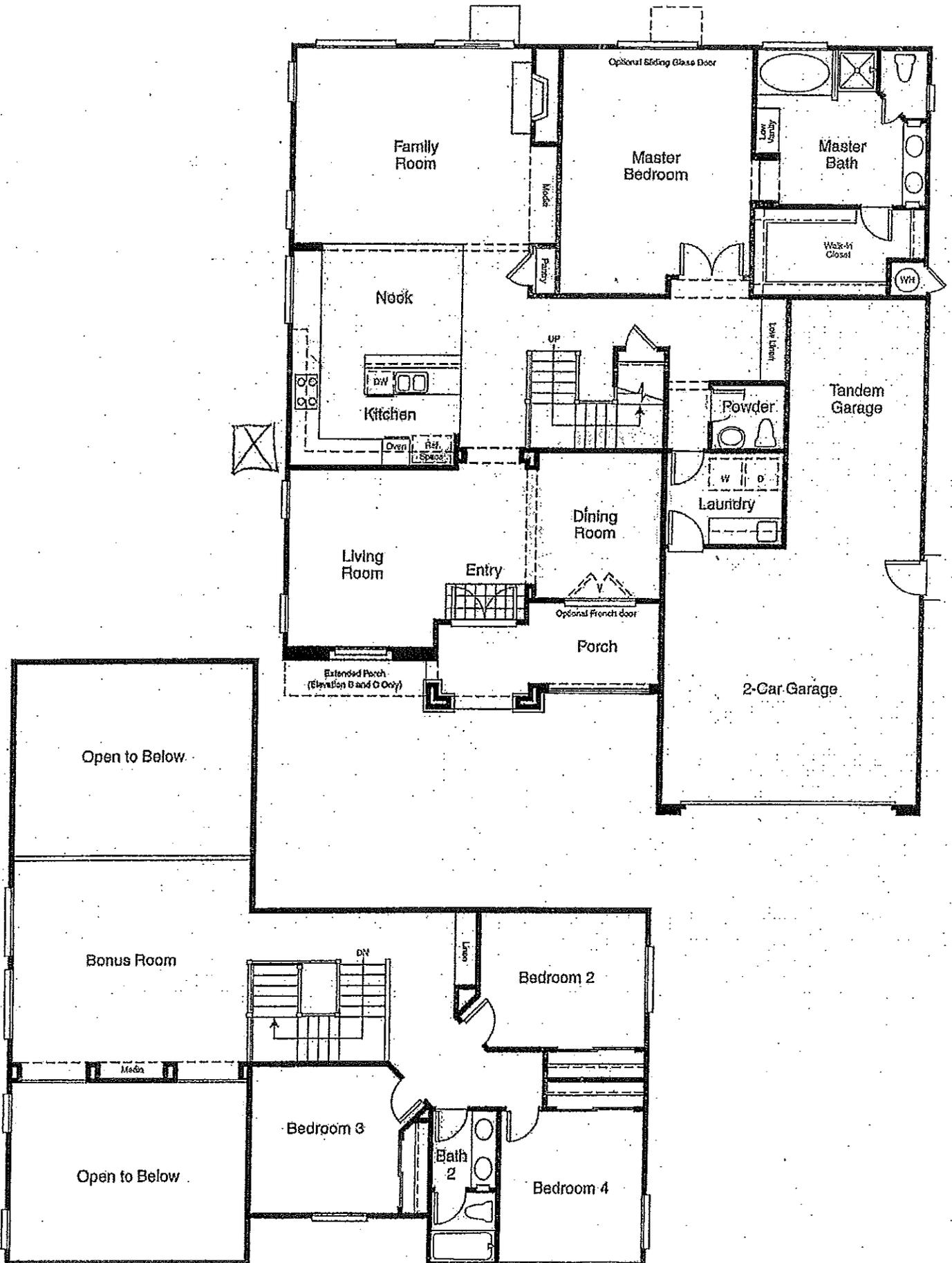


- Select Layer
- Parcels
- Highways
- Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- Orthophotography 2008
- County Boundaries
- Water Bodies

Department of Conservation and Development CCG 0 9.24 0 0.00

Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

BUYER SIGNATURE(S): *[Handwritten Signature]*

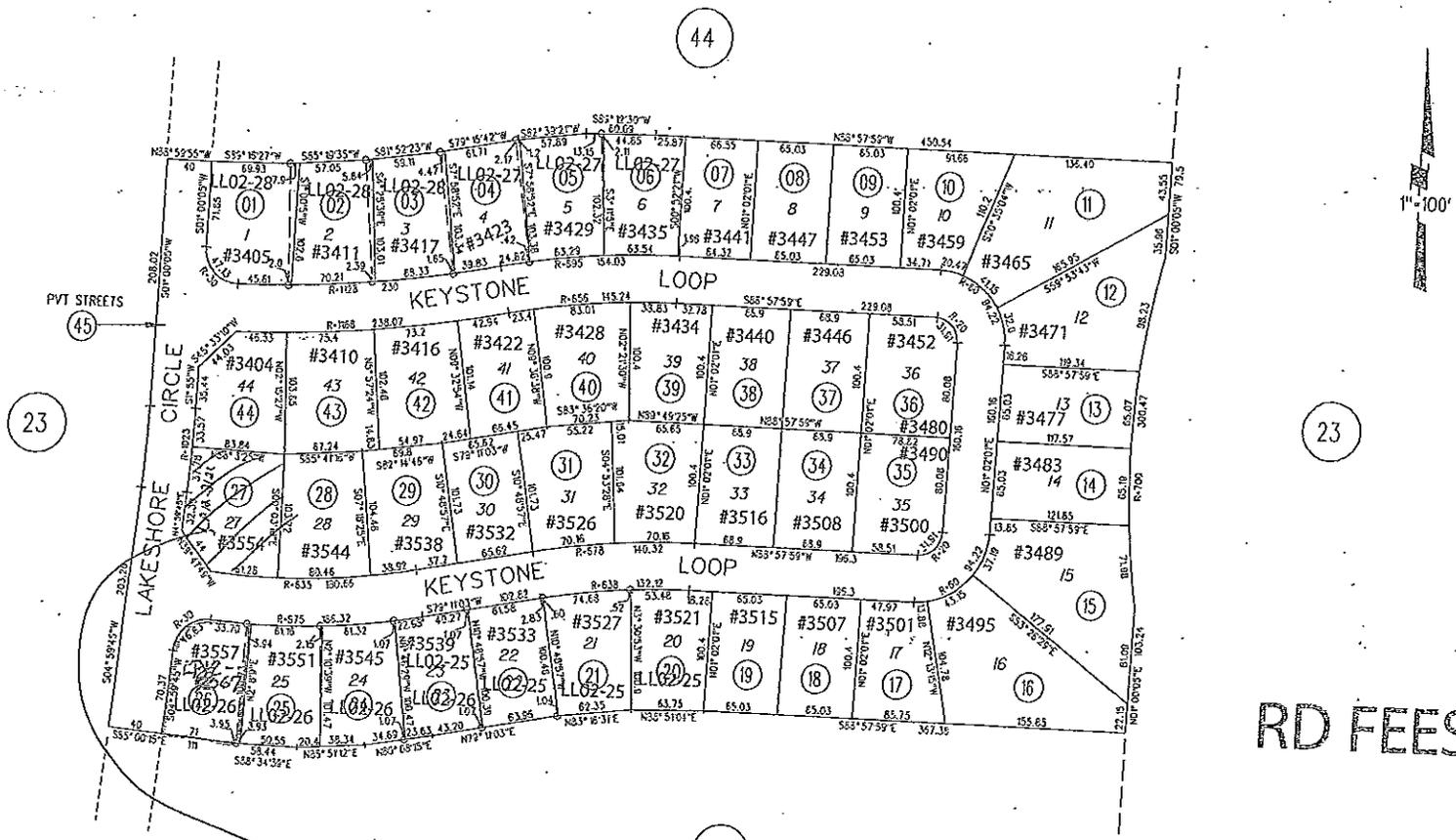


Windows vary per elevation

2002 ROLL- TRACT 8430 M.B. 436-17 (LAKESHORE 4)

CT.3040.00

See Page 40 for Setbacks



SITE

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELIVERED HEREON. ASSESSOR'S PARCELS MAY NOT CORRELATE WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

ZM: M-28

421



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Agency Comment Request – Home Occupation Use Permit Application – Jenny Slack (LP12-2139)

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Jenny Slack for consideration to operate a home based business. The business is for an administrative portion of a laundry business.

The home is located at 119 Galley Court, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

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

Agency Comment Request – LP12-2139

AGENDA ITEM: F-4



CONTRA COSTA COUNTY
 Department of Conservation & Development
 Community Development Division

HOME OCCUPATION USE PERMIT APPLICATION

TO BE COMPLETED BY OWNER/APPLICANT

OWNER Name <u>Stephen Crowder</u>	APPLICANT Name <u>Jenny Slack</u>
Address <u>119 Gately Ct</u>	Address <u>119 Gately Ct</u>
City, State/Zip <u>Discovery Bay, CA 94505</u>	City, State/Zip <u>Discovery Bay, CA 94505</u>
Phone <u>415-950-0296</u> email <u>scrowder@acc-corporation.com</u>	Phone <u>510-813-4998</u> email <u>jenwin182003@9mail.com</u>

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <u>[Signature]</u>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <u>[Signature]</u>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONTACT PERSON (optional) Name _____ Address _____ City, State/Zip _____ Phone _____ email _____	
---------------------------------------------------------------------------------------------------------------------	--

Nature of business (attach supplemental statement if necessary):

↓ **FOR OFFICE USE ONLY** ↓

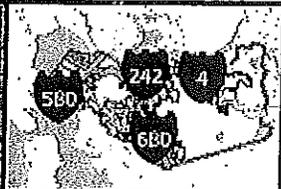
Application description: An application for a land use permit to use the existing lot for a home occupation to conduct the administrative portion of a laundry business.
 Property description: Lot 50 of Tract #907.

Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8½" X 11"); (b) "Important Notice to Applicants" form signed and dated

Assessor's #: <u>011-316-009</u>	TYPE OF FEE	FEE	CODE	
Zoning District: <u>P-2</u>	*Base Fee/Deposit	\$300.00	S-026	
Census Tract: <u>3040.00</u>	Late Filing Penalty (+50% of above if applicable)	—	S-066A	
Atlas Page:	Notification Fee = # Addresses X \$1.50 + \$30.00	—	S-062B	
General Plan: <u>SH</u>	Environmental Health Dept.	<u>35.00</u>	5884	
Supervisorial District: <u>3</u>				
Area: <u>Discovery Bay</u>	TOTAL	<u>\$335.00</u>		Received by: <u>Richard NORRIS</u>
Fire District: <u>E. Contra Costa</u>	Receipt #	<u>CD12-00348</u>		Date Filed: <u>December 7, 2012</u>
CEQA: Categorically Exempt <input type="checkbox"/> 1(n) HOME OFFICE <input type="checkbox"/> CLASS _____	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # <u>LP12-2139</u>

PLEASE COMPLETE REVERSE SIDE

Aerial Photo: 2008



- Select Layer
- Highways
- ++++ Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- City Limits
- Antioch
- Brentwood
- Clayton
- Concord
- Danville
- El Cerrito
- Hercules
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pinole
- Pittsburg

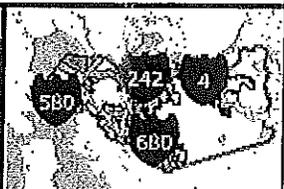
Department of Conservation and Development

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Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

Subject Parcel

Aerial Photo: 2008



Select Layer

Highways

++++ Railways

Streets

==== Streets

==== Major Highways

==== Highways

==== Major Roads

==== Ramps

==== Ferry Crossing

City Limits

Arcoch

Brenwood

Clayton

Concord

Danville

El Cerrito

Hercules

Lafayette

Marinoz

Moraga

Oakley

Orinda

Pineole

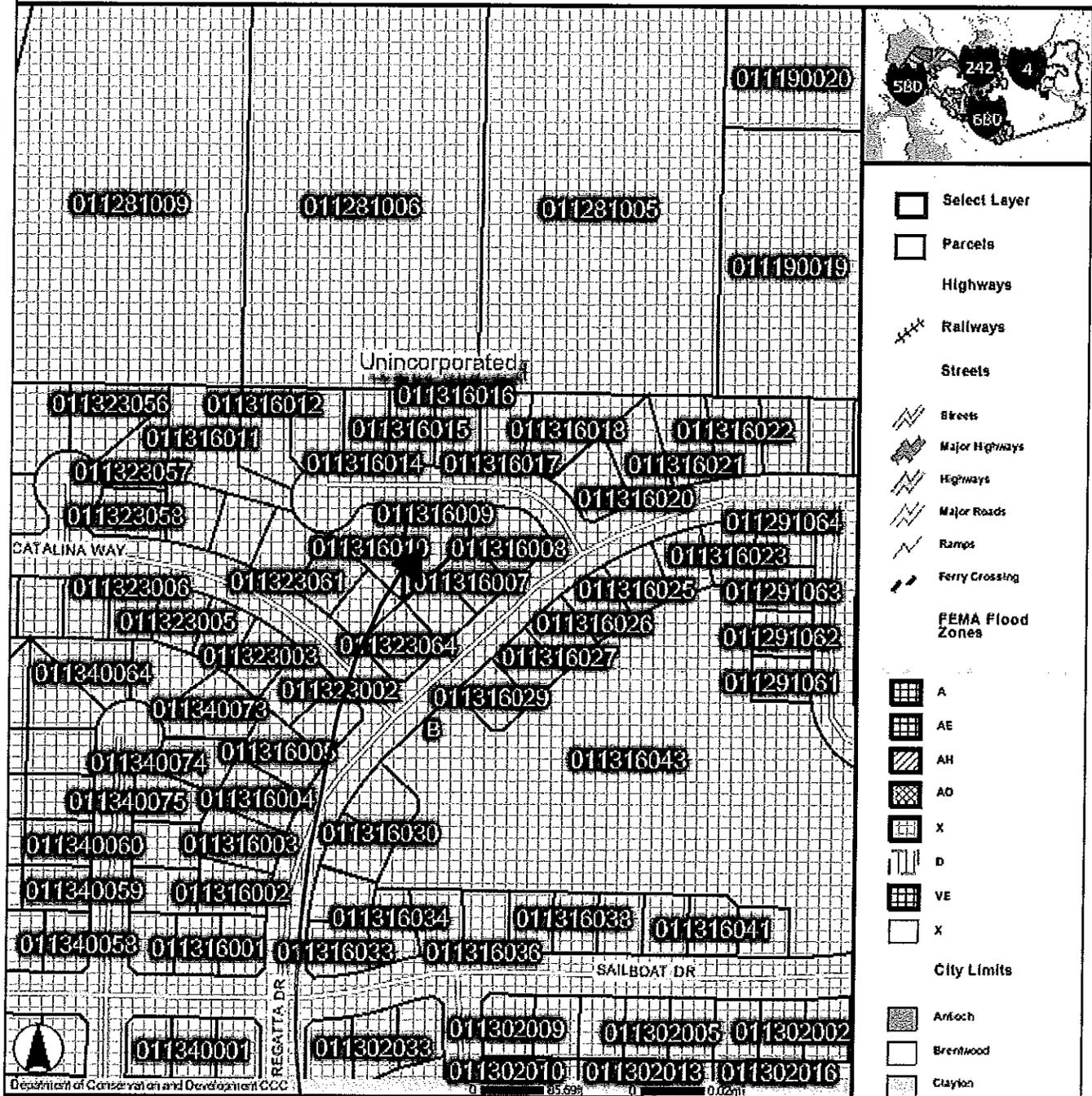
Pittsburg

Department of Conservation and Development CCC

0 11225 0 0mi

Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

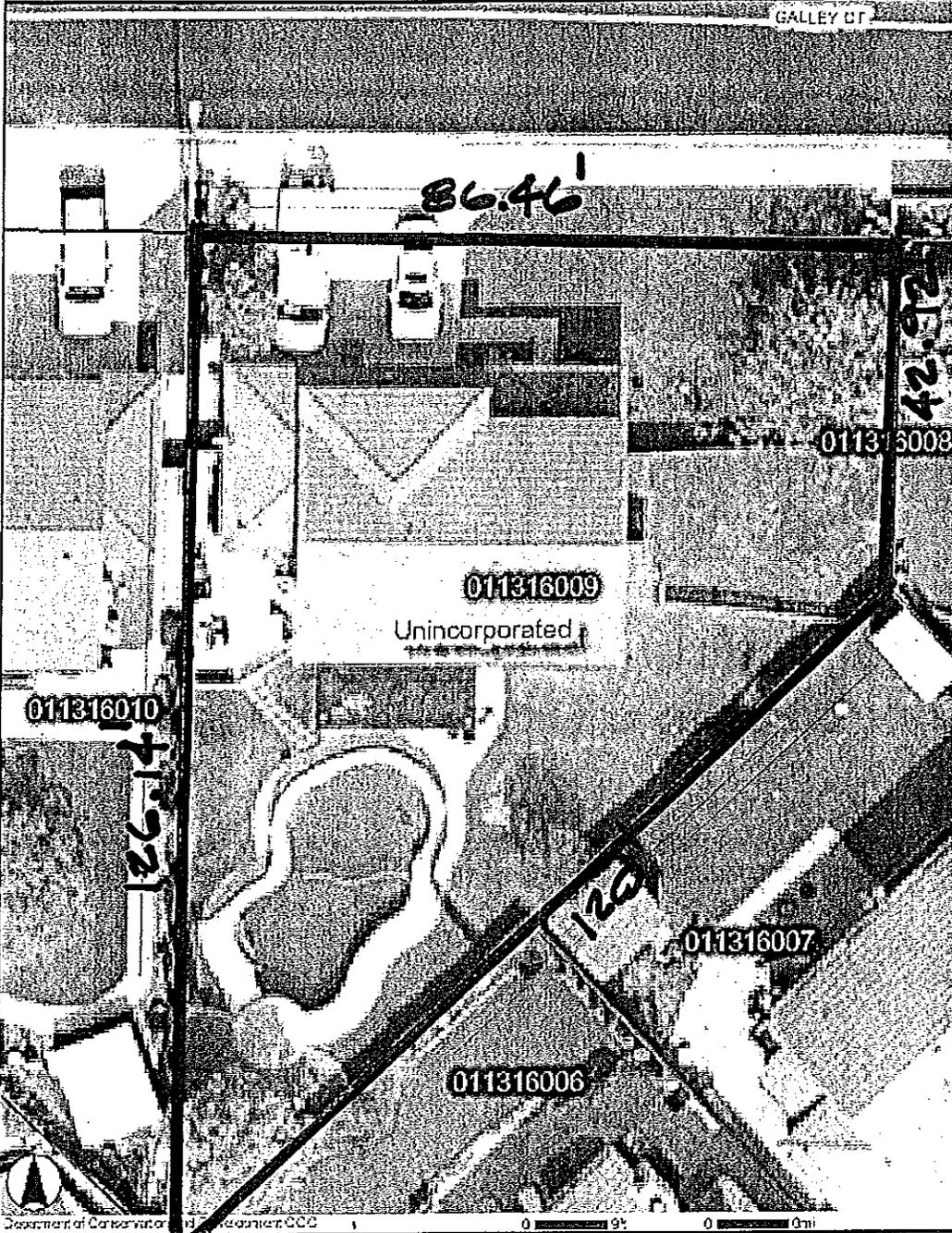
Flood Zone: B



Subject Parcel

Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

Map Title

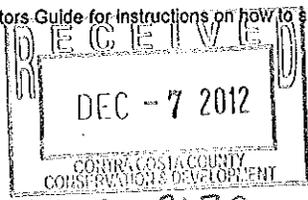


- Select Layer
- Parcels
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- Speeds
- Major Highways
- Highways
- Major Roads
- Ramos
- Ferry Crossings
- City Limits**

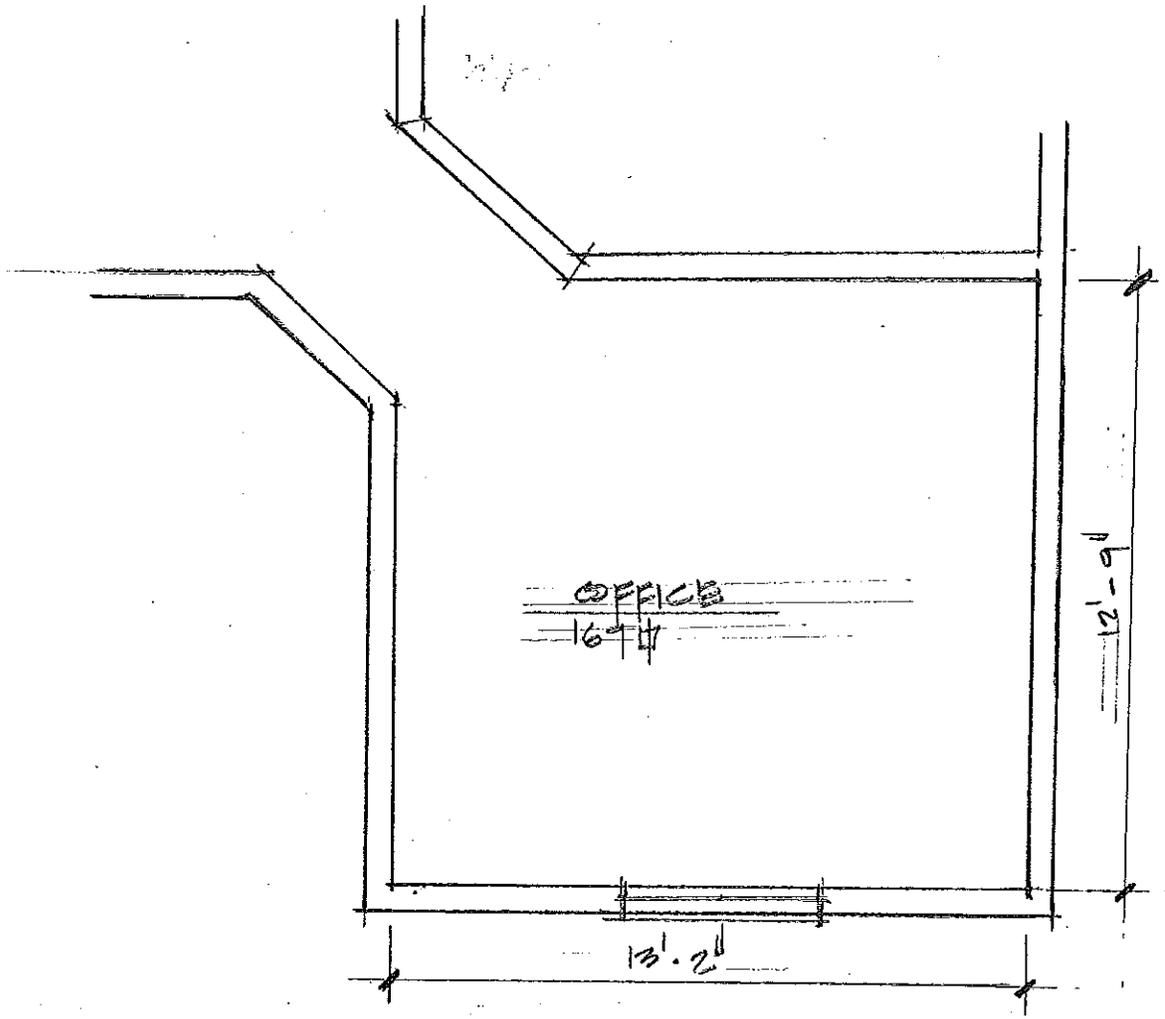
- Antioch
- Brentwood
- Clayton
- Concord
- Danville
- El Cerrito
- Hercules
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pinole

011-316-009

Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

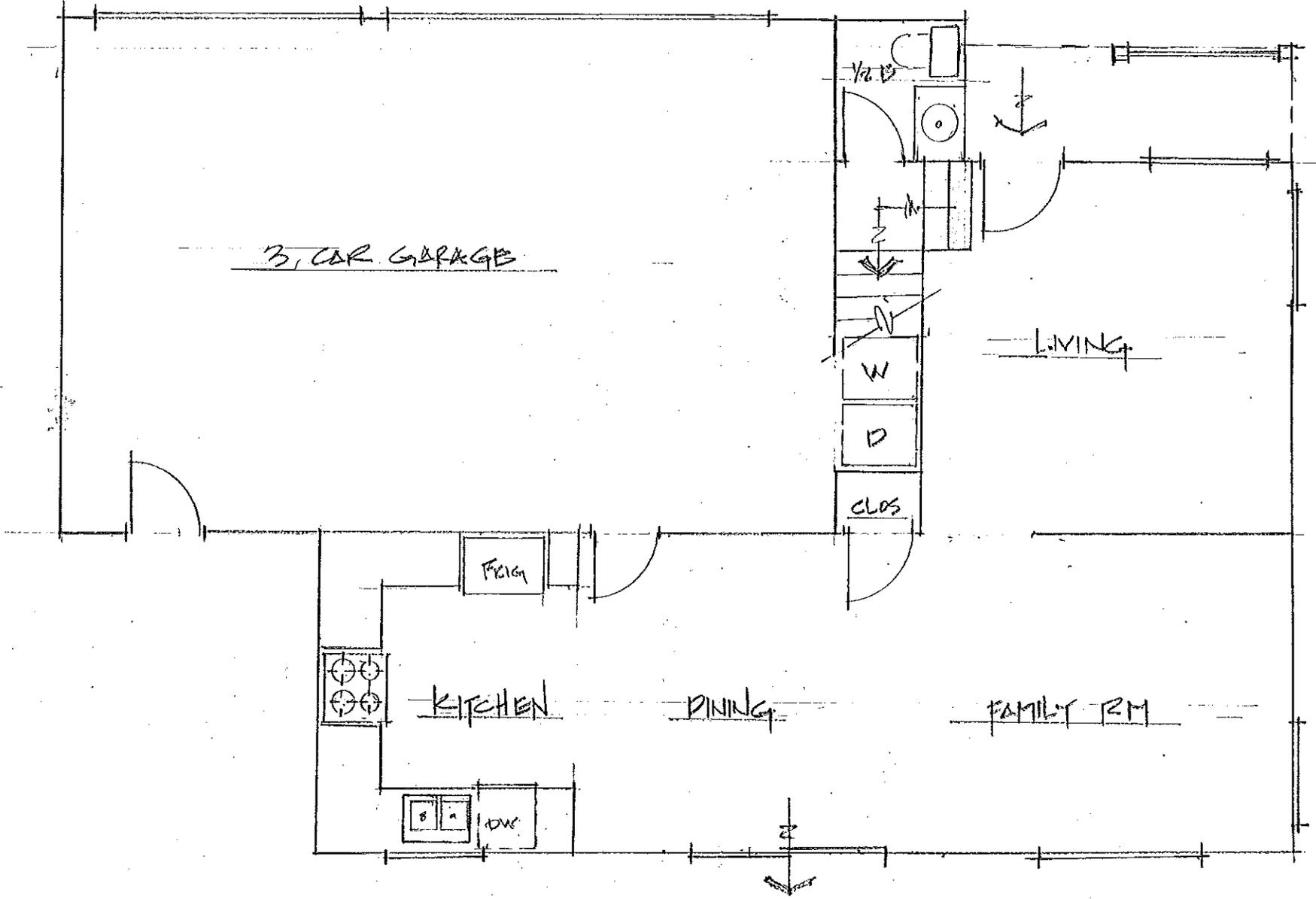


LP12-2139

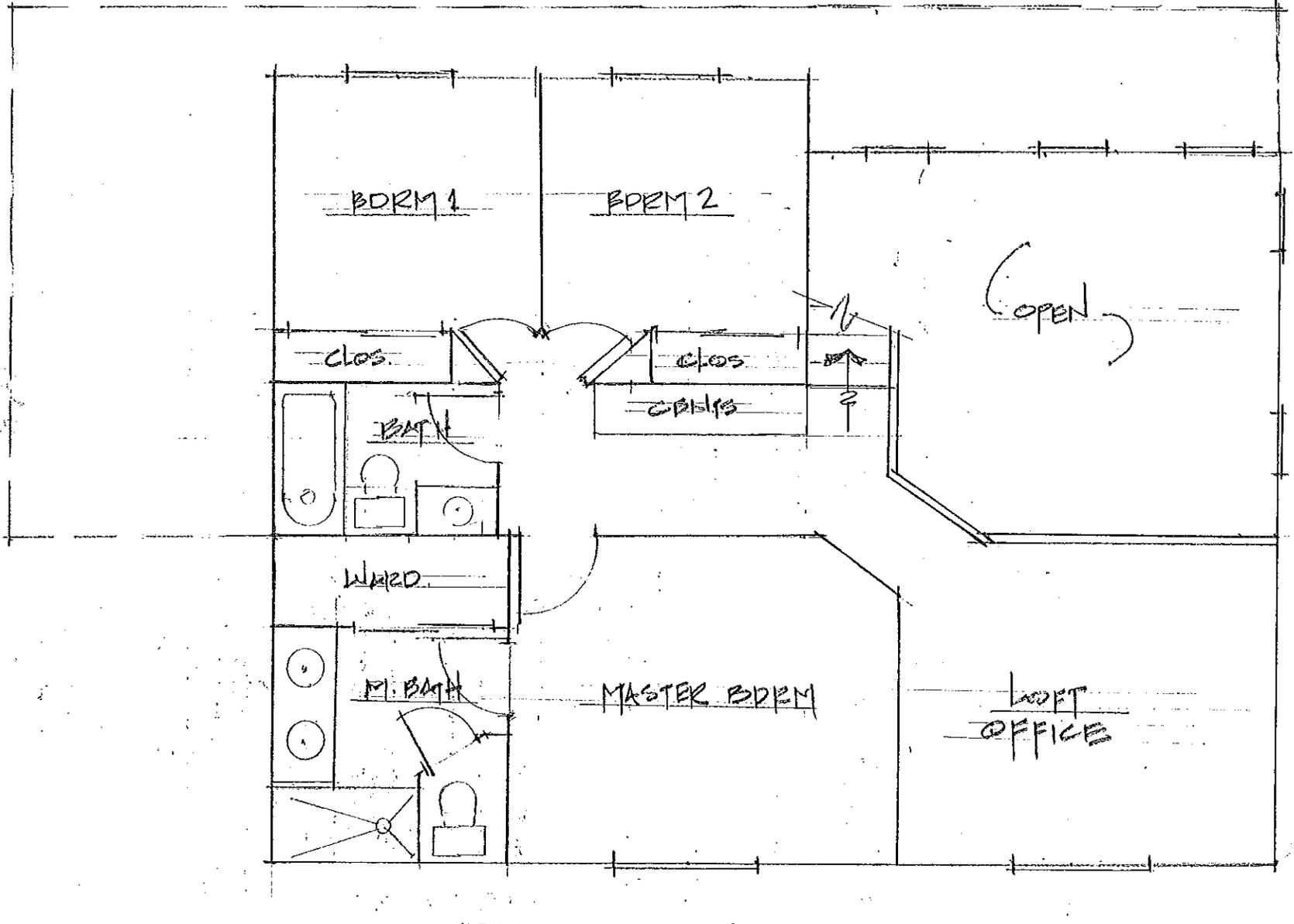


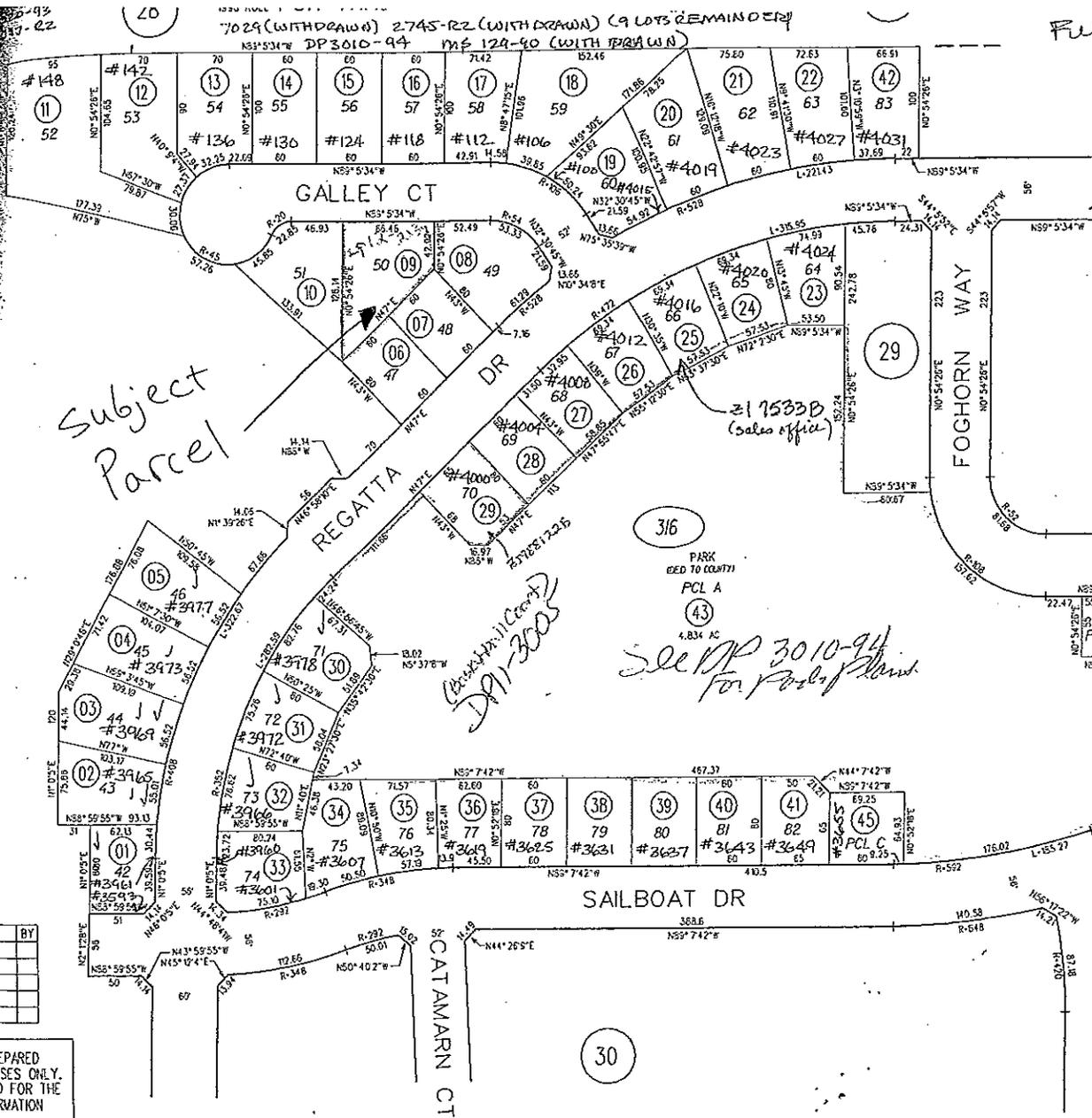
EXIST LOFT CONVERTED TO OFFICE
SECOND FLOOR

FIRST FLOOR



SECOND FLOOR





Subject Parcel

7029 (WITHDRAWN) 2745-RZ (WITH DRAWN) (9 LOTS REMAINING)
 NS3°53'4"W DP 3010-94 ME 124-40 (WITH DRAWN)

Full Credit for Park Fees



See DP 3010-94 for Park Plan

Park (with City) DP 1-3005

PARCE	BY

AS PREPARED FOR PURPOSES ONLY. ASSURED FOR THE INFORMATION REGION.

19 ZM:P-20

316 045

FM. PG. 19 02-12-96
 ASSESSOR'S MAP
 BOOK 11 PAGE 31
 D.K. CONTRA COSTA COUNTY, CALIF.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

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

RAH

Agenda Title

Well 1B Source Capacity Upgrade

Recommended Action

Authorize the General Manager to issue a contract with Pump Repair Service Company in the amount of \$32,675.00 for the Well 1B Source Capacity Upgrade Project

Executive Summary

During the development phase of the Water Master Plan, the District's Water Engineering firm, Luhdorff and Scalmanini, presented to the Board that the District was minimally shy of meeting the state required maximum daily demand by 300 gallons per minute.

Luhdorff and Scalmanini recommended that by making a number of smaller adjustments to the District's water production network, the deficiency could be significantly reduced or eliminated altogether. One of those recommendations was making modifications to Well 1B thereby increasing production at that location. The Board considered this alternative and directed staff to move forward with the proposed modifications. Consequently, \$30,000.00 was approved as a part of the FY 2012/13 Capital Improvement Program Budget.

The District obtained only one quote on this project. The pump to be upgraded is a proprietary brand of pump and the local representative for the region is Pump Repair Service Company. The scope of work is included in the attached proposal. However the work consists of the utilization of a crane that is necessary to remove the pump's motor, 300-feet of 10-inch column pipe, and then remove the pump-bowls which are attached to the bottom of the column pipe. The current three "bowls" will need to be replaced with a four bowl system, then the column pipe and motor will need to be reinstalled before the well is disinfected and tested.

The proposed fee for this service is \$32,675.00. The project is \$2,675.00 above the programmed budget number but will use savings from another capital project to make up the deficiency. A copy of their proposal is attached as a part of this report.

Fiscal Impact:

Amount Requested \$32,675.00
Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)
Prog/Fund # 1112-001 Category: Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Well 1B Pump Proposal

AGENDA ITEM: F-5



PUMP REPAIR SERVICE CO.

PROPOSAL

TO:	LUHDORFF & SCALMANINI	DATE:	12-3-12
ATTN:	JUSTIN SHOBE	FROM:	JIM SEDLACK
PROJECT:	WELL 1B UPGRADE DISCOVERY BAY	BID:	12-3-12

*** SCOPE LETTER ***

TAG: WELL PUMP WORK

Perform initial pump testing on the existing pump and motor as specified in paragraph one. Power Hydrodynamics will be hired to perform the test. A detailed report will be submitted.

Remove existing **Flowserve 13MQH – 3 stage** submersible pump with 150 HP Byron Jackson motor, 260' of 10" column and power cable assembly.

Well to be disinfected by adding 12.5% sodium hypochlorite (NSF 60) to achieve 200 PPM of chlorine in the well and gravel pack. At least 6 gallons of sodium hypochlorite will be added to the well through a 3/4" PVC **tremie** pipe that reaches the static water level (approximate 55-60'). A bailer will be run up and down a minimum of 6 times to mix the solution. All wetted parts will be sprayed with sodium hypochlorite before being lowered into the well.

Furnish and install a new **Flowserve** bowl assembly **model 13MQH – 4 stage**. Install existing 150 HP Byron Jackson motor as well the existing 10" column pipe and power cord assembly.

After the pump is installed the well will be surged at least 3 times. After the chlorinated water is allowed to sit for 24 hours we will return to the site and pump the well to waste.

Norwelco-Bio Max Dechlorination tablets will be installed in a burlap or similar sack and placed into the catch basin to dechlorinated the pumped well water. We will test the water to ensure zero chlorine residual.

Perform final pump testing on the new pump as specified in paragraph three. Power Hydrodynamics will be hired to perform the test. A detailed report will be submitted.

Includes

- N/W factory bowl performance test per HI standards. Report included.
- Submittal data for new pump

Your Total Cost, Tax Included.....\$32,675.00

NOTES:

- Price is good for 60 days and subject to review after that period
- Tentative Schedule:
 - Submittal: one week
 - Pump lead time: 10 -- 12 weeks after approval of submittals
 - Field work: 3-4 days
 - Initial test: 1 day
 - Final field perf test: Day

Pump Repair Service Co., is a Union Contractor, License #263997, A C/61, D/21
Certified San Francisco Local Business Enterprise HRC 061115318
California Certified Small Business #0027158



MONTHLY OPERATIONS REPORT
October & November 2012

Town of Discovery Bay, CA

1190 Days of Safe Operations

50867 worked hours since last recordable incident

TRAINING:
Safety, Operations, & Equipment

Safety	Attended	Hours
Cal/OSHA Confined Space Cold Stress Prevention Driving in Inclement Weather Crane Safety Power Tools	All Staff Members	10.0
Operation		
Great California Shakeout Laboratory Scheduling	All Staff Members	1.0

WATER SERVICE

- Troubleshooting PLC Comm Issue NWTP
- Clean out NPWTP Backwash Tank
- Diagnostic PLC at NWTP
- Filter "B" Issue WLWTP
- Well 4 Transmitter (level Control) troubleshooting
- Troubleshoot VFD NWTP Jockey Pump
- Installed new VFD at WLWTP Booster #1
- Reclaim Pump NWTP
- Well #2 Flow meter indicator

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

Customer Inquiries:

0 Brown water calls

# of	Water Produced (MG)	Chemical Usage/Delivered	Fire Hydrant Flushing



Active Wells			
5	130.4	5236	0

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
20 / 16	0	0

WASTEWATER SERVICE

- Repaired scum arm on Clarifier #1
- Panel view issue with Belt Press #1
- Replaced L/S “F” level controller
- Lakeshore L/S comm issue addressed
- Replaced Belt Press #1 bearing
- Repaired actuator valve on WAS #1
- Address Radio Feed from Lakeshore L/S
- Repaired Air Dryer at Golf Course
- Installed new sump pump at OX ditch #1 plant #2
- Meet with several paint contractor for clarifier #1 Plant 1
- Various electrical issue throughout the plants

Customer Inquiries:

0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	193.0	0	41.1-OCT 41.2 – Nov.

Collections:

- Flushed **6081 ft** of sanitary sewer. YTD **21,049 ft. 32%** completed
- Inspected **20** manhole & covers. YTD **60**
- Cleaned out L/F? ‘F’.
- Started CCTV.



Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, monthly total		38.6	37.6
Flow, MG Daily Discharge Flow, avg.	2.1	1.25	1.30
Effluent BOD ₅ , lbs/d, monthly avg.	350	18	17
Effluent TSS, lbs/d, monthly avg.	525	38	41
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	4	4
Total Coli form 7 day Median Max	23	8	7
Total Coli form Daily Maximum	240	13	13
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	98
Electrical Conductivity, umhos/cm annual avg.	2100	2143(YTD)	2132(YTD)

Red – new parameter added

Maintenance:

Preventive and Corrective

Total # of WO's Completed	Total Hours
239 – Oct.	176 – Oct.
232 -Nov	208 - Nov.

Call & Emergency Responses

Call Outs	Emergencies
12 – Oct.	0 - Oct
2- Nov.	0 - Nov

Personnel Hours & Overtime:

Regular Hours	Overtime
1269 – Oct.	70 – Oct.
1339 - Nov.	62 – Nov.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 19, 2012

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

Agenda Title

Update on Commercial Water User Accounts

Recommended Action

As Necessary

Executive Summary

The Town of Discovery Bay currently has over 1,900 metered residential water hookups and over 100 commercial accounts, also referred to as Large Water Users.

All metered residential water users are managed and billed according to a wireless mesh network that remotely transmits water usage data to the central office where monthly residential water billings are then generated. The District utilizes a financial software program called Caselle to perform this function.

Commercial accounts are not a part of the mesh network due to the fact that the network is located only in that part of Town where residential water meters are installed. Consequently, Commercial water meters are read manually by a member of the Town staff. Commercial water meters, prior to 2012, were read and billed quarterly. However, in early 2012 the commercial meters are now being read and billed monthly, and the data is now entered into the Caselle financial reporting system for improved tracking.

During our FY 2010-11 Financial Audit, the District's auditors notified staff that it appeared that there were a number of Commercial accounts that had never been billed. At that time, staff investigated and determined that there were Commercial accounts where the meter had been installed, yet for some reason had never been read. In order to produce billing statements for those Commercial users, each meter had to be read, and the proportionate cost based upon the year of usage had to be calculated based upon the rates in place at the time. On May 23, 2012 all Commercial users that had heretofore not been billed have subsequently been invoiced for their water usage. It should be noted that the bills ranged from a low of \$41.17 up to \$26,626.21. The total amount of the billing was \$62,137.81. The District has received combined payments in the amount of \$20,134.13, and the District has entered into a financial arrangement with the Discovery Bay Country Club and the Boardwalk Grill that will result in their balance being eliminated by the end of 2013.

Additionally, the District did have three accounts with higher than desired balances when this was first reported to the Board in June, 2012. Those properties are the Discovery Bay Shopping Center, the Lakeview Business Plaza, and Pilati Farms (Discovery Bay Athletic Club). The Discovery Bay Shopping Center is paying pursuant to a previous agreement that has resulted in a significant reduction in their initial balance. Lakeview Business Plaza has brought their account up to date and has only their current monthly owing. Pursuant to the Purchase and Sale Agreement between the District and the owners of the Discovery Bay Athletic Club, all delinquent utilities must be paid through escrow. Consequently, the balance owing by the Pilati Farms parcel will be paid to the District once escrow closes on the property.

Fiscal Impact:

Amount Requested \$ None

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

Previous Relevant Board Actions for This Item

June 6, 2012 Board Meeting

Attachments

None

AGENDA ITEM: H-1



No Back Up
Documentation For
Agenda Item # I



No Back Up
Documentation For
Agenda Item # J



No Back Up
Documentation For
Agenda Item # K



TownOfDiscoveryBay CSD
Received
NOV 30 2012

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday October 1, 2012 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Pat Anderson	Kevin Romick - President	Robert Kenny
Steve Barr	Joel R. Bryant- Vice President	Cheryl Morgan
Robert A. Brockman	Jim Frazier	Erick Stonebarger

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

6:00 PM – Call to Order and Adjourn to Closed Session on the following matters:
(6:00 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
pursuant to Government Code Section 54957.6
agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME
Local 2700, East County Fire Fighters Association (Reserves), Unrepresented Management

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley – (6:25 P.M.)

CLOSED SESSION REPORT: The Board gave direction to the Labor Negotiator

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

PLEDGE OF ALLEGIANCE- (6:30 P.M.)

ROLL CALL- (6:31 P.M.) Directors Present: Barr, Brockman, Frazier, Kenny, Morgan, Romick
Directors Absent: Anderson, Bryant, Stonebarger

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS - (6:31 P.M.)

- A.1 Acknowledgment of Outgoing Board Directors – Director Pat Anderson & Director James Frazier
- A.2 Administration of Oath of Office to the new Board Directors – Director Kevin Bouillon & Director Ronald Johanson

PRESENTATIONS - (6:31 P.M.)

Patricia Frost, Director of Emergency Medical Services-Contra Costa County Emergency Medical Response Plan presented a presentation regarding the EMS Service Plan

PUBLIC COMMENTS- (7:11 P.M.)

There was one Public Speaker – Gil Guerrero

CONSENT CALENDAR - (7:11 P.M.)

C.1 Approve minutes from September 10, 2012, Regular Board of Directors Meeting.

Motion by: Director Barr to approve Consent Calendar Items C.1
Second by: Director Kenny
Abstained: Director Bouillon, Director Johansen
Vote: Motion carried 5:0:2

C.2 Adopt Conflict of Interest Policy

Motion by: Director Barr to approve Consent Calendar Items C.2
Second by: Director Kenny
Vote: Motion carried 7:0

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS

D.1 Receive Implementation Plan for Reopening Close Fire Stations
(7:15 P.M.)

There was one Public Speaker – Vince Wells

D.2 Appoint a Director to Redevelopment Successor Agency Oversight Board for the City of Oakley
(7:42 P.M.)

**Motion by: Director Romick to Appoint Jon Michaelson to Redevelopment Successor
Agency Oversight Board for the City of Oakley**
Second by: Director Johansen
Vote Motion carried 7:0

There was no Public Speaker

D.3 Discuss Option of Establishing Directors Stipends
(7:45 P.M.)

**Motion by: Director Barr requesting that the staff does not to spend any additional time on
Establishing a Stipends for Directors**

**Second by: Director Brockman
Vote Motion carried 7:0**

There was one Public Speaker – Carissa Pillow

D.4 Discuss Replacement of Downtown Bethel Island Fire Hydrant System and Bridge Pump
(7:54 P.M.)

**Motion by: Director Romick requesting staff to bring back a full staff report regarding
Downtown Bethel Island Fire Hydrant System and Bridge Pump**

**Second by: Director Kenny
Vote Motion carried 7:0**

There was one Public Speaker – Mark Whitlock

INFORMATIONAL STAFF REPORTS - (8:15 P.M.)

1. Operational Update for September 2012 – Chief Henderson provided the report

DIRECTORS' COMMENTS - (8:19 P.M.)

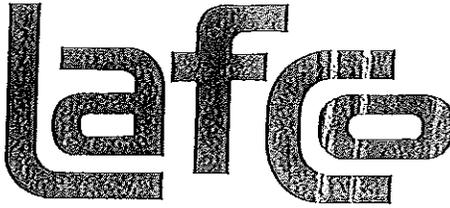
NONE

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS - (8:19 P.M.)

Director Kenny requested additional information on Incident # 201210012.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: November 5, 2012
(8:30 P.M.)**

**Motion by: Director Johansen to adjourn to the next Board meeting, November 5, 2012
Second by: Director Kenny
Vote Motion carried 7:0**



Lou Ann Teixeira
 Executive Officer

MEMBERS

Donald A. Blubaugh
Public Member
 Federal Glover
County Member
 Michael R. McGill
Special District Member

Dwight Meadows
Special District Member
 Mary N. Piepho
County Member
 Rob Schroder
City Member

Don Tatzin
City Member

Town of Discovery Bay Community Services District
 RECEIVED
 DEC 06 2012
 STERNATE MEMBERS

Candace Andersen
County Member
 Sharon Burke
Public Member
 Tom Butt
City Member
 George H. Schmidt
Special District Member

November 30, 2012

Virgil Koehne
 Town of Discovery Bay Community Services District
 1800 Willow Lake Road
 Discovery Bay, CA 94505

Dear Virgil:

On October 31, 2012 the Commission authorized the Town of Discovery Bay Community Services District to extend sewer service outside its jurisdictional boundaries to the Farnholz property located in the unincorporated Byron area (APN 011-200-038) and outside the countywide voter approved Urban Limit Line (ULL). Following the 30-day reconsideration period, LAFCO staff completed the paperwork associated with the District's application.

The enclosed LAFCO Resolution sets forth the Commission's approval, along with LAFCO's terms and conditions.

Sincerely,



Lou Ann Teixeira
 Executive Officer

Enclosure

c: Anita and Wayne Farnholz
 Pat Roche, County DCD
 Rich Seithel, County DCD

RESOLUTION NO. 11-09

RESOLUTION OF THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
AUTHORIZING TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT TO
PROVIDE OUT-OF-AGENCY SERVICES TO PROPERTY LOCATED AT
14021 HIGHWAY 4 IN UNINCORPORATED BYRON (APN 011-200-038)

WHEREAS, the above-referenced request has been filed with the Executive Officer of the Contra Costa Local Agency Formation Commission pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act (Gov. Code §56000 et seq.); and

WHEREAS, at the time and in the manner required by law the Executive Officer has given notice of the Commission's consideration of this request; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony related to this request including, but not limited to, the Executive Officer's report and recommendation; and

WHEREAS, out of agency service approval is needed in order to provide sewer services to the property in response to an impending threat to the public health and safety; and

WHEREAS, the property owners have signed a pre-annexation agreement consenting to a future annexation of the property to Discovery Bay Community Services District (DBCSD); and

WHEREAS, there is no potential for significant adverse environmental impacts.

NOW, THEREFORE, BE IT RESOLVED DETERMINED AND ORDERED by the Contra Costa Local Agency Formation Commission as follows:

- (1) The proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).
- (2) Discovery Bay Community Services District is hereby authorized to extend sewer services outside of the District's boundary and sphere of influence to property located at 14021 Highway 4 (APN 011-200-038) subject to all of the following conditions:
 - a. Sewer infrastructure is limited to the existing single family residential unit located at 14021 Highway 4; and
 - b. Infrastructure is limited to a 2-inch discharge pipe and infrastructure as noted in the District's application; and
 - c. DBCSD has delivered to LAFCO an executed indemnification agreement providing for DBCSD to indemnify LAFCO against any expenses arising from any legal actions to challenging the out of agency service.

- (3) Approval to extend District services beyond those specifically noted herein is withheld and is subject to future LAFCO review.

PASSED AND ADOPTED THIS 31st day of October 2012, by the following vote:

AYES: Blubaugh, Butt, Glover, McGill, Meadows, Piepho, Schroder

NOES:

ABSTENTIONS:

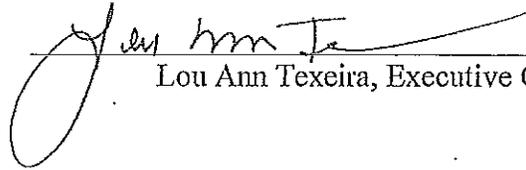
ABSENT: Tatzin (M)



FEDERAL GLOVER, VICE CHAIR, CONTRA COSTA LAFCO

I hereby certify that this is a correct copy of a resolution passed and adopted by this Commission on the date stated above

Dated: October 31, 2012



Lou Ann Teixeira, Executive Officer



No Back Up
Documentation For
Agenda Item # M



No Back Up
Documentation For
Agenda Item # N