



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD)  
TO DELETE FORMER DIRECTOR, DAVID PIEPHO AND ADD DIRECTOR CHRIS STEELE  
ON THE ECC BANK, A DIVISION OF BANK OF AGRICULTURE AND COMMERCE BANK ACCOUNTS  
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

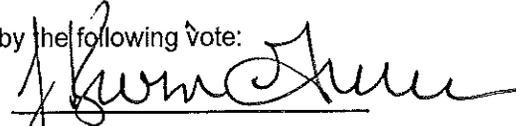
**WHEREAS**, the Town of Discovery Bay CSD desires to delete former director, David Piepho and add director Chris Steele on their (3) public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)  
50020304 – Discovery Bay Community Center Committee  
50306399 – Certificate of Deposit (CD)  
\_\_\_\_\_ – General Fund Account (Account number pending)

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

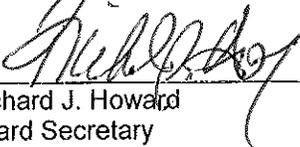
1. That ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby requested to delete former director David Piepho, and add director Chris Steele on the above (3) banking accounts to be able to sign on checks written and sign on transactions written from these accounts.
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.

PASSED AND ADOPTED this 5<sup>th</sup> day of January, 2011 by the following vote:

  
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 January 5, 2011 by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-02

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
RESTRICTING THE ACCEPTANCE OF CASH AT DISTRICT OFFICES FOR  
ROUTINE BUSINESS TRANSACTIONS

WHEREAS, the Town of Discovery Bay Community Services District ("District") provides the domestic water supply to the residents and businesses of the Town of Discovery Bay Community Services District; and

WHEREAS, the District regularly bills water users who are metered for their consumption on a monthly basis for residential accounts and quarterly for commercial accounts; and

WHEREAS, water customers currently pay their water bills by cash or check but do not have an option to pay by credit/debit card or utilize online bill pay through the District's website.

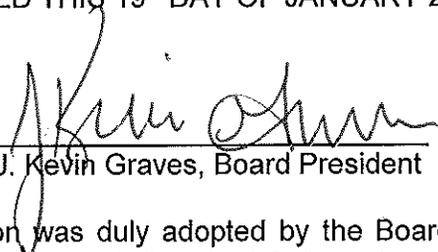
NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That cash no longer be accepted at the District offices for metered water bills, park reservations, and public records requests or any other type of business transaction effective May 1, 2011.

SECTION 2. That credit/debit card and online bill pay options will be implemented at least a minimum of ninety (90) days prior to the terms of Section 1, above.

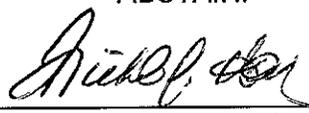
SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JANUARY 2011.

  
\_\_\_\_\_  
J. Kevin Graves, 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 January 19, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

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



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-03**

**RESOLUTION OF APPLICATION OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT TO THE CONTRA COSTA  
LOCAL AGENCY FORMATION COMMISSION FOR THE PROVISION OF  
OUT OF AGENCY SERVICES TO THE FARNHOLZ PROPERTY**

WHEREAS, the Town of Discovery Bay Community Services District desires to provide out of agency services to the Farnholz property because of a failing septic system;

NOW, THEREFORE, the Town of Discovery Bay Community Services District does hereby resolve and order as follows:

1. This proposal is made, and it is requested that proceedings be taken, pursuant to the out of agency services provisions of the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, found in Section 56133 of the California Government Code.

2. This proposal is to provide out of agency services consisting of water and wastewater services to property owned by Wayne & Anita Farnholz located at 14021 Highway 4, Byron, California 94514, identified as Assessor's Parcel Number 011-200-038.

3. A map of the affected territory is set forth in Exhibit A, attached hereto and by reference incorporated herein.

4. It is desired that the proposal be subject to the following terms and conditions:

4.1. The landowner shall enter into a contract with the District.

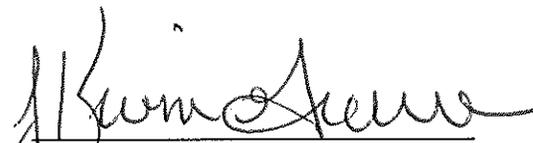
4.2. The landowner shall be subject to all the rules, regulations and ordinances of the District.

5. The reason for the proposal is that the septic system on the subject property is failing.

6. The proposal is not consistent with the Sphere of Influence of the District. The District is requesting permission to provide out of agency services beyond its Sphere because of a threat to the public health of the residents of the affected property due to a failing septic system.

7. The proposal is exempt from the California Environmental Quality Act as a Class 1 Exemption because the proposal is to provide water and wastewater services to existing structures without an expansion in use.

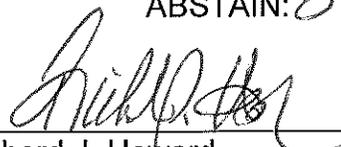
PASSED, APPROVED AND ADOPTED THIS 16<sup>TH</sup> DAY OF FEBRUARY, 2011.



J. Kevin Graves  
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 February 16, 2011 by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0



Richard J. Howard  
Board Secretary

# CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

## Application for Out-of-Agency Service Agreement

(Attach additional sheets as necessary)

1. City or District      Town of Discovery Bay Community Services District
2. Affected Property - Location/size/parcel number:  
14021 Highway 4, Byron, CA 94514/APN# 011-200-038
3. Provide a vicinity map showing the property, city or district boundary and sphere line and existing and proposed relevant infrastructure.  
  
See Exhibit "A" Attached-Vicinity Map(s)
4. Property Owners – Name, address and telephone:  
Wayne & Anita Farnholz, 954 Country Lane, Walnut Creek, CA 94596

### Complete all relevant questions

5. What is the existing use of the site? Be specific.  
Single family home
6. If a change in use is proposed, provide a description of the change.  
No change in use
7. Is the property within the service agency's sphere of influence? NO
8. What types of services are to be provided under contract?  
Water & wastewater services
9. Discuss the justification for the service agreement. Septic system is failing Is this an emergency health and safety situation? Why is annexation not possible at this time? Cost issue
10. Is annexation of the territory anticipated at some future time? No  
If yes, when? If no, why not? Cost factor

- C. How will services be financed – Identify both capital and ongoing operations costs? To be financed by parcel owner
12. What environmental review has been conducted? None have been done at this time. It would depend on which option the new parcel owner would select to work with or chose. If exempt, please provide a copy of the agency's Notice of Exemption.
13. Attach a copy of the proposed services and pre-annexation agreement(s), and any staff reports or supporting documentation related to this application.  
See Exhibit "B" Attached – Letter from Contra Costa Health Services

Who should be contacted if there are questions about this application?

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Virgil Koehne	1800 Willow Lake Rd	925-634-1131

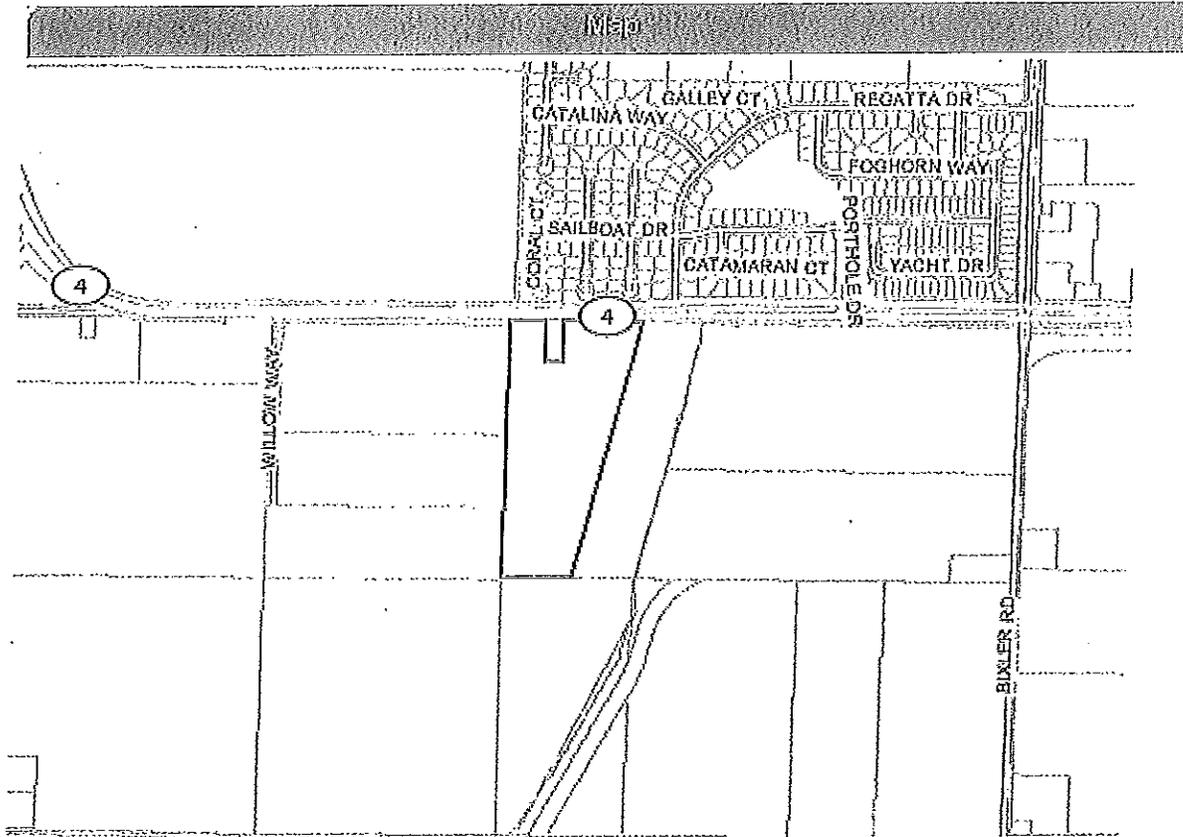
Signature  Date 2-22-11



# Contra Costa County

*California*

Mapping Information Center



WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR  
SHERMAN L. QUINLAN, REHS, MPH  
ENVIRONMENTAL HEALTH DIRECTOR



CONTRA COSTA  
ENVIRONMENTAL HEALTH

2120 Diamond Blvd., Suite 200  
Concord, California 94520  
Ph (925) 692-2500  
Fax (925) 692-2502  
www.ccecoh.org

CERTIFIED MAIL

July 23, 2010

Wayne C. and Anita Farnholtz  
954 Country Ln  
Walnut Creek, CA 94596-6143

RE: Improperly functioning sewage disposal system at 14021 State Highway 4, Byron  
Assessor's Parcel Number: 011-200-038

Dear Mr. & Mrs. Farnholtz:

Inspection of the above-referenced property on July 22, 2010, revealed an improperly functioning sewage disposal system, (standing wastewater in excavation next to septic tank). This is a violation of Contra Costa County Ordinance Code, Section 420-6.303, the California Health and Safety Code Section 5411 and the Uniform Plumbing Code Sections 301 and 319. In accordance with the provisions of Contra Costa County Ordinance Code, Section 420-6.311 you, as owner of the property, are required to abate the condition immediately.

Due to the immediate health hazard and public nuisance created by this condition, you must attend to this matter in an expeditious manner. Contra Costa County Ordinance Code, Section 420-6.1002 requires that any person or firm engaged in the cleaning of septic tanks shall have a valid Public Health License to Operate issued by the Health Officer. In the event that septic system repairs or replacement is necessary to abate the above-described violation, obtain a septic system repair permit from Contra Costa Environmental Health prior to the commencement of any work.

Your prompt attention to the matter is required to avoid further enforcement action.

If you have any question, please contact me at 925- 692-2562, weekdays between 7:30 a.m. and 9:00 a.m.

Sincerely,

Salvador M. Ruiz, REHS  
Environmental Health Specialist II

cc: Byron Sanitary District, 7995 Bruns Rd, Byron, CA 94514  
Contra Costa County Building Department  
Paul Chahin, Stephens Property Management, 1330 N. Broadway, Suite C, Walnut Creek, CA 94595

SR:ac





TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-04



**A RESOLUTION THEREBY DESIGNATING MAY 13-15, 2011 AS PAINT OUR TOWN PURPLE DAYS AND JUNE 11-12, 2011 AS RELAY FOR LIFE DAYS THROUGHOUT THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD) AND SURROUNDING COMMUNITIES**

WHEREAS, cancer is predicted to strike one out of every three Americans sometime in our lifetime with an estimated 144,035 new cases of cancer diagnosed in California in 2011; and

WHEREAS, approximately 4,605 new cases of cancer are estimated to occur in Contra Costa County in 2011, and 1,720 Contra Costa County citizens are expected to lose their battle with cancer this year; and

WHEREAS, the American Cancer Society is the nation's largest and most respected voluntary health organization since 1913 and has funded research which has contributed to every known method for detecting cancer and techniques for treating cancer thereby resulting in a decline in cancer incidence rates of 8% and cancer mortality rates by more than 22% in California from 1988-2008, and

WHEREAS, the American Cancer Society is a voluntary community-based coalition of local citizens dedicated to eliminating cancer as a major health problem through financial support, advocacy and education awareness; and

WHEREAS, the color purple is the signature color of the American Cancer Society's **Relay For Life** events which signify the passion that cancer survivors, their families and loved ones feel for the eradication of this disease, and

WHEREAS, the **Relay For Life** event financially benefits the American Cancer Society's research, patient support programs, advocacy and educationally benefits our local citizens; and

WHEREAS, the American Cancer Society's **Relay For Life of Brentwood** is a community event that allows an opportunity to network with businesses, associates, family and friends, with the same goal of making a difference in the battle against cancer;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Discovery Bay CSD hereby supports, in principle, the ongoing success of the American Cancer Society, **RELAY FOR LIFE** of Brentwood and will also urge all citizens to recognize and participate in this anti-cancer campaign held in our community to show their support to those individuals living with cancer, and honor those individuals that have lost their lives to the dreaded disease of cancer.

DATED this 16<sup>th</sup> Day of March, 2011

Signatures:

  
\_\_\_\_\_  
J. Kevin Graves, Board President



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT AMENDING THE FY 2010-11  
DISCOVERY BAY LANDSCAPE AND LIGHTING ZONE 8  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the Town of Discovery Bay Community Services District operates and manages the landscape areas more commonly known as the Discovery Bay Landscape And Lighting Zone 8 (Zone 8) Operating And Capital Improvement Program Budget; and

WHEREAS, Cornell Park is located within Zone 8 which is undergoing a Capital Improvement Project to replace and upgrade the child's play area; and

WHEREAS, the Board had previously approved the application of Measure WW Park Bonds to support this project; and

WHEREAS, Park WW Bonds for the project will be paid in a future fiscal year; and

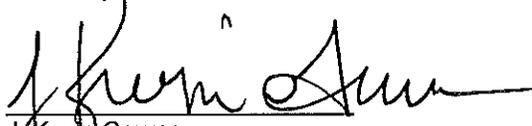
WHEREAS, it is necessary to transfer \$31,159 from Zone 8 Reserves to ensure adequate funds are available for the project.

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

SECTION 1. That the Board authorizes the transfer of \$31,159 from ZONE 8 fund balance reserves to the Zone 8 2010-2011 Operating and Capital Improvement Program Budget.

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

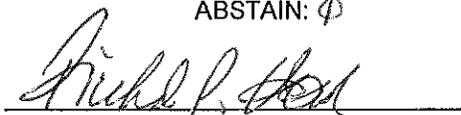
PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF April, 2011.



J. Kevin Graves  
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 April 6, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0



Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
TO REPLACE AN APPROXIMATE 300' SECTION OF SEWER MAIN  
IN THE 2800 BLOCK OF CHERRY HILLS DRIVE DUE TO ITS PENDING FAILURE AND TO  
DECLARE AN EMERGENCY CONDITION THAT REQUIRES IMMEDIATE BOARD ACTION**

WHEREAS, Town of Discovery Bay Community Services District ("Town") operates and maintains the sanitary sewer system for the residents of the Town of Discovery Bay CSD; and

WHEREAS, an approximate 300' section of gravity sewer main ("Sewer Main") in the 2800 block of Cherry Hills Drive has an unknown blockage, is highly corroded due to sewage sulfide gases resulting in the metal sewer line to corrode, leading to failure of the line and an emergency condition; and

WHEREAS, the Emergency Condition could cause property damage and injury to persons unless promptly repaired; and

WHEREAS, it is necessary to replace the failing line in an expeditious manner based upon the professional recommendations of the District's Engineer and the District's Wastewater Contractor; and

WHEREAS, pursuant to California Public Contract Code Section 22050 the District may, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, District staff has obtained four bids for the emergency work with Conco West Inc being the lowest responsible bid in the amount of \$70,910.

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

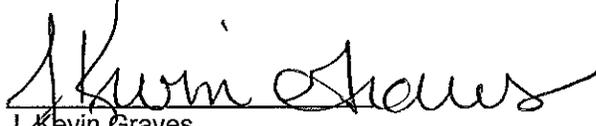
SECTION 1. That the Board of Directors, pursuant to California Public Contract Code Section 22050, and based on the substantial evidence presented at the special meeting on March 28, 2011, finds that an emergency situation now exists in that the Sewer Main at Cherry Hills Drive is at risk of failing thus requiring immediate action to repair the Sewer Main and that the emergency will not permit a delay resulting from a competitive solicitation of bids submission regarding the repair

SECTION 2. That the Board of Directors delegates to the District's General Manager the authority to enter into a contract with Conco West Inc. in an amount not to exceed \$70,910 and that the Board provides the authority to spend up to \$100,000 in the event real time conditions are different than anticipated.

SECTION 3. The Board of Directors shall review the emergency situation at its next regular meeting; and

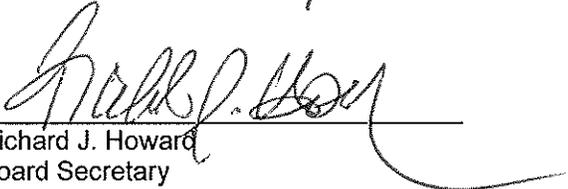
SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 28<sup>th</sup> DAY OF March 2011.

  
\_\_\_\_\_  
J. Kevin Graves  
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 this special meeting, held on March 28, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

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



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT AMENDING THE FY 2010-11  
DISCOVERY BAY LANDSCAPE AND LIGHTING ZONE 9  
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Town of Discovery Bay Community Services District operates and manages the landscape areas more commonly known as the Discovery Bay Landscape And Lighting Zone 9 (Zone 9) Operating And Capital Improvement Program Budget; and

WHEREAS, Ravenswood Park is located within Zone 9 which is undergoing Capital Improvement Projects to install solar lighting and a zero-depth splash pad; and

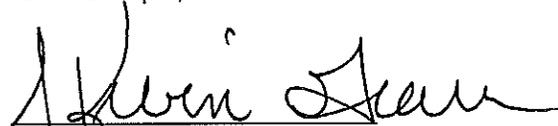
WHEREAS, it is necessary to transfer \$41,079 from Zone 9 Reserves to ensure adequate funds are available for these projects.

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

SECTION 1. That the Board authorizes the transfer of \$41,079 from ZONE 9 fund balance reserves to the Zone 9 2010-2011 Operating and Capital Improvement Program Budget.

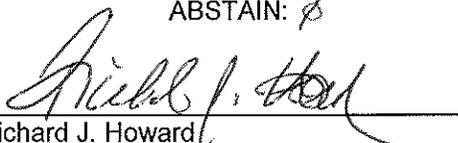
SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF April, 2011.

  
J. Kevin Graves  
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 April 6, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT AMENDING BYLAWS**

WHEREAS, the Board of Directors ("Board") of the Town of Discovery Bay Community Services District ("Town") desires to amend Article VIII of the Town of Discovery Bay Community Services District By-Laws ("By-Laws") to replace Robert's Rules of Order with Rosenberg's Rules of Order as its parliamentary;

WHEREAS, the Board desires to amend Article IV, Section 3.A.1 of the By-Laws to allow the President of the Board authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess; and

WHEREAS, the Board desires to amend Article VI of the By-Laws by adding subsection D to require that all motions made at Board meetings shall require a second to the motion prior to the Directors voting motions;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Article VIII of the By-Laws is amended to read in full as follows:

"Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these By-Laws or otherwise by law."

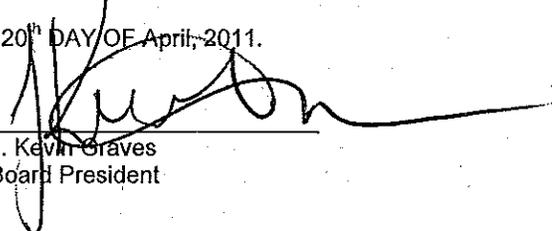
2. Article IV, Section 3.A.1 of the By-Laws is amended to read as follows:

"Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess."

3. Article VI, Section A of the By-Laws is amended by adding subsection D to read as follows:

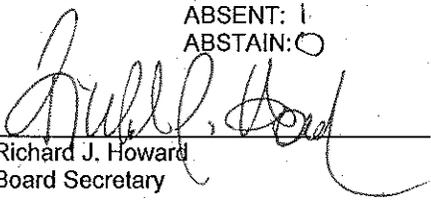
"All motions made at Board meetings shall require a second to the motion prior to the Directors voting."

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF April, 2011.

  
\_\_\_\_\_  
J. Kevin Graves  
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 April 20, 2011, by the following vote of the Board:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

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



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT AMENDING BYLAWS**

WHEREAS, the Board of Directors ("Board") of the Town of Discovery Bay Community Services District ("Town") desires to amend Article VIII of the Town of Discovery Bay Community Services District By-Laws ("By-Laws") to replace Robert's Rules of Order with Rosenberg's Rules of Order as its parliamentary;

WHEREAS, the Board desires to amend Article IV, Section 3.A.1 of the By-Laws to allow the President of the Board authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess; and

WHEREAS, the Board desires to amend Article VI of the By-Laws by adding subsection D to require that all motions made at Board meetings shall require a second to the motion prior to the Directors voting motions;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Article VIII of the By-Laws is amended to read in full as follows:

Corrected ← "Rosenberg's ~~Robert's~~ Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these By-Laws or otherwise by law."

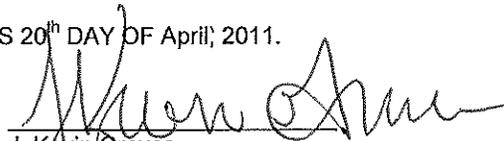
2. Article IV, Section 3.A.1 of the By-Laws is amended to read as follows:

"Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess."

3. Article VI, Section A of the By-Laws is amended by adding subsection D to read as follows:

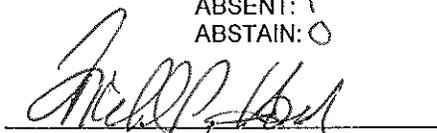
"All motions made at Board meetings shall require a second to the motion prior to the Directors voting."

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF April, 2011.

  
J. Kevin Graves  
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 April 20, 2011, by the following vote of the Board:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT ESTABLISHING FEES FOR PARK RESERVATION AND USE**

WHEREAS, Town of Discovery Bay Community Services District owns and maintains parks located within Discovery Bay; and

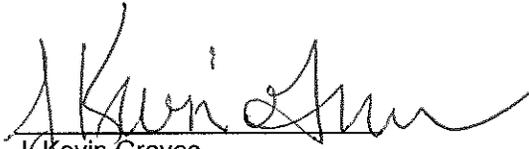
WHEREAS, it is necessary to adopt a park reservation system and fee schedule for park usage.

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

SECTION 1. That the Board adopt the Park Reservation and Rental Fee Schedule, attached.

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

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF APRIL 2011.



J. Kevin Graves  
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 April 20, 2011, by the following vote of the Board:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0



Richard J. Howard  
Board Secretary



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

PARK RESERVATION & USE PERMIT APPLICATION

REQUESTED LOCATION

- CORNELL PARK – Tennis Courts [ ]
CORNELL PARK – Soccer Field [ ]
CORNELL PARK – Horse Shoe Pits [ ]
RAVENSWOOD PARK – Covered Picnic Area #2 [ ]
CORNELL PARK – Baseball Field [ ]
CORNELL PARK – Shaded Picnic Area [ ]
RAVENSWOOD PARK – Covered Picnic Area #1 [ ]
RAVENSWOOD PARK – Soccer Field [ ]

Date Submitted: \_\_\_\_\_ Event Date: \_\_\_\_\_
Event Type: \_\_\_\_\_ Start Time: \_\_\_\_\_
Estimated Attendance: \_\_\_\_\_ End Time: \_\_\_\_\_

CONTACT INFORMATION

Name/ Organization: \_\_\_\_\_
Address: \_\_\_\_\_
Main Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

FEE(S) & DEPOSIT(S)

The rental fee is due a minimum of five (5) days before the rental. The fee may be paid by check or money order. The damage deposit is required to be paid separately from the rental fee by check or money order made payable to "The Town of Discovery Bay CSD."

Requested Time: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Deposit: \_\_\_\_\_

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Park area and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Park, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Park area. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Park area. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Park area and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Park area. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

PARK RESERVATION & USE PERMIT  
APPLICATION

FOR ACCOUNTING USE ONLY

Deposit Fee Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_  
Rental Fee Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_  
Insurance Required? \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

FOR PARKS/LANDSCAPE STAFF ONLY

Date Reservation Schedule Posted: \_\_\_\_\_ By: \_\_\_\_\_  
Note any Pre-existing damage to the area: \_\_\_\_\_  
\_\_\_\_\_

POST EVENT INSPECTION

Note any damage or cleaning needed to the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Amount: \_\_\_\_\_  
Cost on Damages: \_\_\_\_\_  
Cost on Cleaning: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

PARK RESERVATION & RENTAL  
FEE SCHEDULE

Park Area	Hourly	Half Day (6 Hr)	Daily (Operating Hours)	Deposit
Cornell Park – Tennis Courts	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$50.00*
Cornell Park – Baseball Field	Resident: \$5.00 Non-Resident: \$7.50 Organization/League: \$7.50 Non-Profit: \$5.00	Resident: \$25.00 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$25.00	Resident: \$50.00 Non-Resident: \$75.00 Organization/League: \$75.00 Non-Profit: \$50.00	\$100.00
Cornell Park – Soccer Field	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$26.25 Organization/League: \$26.25 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$50.00
Cornell Park – Shaded Picnic Area	Resident: \$7.50 Non-Resident: \$10.00 Organization/League: \$10.00 Non-Profit: \$7.50	Resident: \$37.50 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$37.50	Resident: \$75.00 Non-Resident: \$100.00 Organization/League: \$100.00 Non-Profit: \$75.00	\$50.00
Cornell Park – Horse Shoe Pits	Resident: \$3.50 Non-Resident: \$5.25 Organization/League: \$5.25 Non-Profit: \$3.50	Resident: \$17.50 Non-Resident: \$37.50 Organization/League: \$37.50 Non-Profit: \$17.50	Resident: \$35.00 Non-Resident: \$50.00 Organization/League: \$50.00 Non-Profit: \$35.00	\$25.00*
Ravenswood Park - Covered Picnic Area 1	Resident: \$6.00 Non-Resident: \$8.50 Organization/League: \$8.50 Non-Profit: \$6.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00
Ravenswood Park - Covered Picnic Area 2	Resident: \$6.00 Non-Resident: \$8.50 Organization/League: \$8.50 Non-Profit: \$6.00	Resident: \$30.00 Non-Resident: \$42.50 Organization/League: \$42.50 Non-Profit: \$30.00	Resident: \$60.00 Non-Resident: \$85.00 Organization/League: \$85.00 Non-Profit: \$60.00	\$50.00

Park use is on a first come, first served basis. Reservations are strongly encouraged and are required by Sports Leagues/Organizations (regardless if use is for organized practice or game play), for groups over 50, and any time a user intends to bring inflatable play equipment into the park.

Any user who has made a reservation has priority over a user that has not made a reservation.

Residents must show proof of residency at time of reservation request.

Non-Profit groups shall present verified and current 501(c)(3) non-profit status at the time of the reservation request.

Long-term rentals for Sports Organizations or Leagues: Fees and other terms will be outlined in a separate Memorandum of Understanding.

“Organization” shall include those individuals and groups which operate trainings, lessons or games for profit.

\* Deposits on Horse Shoe Pits and Tennis Courts shall be waived if reserved for less than 3 hours.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
CONCERNING THE RAVENSWOOD  
IMPROVEMENT DISTRICT – DB L&L ZONE # 9 - ANNUAL ASSESSMENT**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a 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 said subdivision by developer; and

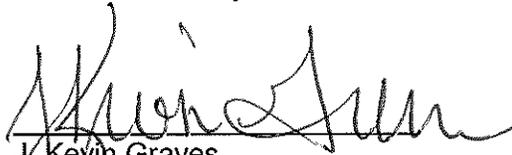
WHEREAS, the Board of Directors now desires to levy the annual assessment for fiscal year 2011-2012 for such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the 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.
4. There are proposed new improvements and change in existing improvements in said district.
5. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with

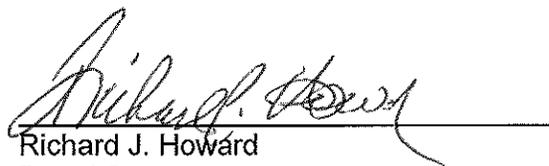
6. § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
7. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, 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.
8. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.
9. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4<sup>h</sup> DAY OF May 2011.

  
J. Kevin Graves  
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 this regular meeting, held on May 4, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
ESTABLISHING ADMINISTRATIVE FEES REGARDING WATER SERVICE

WHEREAS, Town of Discovery Bay Community Services District (District) owns and maintains the water distribution system located within Discovery Bay; and

WHEREAS, the District incurs administrative expenses ("Expenses") when addressing water service customers that are not in compliance ("Compliance") with the District's service fee schedule, including additional administrative costs associated with late payments and disconnection/reconnection of service; and

WHEREAS, the District desires to charge an administrative fee ("Administrative Fee") to those customers that cause the District to incur the Expenses; and

WHEREAS, the District desires to establish an Administrative Fee Schedule to recover the estimated actual Expenses the District incurs as a result of customers not in Compliance; and

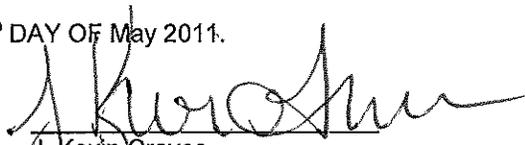
WHEREAS, pursuant to District Ordinance No. 21, the District may establish fees, including an Administrative Fee, by resolution;

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

SECTION 1. That the Board hereby adopts the Administrative Fee Schedule for water service attached hereto.

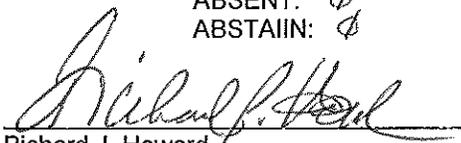
SECTION 2. That the General Manager is directed to commence use of the Administrative Fee Schedule effective July 1, 2011.

PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> DAY OF May 2011.

  
J. Kevin Graves  
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 May 4, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary

## Fee Schedule Info

Agency	Late Charge	Disconnect, Processing & Restoral fee for Non-Payment	Turn on/off	Door hanger fee	Trip Charge	After Hours	Returned Check	Tampering	Security Deposit
Diablo Water	5%				\$20.00 per trip	\$100.00	\$20.00	\$150.00	\$100.00 (12month)
Brentwood	5%	\$30.00							
Tracy	10% or \$5.00 <sup>3</sup>	\$35.00							
Galt							\$15.00	\$25.00	\$ 80.00 for renters
Helendale CSD	10%	\$60.00	\$40.00 for inspections \$40.00 customer request	\$15.00		\$70.00	\$24.00 + bank fee		\$142.00
Mountain House CSD	10%	\$100.00					\$30.00 +1% if not paid 30days		\$300.00 if disconnected for non-payment
Town of Discovery Bay CSD Current charges	0	0	0	0	0	0	0	0	0
Town of Discovery Bay CSD Proposed charges	10% <sup>2</sup>	\$50.00	0	0	\$25.00	\$50.00 <sup>1</sup>	\$30.00	\$100.00 + parts & labor	0

1. Which ever is higher
2. After 60 days
3. After 4pm and weekends



Town of Discovery Bay Water Service Fee Schedule

Effective July 1, 2011

Description of Fees	Fee Amount
Late Charge	10% (After 60 days)
Disconnect, Processing and Service Restoral for Non-Payment	\$50.00
Turn on/off after service interruption	\$50.00
Trip Charge - Regular business hours	\$25.00
Trip Charge - After Hours (after 4:00 pm and on weekends)	\$50.00
Returned Check Fee (NSF)	\$30.00
Tampering	\$100.00 plus Parts and Labor



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT

RESOLUTION 2011-12

A RESOLUTION OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ACCEPTANCE OF GRANT DEED AND CERTIFICATE OF ACCEPTANCE  
(Ravenswood Subdivision Park and Open Space Parcels)

WHEREAS, Western Pacific Housing, Inc., a Delaware corporation ("Grantor") has executed a Grant Deed ("Grant Deed") conveying those park and open space parcels (APN 011-600-060, 011-610-099, 011-610-100, 011-620-047, and 011-620-048) located within the Ravenswood Development to the Town of Discovery Bay Community Services District ("District"), a copy of which is attached hereto as "Exhibit A;"

WHEREAS, pursuant to Government Code Section 27281, all deeds conveying any interest in real property to a governmental agency shall not be accepted for recordation without the consent of the grantee as evidenced by its Certificate of Acceptance.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of the District that the Grant Deed and Certificate of Acceptance are hereby accepted by and on behalf of the District, and that the District's General Manager is hereby authorized to execute the Certificate of Acceptance on behalf of the District;

IT IS FURTHER RESOLVED, that the Board Secretary for the District is hereby instructed to affix the District Stamp and record the above mentioned Grant Deed and Certificate of Acceptance together with a copy of this Resolution in the office of the County Recorder of Contra Costa County, California.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF JULY 2011.

J. Kevin Graves  
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 6, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary

**BASIS OF BEARING:**  
 THE MAP IS BEARING FOR THE MAP IS DERIVED BY CORNER  
 MONUMENTS SHOWN ON THE MAP. THE BEARING OF THE  
 MONUMENTS FROM ALONG MONUMENT STREET AS SHOWN ON SUBDIVISION  
 MAP 4523 H 204 DISTANCES SHOWN ARE GROUND DISTANCES TO  
 CORNER TO CORNER. ALL DISTANCES MEASURED BY DISTANCE.

**LEGEND**

- SUBDIVISION BOUNDARY
- LOT LINE
- EASEMENT LINE
- MONUMENT LINE
- CENTERLINE
- ( ) TOTAL
- ( ) BOUND
- (A-B) MONUMENT TO MONUMENT
- (A-B-C) MONUMENT TO PROPERTY LINE
- (A-B-C-D) SET STANDARD STREET MONUMENT, IS 7076
- ( ) SET 5/8" BOUND AND CAP IS 7176
- ( ) FOUND STANDARD STREET MONUMENT AS NOTED
- ( ) FOUND IRON PIPE BULLROAD SPRING OR BOUND AS NOTED
- ( ) REMOVED DATA AS NOTED
- ( ) PUBLIC UTILITY EASEMENT
- BT SQUARE FOOT
- AC ACRES
- ||||| REINFORCEMENT OF ADJACENT RIGHTS

**REFERENCES**

- (1) RECORD OF SURVEY (24 124 17)
- (2) SUBDIVISION MAP 21-58 (40 141 47)
- (3) SUBDIVISION MAP 410 (40 141 20)
- (4) TRACT 7146 (205 14 14)
- (5) PARCEL MAP (24 141 20)
- (6) SUBDIVISION MAP 4523 H 204
- (7) SUBDIVISION MAP 4523 H 204

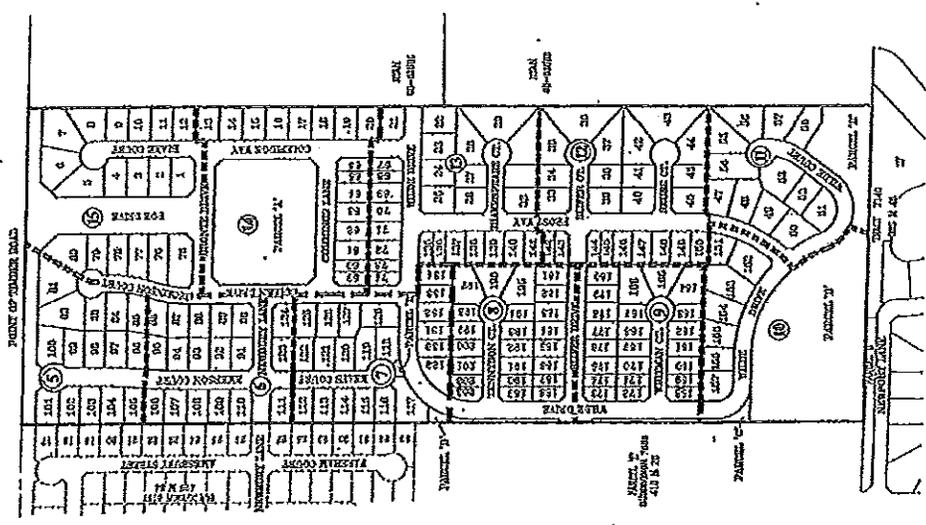
**NOTE**

THE FOLLOWING IS FOR INFORMATION PURPOSES ONLY  
 AND IS NOT BEING TO AFFECT THE RIGHTS  
 THEREIN MAY BE A POTENTIAL FOR FUTURE DISCREPANCY

**SUBDIVISION 8710  
 RAVENSWOOD**

BEING A CERTAIN PORTION OF A PORTION OF  
 THE TRACT OF LAND DESCRIBED IN THE  
 TRACT MAP 7146 (205 14 14)  
 COUNTY OF CONTRA COSTA, CALIFORNIA  
**CARLSON, BANGEE & GIBSON, INC.**  
 ENGINEERS - SURVEYORS & PLANNERS  
 1000 PAVAN DRIVE  
 SAN FRANCISCO, CALIFORNIA 94134

SHEET 2 OF 14  
 485-3



**SECRET INDEX MAP**

APR 14 1958 - 10:00 AM - 10:00 AM - 10:00 AM - 10:00 AM



**RECORDING REQUESTED BY**  
First American Title Company

**AND WHEN RECORDED MAIL DOCUMENT  
AND TAX STATEMENT TO:**

Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

Space Above This Line for Recorder's Use Only

A.P.N.: 011-600-060, 011-610-099  
011-610-100, 011-620-047, 011-620-048

File No.: Accommodation

### GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$0.00; CITY TRANSFER TAX \$0.00; R&T 11922  
SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR  
 computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,  
 unincorporated area;

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**Western Pacific Housing, Inc., a Delaware corporation**

hereby GRANTS to

**Town of Discovery Bay Community Services District**

the following described property in the unincorporated County of **Contra Costa**, State of **California**:

**Parcels A, B, C, D, and E, as shown on the map of subdivision 8710, filed October 27, 2005,  
Book 485, Page 1, Contra Costa County Records.**

Dated: 6/21/11

**Western Pacific Housing, Inc.,  
a Delaware Corporation**

By: *Nicholas Areason*  
Name: NICHOLAS AREASON  
Its: VICE PRESIDENT

STATE OF California )ss  
COUNTY OF Alameda )

On June 21, 2011, before me, Alison V. Metz, Notary Public, personally appeared Nicholas Arenson

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

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

WITNESS my hand and official seal.



Signature

Alison V. Metz

My Commission Expires: Feb. 22, 2013

*This area for official notarial seal*

Notary Name: Alison V. Metz

Notary Phone: 925-225-7445

Notary Registration Number: 1837806

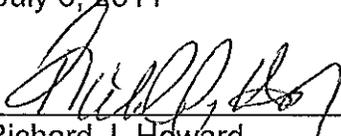
County of Principal Place of Business: Alameda

CERTIFICATE OF ACCEPTANCE

This is to certify that the real property conveyed by the Grant Deed from WESTERN PACIFIC HOUSING, Inc., a Delaware corporation, to TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a community services district formed under the laws of California, is hereby accepted by authority granted in Resolution 2011-12 of the Board of the Town of Discovery Bay Community Services District adopted on July 6, 2011, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: July 6, 2011

By: \_\_\_\_\_

  
Richard J. Howard  
General Manager  
Town of Discovery Bay Community Services District





**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2011-13**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
ESTABLISHING CHARGES FOR WATER AND WASTEWATER SERVICE AND CONTINUING  
COLLECTION OF WATER AND WASTEWATER  
SERVICE CHARGES ON THE COUNTY ROLL**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District ("Board") has caused to be prepared a report entitled "Water and Wastewater Rate Study – Fiscal Years 2011/12 & 2012/13" by Hornberger Engineering of Campbell (called the "Report"); and

WHEREAS, the Board has adopted the Report on June 1, 2011; and

WHEREAS, the Board has determined that it is necessary to increase the water and wastewater service charges for metered users; and

WHEREAS, the Board has determined that it is necessary to increase the water and wastewater service charges for non-metered residential users and to collect such charges on the County tax rolls; and

WHEREAS, the Board has determined that it is necessary to accept and continue in effect those charges for water and sewer services established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by Town of Discovery Bay Community Services District Ordinance No. 1, including collection of those charges on the County tax rolls, for those users within the Town of Discovery Bay CSD which are not metered or are not non-metered residential users; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has prepared a report of all parcels in the district receiving water and wastewater services, and the amount of the charge for each parcel for the year; and that written notice of said report was mailed to each person to whom any parcel of real estate described in such report is assessed; and that the Town of Discovery Bay Community Services District has held a public hearing pursuant to Government Code section 61115; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has complied with the requirements of California Constitution Article XIID, Section 6 (Proposition 218), and that no majority protest was received;

NOW THEREFORE BE IT RESOLVED the Board of Directors of the Town of Discovery Bay Community Services District as follows:

1. The above recitals are true and correct, and are incorporated as part of this Resolution.
2. For Fiscal Years 2011/2012 and 2012/2013 the water and wastewater are established as set forth in Table 1 and Table 2, attached hereto as Exhibit A.
3. The General Manager shall have the authority, in the event of a parcel having large irrigated areas, to reduce the sewer use component of the above rates to recognize that water for irrigation does not enter the wastewater system.

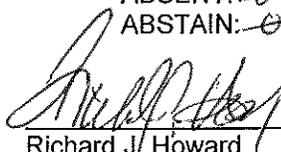
4. The rates for water and wastewater service for all parcels which are non-metered and are not included in the categories set forth in Exhibit A of this Resolution are continued at the level established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by the Town of Discovery Bay Community Services District Ordinance No. 1.
5. The Board finds and declares that the annual charge for non-metered water and wastewater services shall be collected on the Contra Costa County tax roll as set forth in Government Code §§ 61115 and following, and the Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file the report of such charges, and all other documents necessary, with the Auditor-Controller of Contra Costa County.
6. For fiscal year 2013/2014 and thereafter the rates set forth in this Resolution shall be changed each year as inflation rises or falls and the cost of labor to read metered water meters increases or decreases. This change shall be based on the Consumer Price Index for All Urban Consumers for the San Francisco-Oakland-San Jose, CA area. This percentage shall increase or decrease each fiscal year by using the CPI for the two (2) previous years.
7. The Board finds and declares that the adoption of this Resolution and the rates established herein is exempt from the requirements of the California Environmental Quality Act pursuant to Title 14, California Code of Regulations § 15273(a), and specifically adopts and incorporates herein as part of the record and as findings those sections of the Report which discuss the need for revenue, including the projected total operating expenses, the capital projects and the improvements required, and specifically finds and declares that the charges established herein are for the purposes specified in Title 14, California Code of Regulations, § 15273(a)(1) through 15273(a)(4).
8. The Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file a Notice of Exemption pursuant to Title 14, California Code of Regulations, §15062.

PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST, 2011.

  
 J. Kevin Graves  
 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 August 3, 2011, by the following vote of the Board:

AYES: 4  
 NOES: 1 Director Simon  
 ABSENT: 0  
 ABSTAIN: 0

  
 Richard J. Howard  
 Board Secretary

**EXHIBIT "A"**  
**Town of Discovery Bay CSD**  
**Proposed 2011/12 - 2012/13 Water & Wastewater Rates**

<b>Table 1 - WATER</b>	<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
<b>Residential Unmetered</b>	<b>Monthly (\$/month/DU)</b>	<b>Yearly (\$/year/DU)</b>	<b>Monthly (\$/month/DU)</b>	<b>Yearly (\$/year/DU)</b>	<b>Monthly (\$/month/DU)</b>	<b>Yearly (\$/year/DU)</b>
<b>Parcel Size (Square Feet/DU)</b>						
Multiple Family - No Irrigation	\$18.75	\$225.00	\$15.05	\$180.60	\$20.31	\$243.72
Under 5,000	\$18.75	\$225.00	\$23.11	\$277.32	\$30.91	\$370.92
5,000 - 10,000	\$23.77	\$285.24	\$29.29	\$351.48	\$39.04	\$468.48
10,001 - 15,000	\$28.79	\$345.48	\$35.47	\$425.64	\$47.17	\$566.04
Over 15,000, Plus Each Additional 1,000	\$28.79 \$1.67	\$345.48 \$20.04	\$35.47 \$2.06	\$425.64 \$24.72	\$47.17 \$2.71	\$566.04 \$32.52
<b>WATER All Metered</b>	<b>Monthly (\$/month)</b>	<b>Use (\$/ccf)</b>	<b>Monthly (\$/month)</b>	<b>Use (\$/ccf)</b>	<b>Monthly (\$/month)</b>	<b>Use (\$/ccf)</b>
<b>Nonirrigation Account Charge:</b>						
5/8" Inch Meter	\$5.49		\$6.90		\$8.95	
1 Inch Meter	\$5.74		\$7.19		\$9.26	
1 1/2 Inch Meter	\$5.98		\$7.49		\$9.57	
2 Inch Meter	\$6.66		\$8.31		\$10.41	
3 Inch Meter	\$11.61		\$14.31		\$16.65	
4 Inch Meter	\$13.45		\$16.54		\$18.96	
6 Inch Meter	\$17.73		\$21.73		\$24.36	
<b>Irrigation Account Charge:</b>						
5/8" Inch Meter	\$1.80		\$2.33		\$2.42	
1 Inch Meter	\$2.05		\$2.62		\$2.73	
1 1/2 Inch Meter	\$2.29		\$2.92		\$3.03	
2 Inch Meter	\$2.97		\$3.74		\$3.88	
3 Inch Meter	\$7.92		\$9.74		\$10.12	
4 Inch Meter	\$9.76		\$11.97		\$12.43	
6 Inch Meter	\$14.04		\$17.16		\$17.83	
<b>Metered Usage Charge:</b>						
All Usage		\$0.803		\$1.075		\$1.413
<b>Table 2 - WASTEWATER</b>	<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
<b>Residential Unmetered</b>	<b>Monthly (\$/month)</b>	<b>Yearly (\$/year)</b>	<b>Monthly (\$/month)</b>	<b>Yearly (\$/year)</b>	<b>Monthly (\$/month)</b>	<b>Yearly (\$/year)</b>
Single Family - Each DU	\$44.38	\$532.56	\$50.39	\$604.68	\$55.77	\$669.24
Multiple Family/Condos - Each D	\$33.29	\$399.48	\$37.79	\$453.48	\$41.83	\$501.96
<b>Nonresidential Metered</b>	<b>Use (\$/ccf)</b>		<b>Use (\$/ccf)</b>		<b>Use (\$/ccf)</b>	
Business/Government/Clubs	\$3.082		\$3.499		\$3.873	
Restaurants/Bars/Dining Facilities	\$9.048		\$10.248		\$11.343	
Schools	\$2.773		\$3.150		\$3.486	
Other Domestic Strength Users	\$3.082		\$3.499		\$3.873	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

The charges above are based on the "Water & Wastewater Rate Study" prepared by Hornberger Engineering for the District

Water and wastewater rates comply with Proposition 218 and the wastewater rates also comply with the Revenue Program Guidelines of the State Water Resources Control Board.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a joint Powers Authority formed under California Government Cods Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2011-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

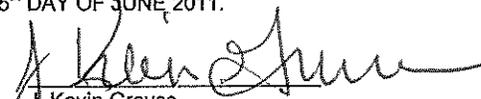
**WHEREAS**, Policy No. 2011-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

**OFFICIAL 2011 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY**

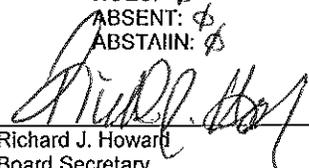
- Mike Scheafer**  
Director/Secretary, Costa Mesa  
Sanitary District
- Edmund K. Sprague (Incumbent)**  
Board President, Olivenhain  
Municipal Water District
- Ed Gray (Incumbent)**  
Director, Chino Valley Independent  
Fire District

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE 2011.

  
J. Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 15, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT, CALIFORNIA, ADOPTING THE OPERATING, CAPITAL IMPROVEMENT  
AND REVENUE BUDGETS FOR FISCAL YEAR 2011-2012**

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

**WHEREAS**, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2011 and ending on June 30, 2012; and

**WHEREAS**, The Board of Directors held a Special Meeting on June 8, 2011 for the sole purpose of deliberating the Draft FY 2011-12 Operating, Capital Improvement and Revenue Budget; and

**WHEREAS**, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District in the FY 2011-12 approved budget, and as may be amended.

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

**SECTION 1.** The annual budget for the Town of Discovery Bay Community Services District for FY 2011-12 is hereby adopted, and is incorporated herein.

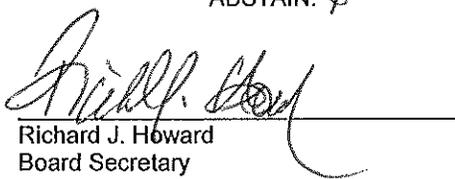
**SECTION 2.** The Board Secretary shall certify the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF JUNE 2011.**

  
J. Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 15, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary

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



FISCAL YEAR 2011-12

*"PRELIMINARY"*

OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

Scheduled for Adoption June 15, 2011



*Town of Discovery Bay Community Services District  
Contra Costa County, California  
Fiscal Year 2011-2012 Budget*



**Board of Directors**

J. Kevin Graves, President  
Brian Dawson, Vice President  
Mark Slmon, Director  
Chris Steele, Director  
Ray Tetreault, Director

**District Management**

Rick Howard, General Manager  
Daniel J. Schroeder, District Counsel  
Virgil Koehne, Water and Wastewater Manager  
Fairlin Perez, Parks and Landscape Manager  
Vacant, Finance Manager  
Callista Anderson, Executive Assistant  
Elizabeth Hardy, Senior Account Clerk

The Town of Discovery Bay Community Services District  
main office is located at:

1800 Willow Lake Road  
Discovery Bay, CA 94505  
925-634-1131  
[www.todb.ca.gov](http://www.todb.ca.gov)

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



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



June 15, 2011

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Community Services District Board of Directors the financial plan for the fiscal year beginning July 1, 2011 and ending June 30, 2012.

This budget is balanced and it presents a spending plan that matches revenue projections. This is the first year that the Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in an efficient manner. This budget also includes a Capital Improvement Program that continues to address some of the deficiencies and long-term capital needs of the District. The establishment of a Capital Replacement Program fund is also a first for the District. One of the key elements of financial sustainability is a capital replacement fund. The emergence of this fund will play a critical role in the District's ability to plan for its long term financial planning needs.

At the Board Workshop that took place on January 8, 2011, the Board identified a number of areas that require attention. The list included the following items:

*Establishment of a Community Center • Increased costs of doing business • Sluggish Revenue Stream • Aging Infrastructure • Aquatic Weeds (Egeria Densa) • Improved Budget Processes • Improved Transparency • ECCFPD Funding Issues • Water Master Plan Outcomes • Wastewater Master Plan Outcomes • Increasing RWQCB Regulations • Increased WQ Regulations • New Residential Development Projects in Discovery Bay • Ongoing Website Improvements and Enhanced Communications*

Many of the items on the list have been accomplished, are being addressed, or will soon be initiated. One of the many outcomes of the Workshop was the establishment of three committees tasked with helping the Board locate a community center here in Discovery Bay; to review the Fiscal Year 2011-12 Operating and Capital Improvement Program Budget; and to improve community wide communications. Each committee is made up of two (2) members of the board of Directors and joined by three (3) at-large members of the public.

The Community Center Committee has been meeting since April and hopes to have a final recommendation to the Board by December 31, 2011. The final report will include recommendations on a site, type of facility needed based upon a community survey, and a recommended approach of financing the community center.

The Fiscal Year 2011-12 Operating and Capital Improvement Program Budget Committee met five times over a two month period to review anticipated expenditures, revenues, and proposed capital projects. That committee

completed their work and recommended the budget be submitted to the Board of Directors for consideration and adoption.

The Communications Committee will be meeting over the course of the summer to identify methods of improved communication between the CSD and the community at large.

The CSD, in partnership with Contra Costa County Supervisor Mary N. Piepho, the California Department of Boating and Waterways (DPW), and Reclamation District 800 have worked together to help find a resolution to the invasive aquatic weed known as Egeria Densa. As a result of those efforts, in April, DPW began the pesticide application process of controlling the weed from many of our inlets, bays and waterways.

The Board continues to work towards helping solve the severe funding issues facing the East Contra Costa Fire Protection District. While outside of our jurisdictional boundary, this issue is of such severity that it requires our constant vigilance. The closure of Fire Station 58 in Discovery Bay is a prelude to possible future reductions in emergency critical care and fire suppression services in Discovery Bay.

Last year, the Board directed staff to initiate a long term Water Master Plan and a Wastewater Master Plan to help identify long term capital needs. Both of those preliminary "draft" master plans have been submitted to staff and are currently undergoing a critical review. It is important that all of the assumptions included in the preliminary master plans be accurate and depicts current situational conditions. Once that review is complete, it is anticipated that the master plans will go before the entire Board during a series of workshops this summer.

This past year has witnessed a number of other accomplishments at the District, including the hiring of a new General Manager. The new General Manager has worked closely with the Board, staff and the community to bring about positive change and an enhanced outlook for the District itself.

Staff has embarked on a number of administrative changes that are anticipated to enhance productivity, are financially relevant, or improve the ability of the District to conduct its business more efficiently. Some of these changes include the establishment of an updated Purchasing and Procurement program; changing the method and type of credit card usage at the district by transferring to the CalCard program; offering residents the ability to utilize credit cards for paying water bills through a merchant card services agreement; providing basic medical coverage for District employees; and the establishment of a General Fund.

One of the biggest challenges facing the District was the need to try to find a method of moderating long term operational costs through our water and wastewater contractor. Veolia Water has been with the District under an emergency services contract since January 2009. It was important for the Board and staff to seek a solution to the escalating costs of our operations. In October 2010 staff circulated a Request for Proposal and distributed it to qualified firms. In early January, after a very intensive vetting process, Veolia Water Operating Services West was selected to continue to perform the contractual services necessary to fulfill the daily obligations to our residents. The term of the agreement is five (5) years, with the option to extend the contract for an additional two (2) terms of five (5) years each. The contract became effective May 1, 2011 and provides the District with a long term approach aimed at controlling our single largest operational cost.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. The two largest

landscape projects completed in the past twelve months include the Willow Lake Road and the Discovery Bay Boulevard landscape beautification projects. Both of these projects came in under budget and on time.

One only needs to go to Cornell Park to see some of the projects taking place at that location. The biggest project is the playground replacement project, which is slated for completion later this summer. Once complete, it will offer a number of play structures for children. The park has also been going through an intensive turf improvement program. This program is aimed at eliminating the various types of grasses that call Cornell Park home. Once complete, the turf should be in a much improved condition consisting of improved drainage and irrigation treatments. The baseball field at the park also underwent a changeover with new infield dirt, improved lines, and a more even surface for play.

The grand opening of the Ravenswood Park Splash Pad took place on April 30, 2011 with a community wide event. The grand marshal of the event was the splash pad itself, but a BBQ, music, jumping houses, and face painting also took center stage.

As I indicated earlier, this budget represents a balanced budget with revenues matching expenditures. For Fiscal Year 2011-12, while there are a number of recommended changes, however, from an operational standpoint, this budget accurately projects a "status quo" budget. The attached FY 2011-12 Operating, Capital, Capital Replacement and Revenue Budget represents a spending plan that is sustainable based upon revenues meeting expenditures of \$6,229,361.

Proposed FY 2011 – 12 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,425,696
Total Capital Budget	\$1,249,665
Total Infrastructure Replacement Fund	\$320,000
Grand Total Expense Budget	\$5,995,361
Grand Total Revenue	\$5,995,361

This budget represents a considerable effort on behalf of staff as well as the FY 2011-12 Budget Review Committee. Key to the preparation of this budget was to ensure all carry-over projects were properly accounted for, that there are solid revenue projections based upon historic and anticipated revenues, and that spending is prudent and sensible. This budget also includes for the first time an Infrastructure Replacement component that is to be utilized for above and below ground infrastructure replacement needs.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. For FY 2011-12 an overall rate increase of 17% is necessary to provide the revenue stream to fully implement the expenditure portions of this budget.

Overall, revenues are projected to be \$5,995,361, which includes the aforementioned projected rate increase of 17%. For the prior two years, rate increases represented 3% and 9%, respectively. The corporate merger between T-Mobile and AT&T Wireless has resulted in the Slifer Park T-Mobile cellular site being placed on hold for at least the remainder of the 2011 calendar year. As a consequence, I have removed the anticipated revenues from the

proposed budget. If, at a future date, the project moves forward we will be in a position to amend the revenue portion of the budget to account for the funds.

The Operating and Maintenance (O&M) section of the budget is proposed to be \$4,425,696. Increases to the Operating plan can be seen in Salary and Wages where it is proposed that an increase of \$109,589 be authorized over current year projected actuals. This increase represents a variety of factors, including properly accounting for payroll taxes, accurately attributing staff time to landscape related activities, and the elimination of one (1) position and the addition of another position. Additionally, it should be noted that a Classification and Compensation Study was recently completed. The results of that study recommend establishing a benchmark wage schedule, correcting one (1) out of class condition, recommend certain title changes to more accurately reflect the work performed, and make salary adjustments to acknowledge current market conditions and to remain competitive in the job marketplace. It is proposed that the position to be eliminated is an Account Clerk position that became available when a member of the staff accepted a new position with a neighbor agency. This provided the opportunity to readdress current staffing needs. Based upon a variety of factors, including comments raised by the District's financial auditors, the position of Finance Manager is proposed to be added to the District's Position Schedule. Overall, however, staffing is projected to continue with the same number of Full Time Equivalents (FTE) as the current fiscal year. The FY 2011-12 Position Schedule is attached and is a part of the proposed budget.

Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in the increase in the contract with Veolia Water, as well as increases in the "General Repairs" line items. Other notable increases can be seen in Chemicals and Odor Supplies and Office Equipment/Software. In this area, staff is proposing to migrate from "Quick Books" to a Caselle based financial module (the District currently uses Caselle for all water billing) that will provide all of our financial information in one location, provide enhanced GL accounting software, and improve budgeting processes. Currently, Quick Books cannot accommodate these unified services.

The Capital Improvement Program (CIP) proposed expenditures of \$1,249,665, with a large portion of those needs derived from the Water and Wastewater Master Plan studies. While the studies are currently in the review stage, there are certain recommendations that the consultants and staff believed were necessary for inclusion into this FY 2011-12 CIP. Those recommendations include \$835,000 for additional belt presses and bio solids containment areas; and \$40,000 for preliminary work towards the establishment of one (1) additional water well on the west side of town.

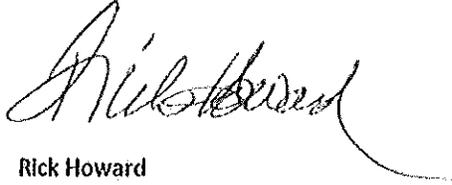
As previously discussed, the budget also includes \$320,000 in an Infrastructure Replacement fund for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically recommended by the Budget Review Committee and I believe this to be a prudent recommendation.

I would also like to point out that this proposed budget does not contain any funds for any future residential or commercial development. All of the included funding requests only meet current obligations.

This budget is a balanced budget where revenues match expenditures, it maintains existing staffing levels while it also provides for improved financial accounting and reporting, and it is a budget that begins to acknowledge some of the capital challenges facing the District.

I would like to thank my staff for all of their assistance that went into this budget, especially Virgil Koehne, Fairin Perez, Liz Hardy, and Callista Anderson. I would also like to recognize the efforts of the FY 2011-12 Budget Review Committee, consisting of Board members Simon and Tetreault and public members Christeen Era, Michael McCleery, and Gaylin Zeigler. Their efforts are appreciated and I am grateful for their assistance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rick Howard", with a long, sweeping underline that extends to the right.

Rick Howard  
General Manager

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



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



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

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

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

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

*District Form of Government*

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

*Population*

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

### Water Services

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

### Wastewater Services

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

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

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

### Parks and Landscaping Services

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

The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the TODBCSD, with the remaining three owned by Contra Costa County, and maintained

under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

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

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

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

Contra Costa County Landscape & Lighting Zone #35:

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

Contra Costa County Landscape & Lighting Zone #57:

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

Contra Costa County Landscape & Lighting Zone #61:

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

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility. The Board has established a Community Center Committee made up of residents and Board members. It is anticipated that the Committee will make a final recommendation to the Board of Directors in December, 2011.

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



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*Town of Discovery Bay Community Services District  
Contra Costa County, California  
The Budget -- All in One Place*



The following pages provide an "All In One Place" overview look at the complete Operating, Capital and Revenue Budgets for Fiscal Year 2011-2012. Individual budget summaries can be found in the succeeding pages of this document.

Obj #	TOWN OF DISCOVERY BAY CSD O&M BUDGET - DRAFT Fiscal Year 2011-12 Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
	<b>Salary &amp; Wages</b>					
7001	Salary & Wages	\$492,397	\$526,000	\$516,870	\$9,130	\$531,551
7005	Overtime	\$0	\$0	\$5,000	(\$5,000)	\$5,000
7007	Auto Allowance			\$4,200	(\$4,200)	\$4,200
7010	Payroll Taxes	\$0	\$0	\$52,607	(\$52,607)	\$53,655
7011	Group Insurance (Partial EE Reimb)		\$52,500	\$22,200	\$30,300	\$44,400
7021	Landscape Related Salary & Wages (Reimb)	\$0	\$121,000	\$107,150	\$13,850	\$157,737
7022	Landscape Related Overtime (Reimb)	\$0	\$0	\$1,000	(\$1,000)	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$0	\$0	\$10,800	(\$10,800)	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$0		\$11,800	(\$11,800)	\$23,600
7030	Worker's Comp	\$0	\$6,000	\$6,000	\$0	\$8,000
	<b>Sub-Total</b>	<b>\$492,397</b>	<b>\$705,500</b>	<b>\$737,027</b>	<b>(\$32,127)</b>	<b>\$847,216</b>
	<b>Board of Directors</b>					
7101	Compensation	\$25,038	\$36,000	\$25,000	\$11,000	\$36,000
7102	Travel & Training	\$312	\$600	\$300	\$300	\$2,500
	<b>Sub-Total</b>	<b>\$25,350</b>	<b>\$36,600</b>	<b>\$25,300</b>	<b>\$11,300</b>	<b>\$38,500</b>
	<b>Contractual Services</b>					
7205	Legal Services	\$87,417	\$80,000	\$76,000	\$4,000	\$80,000
7210	Consulting Services *	\$104,787	\$210,000	\$165,000	\$45,000	\$210,000
7215	Water & Wastewater Services Contract	\$1,079,476	\$1,173,000	\$1,060,000	\$113,000	\$1,148,000
7220	Liability Insurance	\$102,603	\$48,000	\$48,000	\$0	\$50,000
7225	Accounting Financial Services	\$21,025	\$35,000	\$29,580	\$5,420	\$30,000
	<b>Sub-Total</b>	<b>\$1,395,208</b>	<b>\$1,546,000</b>	<b>\$1,378,580</b>	<b>\$167,420</b>	<b>\$1,518,000</b>
	<b>Operations &amp; Maintenance</b>					
7301	General Repairs - Water/Sewer	\$554,147	\$350,000	\$650,000	(\$300,000)	\$550,000
7305	General Repairs - Pumps	\$0	\$150,000	\$115,000	\$35,000	\$100,000
7310	NTR/SIP Testing - RWQCB	\$0	\$15,000	\$0	\$15,000	\$5,000
7312	Preventive & Corrective Fund	\$101,819	\$80,000	\$70,000	\$10,000	\$107,000
7330	Chemicals/Odor Supplies	\$97,797	\$65,000	\$100,000	(\$35,000)	\$100,000
7365	NPDES NOV Fines (e)	\$0	\$25,000	\$15,000	\$10,000	\$25,000
7410	Copier Maintenance	\$4,697	\$4,500	\$3,000	\$1,500	\$4,500
7414	Outsource of Water Billing	0	\$24,000	\$0	\$24,000	\$15,000
7420	Postage	\$0	\$2,500	\$12,000	(\$9,500)	\$2,500
7430	Office Supplies	\$17,497	\$8,000	\$6,500	\$1,500	\$8,000
7440	Public Communications & Noticing	\$13,367	\$5,000	\$4,000	\$1,000	\$5,000
7450	Election Expenses	\$0	\$12,000	\$5,281	\$6,719	\$0
7460	Memberships	\$28,073	\$16,000	\$16,023	(\$23)	\$17,500
7470	Rent - Public Meetings	\$0	\$500	\$0	\$500	\$500
7480	Permits	\$29,233	\$50,000	\$38,000	\$12,000	\$40,000
7490	Travel & Training	\$1,716	\$2,500	\$2,700	(\$200)	\$3,000
7610	Info Systems Maintenance	\$29,109	\$1,000	\$4,500	(\$3,500)	\$2,500
7620	Cellular Communications/Data	\$4,849	\$4,500	\$6,300	(\$1,800)	\$6,500
7535	Electrical Cost (water)	\$328,208	\$300,000	\$335,000	(\$35,000)	\$335,000
7637	Electrical Cost (sewer)	\$371,784	\$325,000	\$370,000	(\$45,000)	\$370,000
7550	Telephone	\$6,371	\$4,000	\$4,200	(\$200)	\$4,800
7620	Special Equipment	\$4,699	\$3,000	\$1,000	\$2,000	\$3,000
7630	Facility Maintenance/Landscape	\$23,632	\$15,000	\$20,000	(\$5,000)	\$15,000
7665	Office Buildings/Improvements	\$21,877	\$10,000	\$6,000	\$4,000	\$10,000
7670	Office Equipment/Software	\$30,035	\$8,000	\$3,500	\$4,500	\$30,000
7680	Office Furnishings	\$1,456	\$1,000	\$397	\$603	\$1,000
7685	Miscellaneous Small Tools	\$6,193	\$3,500	\$6,500	(\$3,000)	\$3,500
7690	Equipment Maintenance/Fuel	\$25,323	\$19,000	\$25,100	(\$6,100)	\$20,000
7925	Miscellaneous Bank Charges	\$0	\$0	\$450	(\$450)	\$500
7950	Miscellaneous Services & Supplies	\$161,203	\$12,000	\$2,000	\$10,000	\$2,500
7951	Miscellaneous Reimbursable	\$0	\$10,000	\$500	\$9,500	\$1,000
7952	Landscape Related Reimbursables	\$0	\$100,000	\$100,000	\$0	\$200,000
7970	Unrecoverable Charges			\$5,000	(\$5,000)	\$5,000
7990	G.F. Expenditures			\$0	\$0	\$0
	<b>Sub-Total</b>	<b>\$1,863,085</b>	<b>\$1,626,000</b>	<b>\$1,927,051</b>	<b>(\$301,951)</b>	<b>\$1,993,300</b>
	<b>Inter-Governmental Charges</b>					
7805	Revenue Collection	\$5,153	\$5,500	\$4,640	\$860	\$6,000
7810-0810	Investment Fee	\$0	\$700	\$400	\$300	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$0	\$0	\$480	(\$480)	\$480
7820	Accounting (A/P, A/R, GL)	\$0	\$2,500	\$2,000	\$500	\$2,000
7825	Public Works - Permits	\$21,180	\$6,000	\$13,000	(\$7,000)	\$10,000
7850	Property Taxes			\$8,313	(\$8,313)	\$10,000
	<b>Sub-Total</b>	<b>\$26,333</b>	<b>\$14,700</b>	<b>\$28,833</b>	<b>(\$14,133)</b>	<b>\$28,680</b>
	<b>TOTAL O&amp;M Budget</b>	<b>\$3,802,373</b>	<b>\$3,028,800</b>	<b>\$4,098,201</b>	<b>(\$160,401)</b>	<b>\$4,425,680</b>

TOWN OF DISCOVERY BAY CSD						
CAPITAL Improvement Program - DRAFT						
Fiscal Year 2011-12						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
<b>SEWER</b>						
0107-008	Wellands Trial @ WWTP #1 - Voted in 3/21/07	\$12,090	\$0		\$0	
0910-001	Carport for Equipment	\$0,427	\$0		\$0	
0910-002	Catch Basin for Vac-Truck	\$55,387	\$0		\$0	
0910-004	Manhole Rehabilitation Project	\$0	\$15,000	\$24,070	(\$9,070)	\$15,000
0910-005	Landscape @ Plant #1	\$2,636	\$5,000	\$0	\$5,000	\$7,000
0910-006	Replace Sewer Main - Discovery Point	\$0	\$0	\$175,550	(\$175,650)	
0910-007	UV System Upgrade	\$457,297	\$0	\$315,027	(\$315,027)	\$23,665
0910-008	Salinity Study Project	\$0	\$200,000	\$0	\$200,000	\$70,000
0910-009	Pumps/Motors Replacement	\$35,470	\$0	\$20,000	(\$20,000)	
0910-010	Wellands	\$8,304	\$85,000	\$0	\$85,000	
1011-001	By-Pass Pipeline	\$0	\$80,000	\$10,708	\$69,292	
1011-002	Upgrade/Replace SCADA PLC's (Multi Year)	\$0	\$20,000	\$0	\$20,000	\$25,000
1011-003	Bio-Solids Pumps (2) Wet Well	\$0	\$22,000	\$0	\$22,000	\$20,000
1011-004	Rehab Lift Station W	\$0	\$60,000	\$500	\$59,500	\$20,000
1011-005	Bypass Valve Lift Station S	\$0	\$12,000	\$0	\$12,000	\$10,000
1011-006	Metal Cover for UV Area *	\$0	\$125,000	\$0	\$125,000	\$25,000
1011-007	Clarifier Cleaning Devices	\$0	\$25,000	\$0	\$25,000	
1011-008	Paving for Bio-Solids Containment Area	\$0	\$15,000	\$0	\$15,000	\$15,000
1011-009	New Moles (2)	\$0	\$80,000	\$78,000	\$2,000	
1011-010	Road Crossing Ramps	\$0	\$25,000	\$0	\$25,000	\$15,000
1011-022	Emergency Sewer Main Repairs - Cherry Hills			\$100,000	(\$100,000)	
1112-001	Trailerred Trash-Pump				\$0	\$20,000
1112-002	Raise Manholes				\$0	\$20,000
1112-003	Beltpress - Bio-solids Area (Multi-year)				\$0	\$800,000
1112-009	Collection System Pump Station Improvements					\$40,000
	<b>Sewer Sub Total</b>	<b>\$581,376</b>	<b>\$760,000</b>	<b>\$723,855</b>	<b>\$46,146</b>	<b>\$1,126,665</b>

TOWN OF DISCOVERY BAY GSD CAPITAL Improvement Program - DRAFT Fiscal Year 2011-12						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
<b>WATER</b>						
0105-003	Develop Water Meter Plan	\$592			\$0	
0809-002	Well #6 Design & Drill Test Hole	\$476,616	\$0		\$0	
0910-011	Security Door Locks (12)	\$12,980	\$0,000		\$0,000	\$8,000
0910-012	Ladder Vandal Guard	\$0	\$2,000		\$2,000	\$10,000
0910-013	Pumps / Motors Replacement	\$2,972	\$0		\$0	
0910-014	Water Meter Program (Multi-Year)	\$63,079	\$500,000	\$21,360	\$478,640	\$500,000
0910-000	Water Meter Program: Reimbursements		-\$500,000	\$0	(\$500,000)	(\$500,000)
1011-011	Filter Media Replacement		\$40,000	\$45,769	(\$5,769)	
1011-013	Rehabilitate Well(s)		\$30,000	\$10,335	\$19,665	\$30,000
1011-015	Water Meter Trailer		\$20,000	\$0	\$20,000	\$0
1112-006	New Well #7 (Multi-Year)				\$0	\$40,000
1112-008	Install Water Well Transducers & Wellhead Survey					\$36,000
	<b>Water Sub Total</b>	<b>\$556,238</b>	<b>\$98,000</b>	<b>\$77,464</b>	<b>\$20,636</b>	<b>\$124,000</b>
<b>MISC.</b>						
0910-016	Replace District Office Roof	\$0	\$0	\$20,000	(\$20,000)	
0910-017	Forklift	\$7,261			\$0	
1011-016	Pickup Truck (1)		\$20,000	\$0	\$20,000	
1011-017	K-Rail for Bulk Material		\$15,000	\$0	\$15,000	
1011-018	Portable Message Units		\$30,000	\$0	\$30,000	\$0
1011-019	GPS Tracking Device		\$12,000	\$0	\$12,000	
1011-020	Replace Fence Near Marina		\$15,000	\$0	\$15,000	
1011-021	New Chairs for Board Room		\$6,000	\$0	\$6,000	
	<b>Misc. Sub Total</b>	<b>\$7,261</b>	<b>\$98,000</b>	<b>\$20,000</b>	<b>\$78,000</b>	<b>\$0</b>
	<b>Total Capital Budget</b>	<b>\$1,143,865</b>	<b>\$986,000</b>	<b>\$821,319</b>	<b>\$143,681</b>	<b>\$1,240,665</b>

Infrastructure Replacement Fund						
R1112-008	Sewer Infrastructure Replacement Program					\$150,000
R1112-009	Pumps/Motors Replacement Program					\$40,000
R1011-010	Water Infrastructure Replacement Program		\$50,000	\$0	\$50,000	\$100,000
R1112-011	Facilities and Vehicles Replacement Fund					\$30,000
	<b>Total Replacement Fund</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$320,000</b>
	<b>Total Replacement Fund &amp; Capital Budget</b>	<b>\$1,143,865</b>	<b>\$1,016,000</b>	<b>\$821,319</b>	<b>\$193,681</b>	<b>\$1,569,665</b>

TOWN OF DISCOVERY BAY CSD						
REVENUE PROJECTIONS - DRAFT						
Fiscal Year 2011-12						
Acct#	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
9000	Revenue					
9110	General Fund			\$2,000	\$2,000	\$0
9210	Property Tax Revenue		\$4,165,000	\$4,120,050	(\$44,950)	\$4,764,067
9220	Commercial Water & Sewer		\$240,000	\$240,000	\$0	\$365,312
9230	Residential Water		\$372,000	\$432,000	\$60,000	\$436,630
9240	Sewer/Water Permits		\$1,150	\$950	(\$200)	\$0
9250	Sewer Capacity Fee		\$2,789	\$0	(\$2,789)	\$0
9260	Water Capacity Fee		\$297	\$0	(\$297)	\$0
9270	Investments/CCC		\$10,778	\$8,000	(\$2,778)	\$10,000
9310	Misc. Reimbursements		\$39,882		(\$39,882)	\$10,000
9320	Misc Receivables		\$13,686	\$2,000	(\$11,686)	\$2,000
9410	EE Group Insurance Contributions		\$0	\$8,690	\$8,690	\$17,052
9420	Landscape Related Payroll Reimbursements			\$118,950	\$118,950	\$176,810
9430	Landscape Related Reimbursements			\$100,000	\$100,000	\$200,000
9450	Landscape Related Group Ins (Partial EE Reimb)			\$6,110	\$6,110	\$23,600
	Contribution from Reserves		\$0	\$100,000	\$100,000	
	<b>GRAND TOTAL REVENUE</b>	<b>\$0</b>	<b>\$4,845,682</b>	<b>\$6,138,650</b>	<b>\$293,068</b>	<b>\$6,995,361</b>

TOWN OF DISCOVERY BAY CSD						
SUMMARY 2010/2011						
		2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
	TOTAL O&M BUDGET	\$3,802,373	\$3,028,800	\$4,098,201	(\$169,401)	\$4,425,098
	TOTAL CAPITAL BUDGET	\$1,143,866	\$965,000	\$821,319	\$143,681	\$1,240,065
	TOTAL REPLACEMENT FUND	\$0	\$50,000	\$0	\$50,000	\$320,000
	CONTRIBUTION TO RESERVES		\$0	\$100,000	(\$100,000)	
	<b>GRAND TOTAL EXPENSE BUDGETS</b>	<b>\$4,946,238</b>	<b>\$4,893,800</b>	<b>\$5,019,510</b>	<b>(\$75,810)</b>	<b>\$5,995,361</b>
	<b>GRAND TOTAL REVENUE BUDGETS</b>	<b>\$0</b>	<b>\$4,845,682</b>	<b>\$6,138,650</b>	<b>\$293,068</b>	<b>\$6,995,361</b>
	<b>VARIANCE</b>	<b>(\$4,946,238)</b>	<b>(\$48,218)</b>	<b>\$119,040</b>	<b>\$217,268</b>	<b>\$0</b>
	Rebudget Remaining Funds				\$217,268	

* Encumbrance(s) Carry Over (Re-Budget): Listing of Carry-Overs		Remaining Funds Carried Over/Reallocated	
<u>Capitol Projects</u>		Rebudget Remaining Funds from 2010/2011	
0910-007	McFadden Retention UV 3000+ \$ 23,665	Total moved to Revenue Acct# 9999 \$39,499	
1011-006	McFadden Change Order - UV Cover \$ 25,000	Remaining Funds from DRAFT Budget 2011/2012	
	Sub-Total... \$ 48,665	Total moved to Acct# R112-016 \$100,000	
<u>Consulting Services</u>		<u>Consulting Services DRAFT 2011/2012</u>	
7210	Herwit Engineering (WWMP) \$ 20,000	7210 Herwit Engineering	\$ 75,000
7210	Luhdorff Scalmanini (WMP) \$ 30,000	7210 Luhdorff Scalmanini	\$ 60,000
7210	Misc. Small Contracts \$ 10,000	7210 Hornberger Engineering	\$ 15,000
	Sub-Total... \$ 60,000	7210 Misc. Small Contracts	\$ 10,000
	Carry-Over Total... \$ 108,665	Sub-Total... \$	150,000
(This total included in Remaining Funds from 2010/2011)		(This total included in O&M Budget for 2011/2012)	

*Town of Discovery Bay Community Services District  
 Contra Costa County, California  
 Revenues -- "Where the money comes from"*

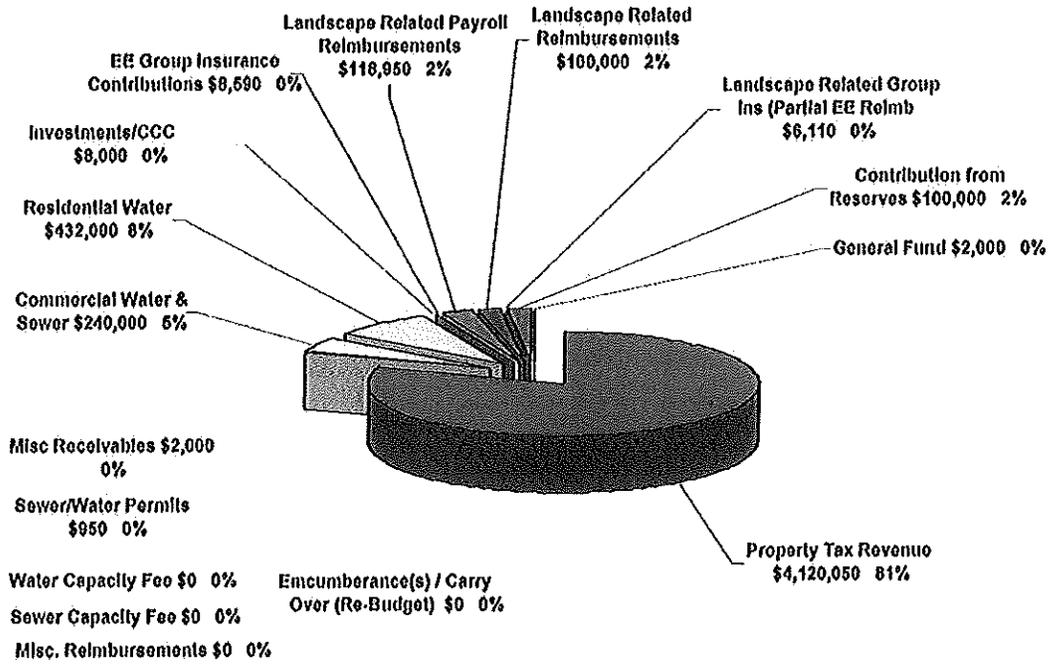


The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and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

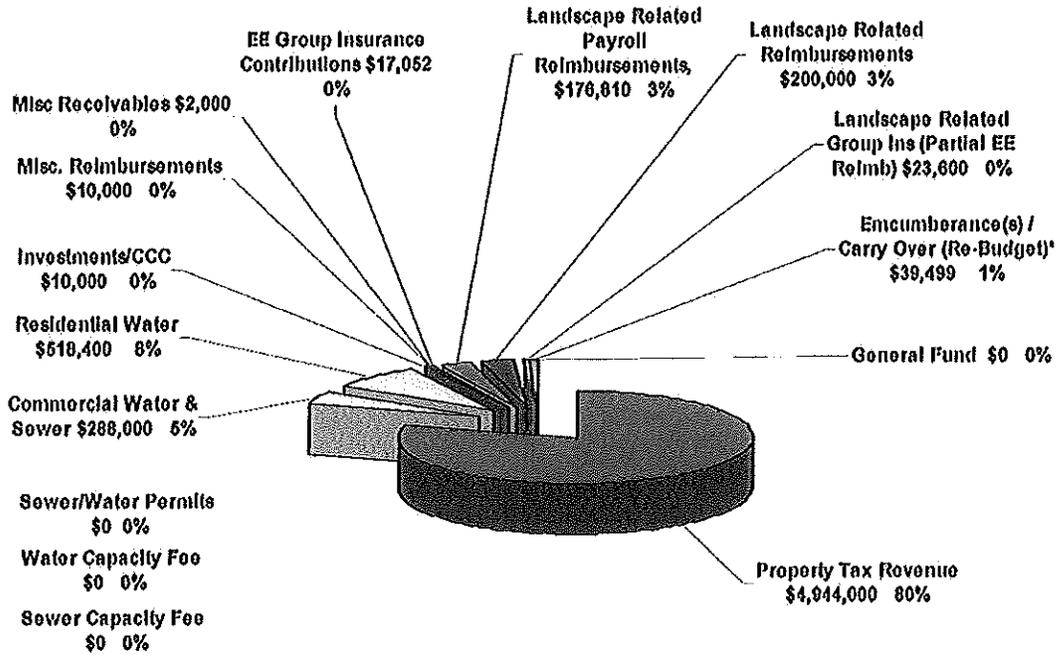
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

REVENUE PROJECTIONS - DRAFT Fiscal Year 2011-12 Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
<b>Revenue</b>					
General Fund			\$2,000	\$2,000	\$0
Property Tax Revenue	\$3,822,128	\$4,165,000	\$4,120,050	(\$44,950)	\$4,754,057
Commercial Water & Sewer	\$233,498	\$240,000	\$240,000	\$0	\$365,312
Residential Water	\$342,509	\$372,000	\$432,000	\$60,000	\$436,530
Sewer/Water Permits	\$1,150	\$1,150	\$950	(\$200)	\$0
Sewer Capacity Fee	\$2,789	\$2,789	\$0	(\$2,789)	\$0
Water Capacity Fee	\$297	\$297	\$0	(\$297)	\$0
Investments/CCC	\$10,778	\$10,778	\$8,000	(\$2,778)	\$10,000
Misc. Reimbursements	\$91,100	\$39,882		(\$39,882)	\$10,000
Misc Receivables	\$13,910	\$13,686	\$2,000	(\$11,686)	\$2,000
EE Group Insurance Contributions		\$0	\$8,590	\$8,590	\$17,052
Landscape Related Payroll Reimbursements			\$118,950	\$118,950	\$176,810
Landscape Related Reimbursements			\$100,000	\$100,000	\$200,000
Landscape Related Group Ins (Partial EE Reimb)			\$6,110	\$6,110	\$23,600
Contribution from Reserves		\$0	\$100,000	\$100,000	
<b>GRAND TOTAL REVENUE</b>	<b>\$4,618,167</b>	<b>\$4,845,682</b>	<b>\$6,138,650</b>	<b>\$293,068</b>	<b>\$5,995,361</b>

### REVENUE Projected Actuals FY 2010/2011



### REVENUE - Proposed FY 2011/2012



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



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



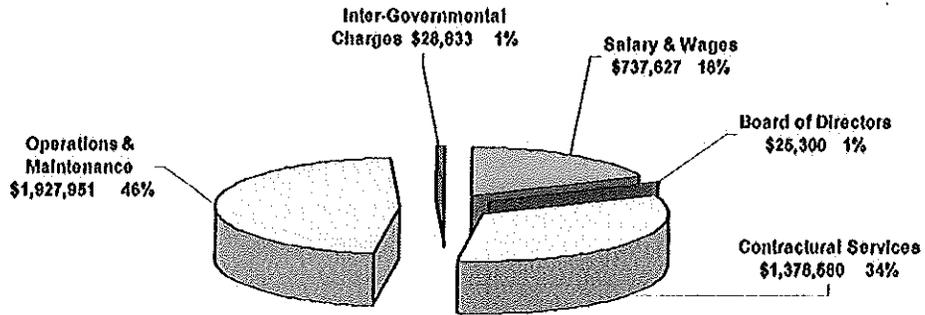
The Operations and Maintenance Budget for the Fiscal Year 2011-12 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

The Operations and Maintenance (O&M) program has a proposed spending plan of \$4,425,696. Increases to the O&M program are evident in the Salary and Wages section where an increase of \$109,589 is proposed over current year projected actuals. This increase represents a variety of factors, including properly accounting for payroll taxes, accurately attributing staff time to landscape related activities, and the elimination of one position and the addition of another position. Also included in Salary and Wages are the recommendations of a Classification and Compensation Study that recommend the establishment of a benchmark wage schedule. The study recommends correcting one out of class condition, certain title changes to more accurately reflect work performed, and salary adjustments to acknowledge current market conditions necessary remain competitive in the job marketplace. It is proposed that an Account Clerk position be eliminated. That position is presently vacant due to a resignation resulting from the employee locating employment from a neighbor public agency. Based upon a variety of factors, including comments raised by the District's financial auditors, the position of Finance Manager is proposed to be added to the District's Position Schedule. Overall, however, staffing is projected to continue with the same number of Full Time Equivalents (FTE) as the current fiscal year.

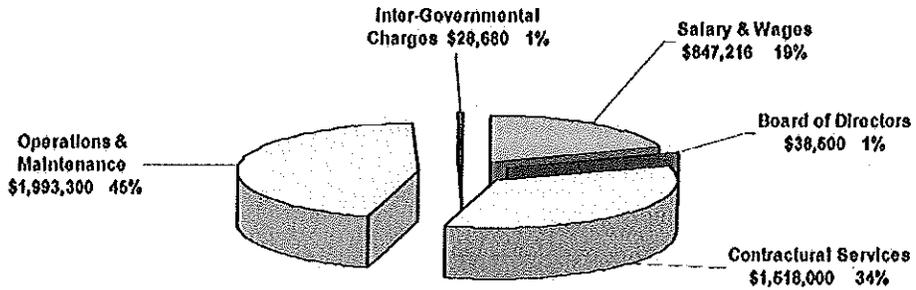
Other areas of increased spending in the proposed O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in the increase in the contract with Veolia Water, as well as increases in the "General Repairs" and Electricity line items. Other notable increases can be seen in Chemicals and Odor Supplies and Office Equipment/Software. In this area, staff is proposing to migrate from "Quick Books" to a Caselle based financial module (the District currently uses Caselle for all water billing) that will provide all of our financial information in one location, provide enhanced GL accounting software, and improve budgeting processes.

Operations and Maintenance Budget Fiscal Year 2011-12 Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 DRAFT Budget
<b>Salary &amp; Wages</b>					
Salary & Wages	\$492,397	\$526,000	\$516,070	\$9,130	\$531,651
Overtime	\$0	\$0	\$5,000	(\$5,000)	\$5,000
Auto Allowance			\$4,200	(\$4,200)	\$4,200
Payroll Taxes	\$0	\$0	\$52,607	(\$52,607)	\$53,655
Group Insurance (Partial EE Reimb)		\$52,500	\$22,200	\$30,300	\$44,400
Landscape Related Salary & Wages (Reimb)	\$0	\$121,000	\$107,150	\$13,850	\$157,737
Landscape Related Overtime (Reimb)	\$0	\$0	\$1,000	(\$1,000)	\$3,000
Landscape Related Payroll Taxes (Reimb)	\$0	\$0	\$10,800	(\$10,800)	\$10,073
Landscape Related Group Ins (Partial EE Reimb)	\$0	\$0	\$11,800	(\$11,800)	\$23,600
Worker's Comp	\$0	\$6,000	\$6,000	\$0	\$8,000
<b>Sub-Total</b>	<b>\$492,397</b>	<b>\$706,500</b>	<b>\$737,627</b>	<b>(\$32,127)</b>	<b>\$847,216</b>
<b>Board of Directors</b>					
Compensation	\$25,038	\$38,000	\$25,000	\$11,000	\$38,000
Travel & Training	\$312	\$600	\$300	\$300	\$2,500
<b>Sub-Total</b>	<b>\$26,350</b>	<b>\$38,600</b>	<b>\$26,300</b>	<b>\$11,300</b>	<b>\$38,500</b>
<b>Contractual Services</b>					
Legal Services	\$87,417	\$80,000	\$78,000	\$4,000	\$80,000
Consulting Services *	\$104,787	\$210,000	\$165,000	\$45,000	\$210,000
Water & Wastewater Services Contract	\$1,070,476	\$1,173,000	\$1,060,000	\$113,000	\$1,148,000
Liability Insurance	\$102,503	\$48,000	\$48,000	\$0	\$50,000
Accounting Financial Services	\$21,025	\$35,000	\$29,580	\$5,420	\$30,000
<b>Sub-Total</b>	<b>\$1,395,208</b>	<b>\$1,546,000</b>	<b>\$1,376,580</b>	<b>\$167,420</b>	<b>\$1,518,000</b>
<b>Operations &amp; Maintenance</b>					
General Repairs - Water/Sewer	\$554,147	\$350,000	\$650,000	(\$300,000)	\$550,000
General Repairs - Pumps	\$0	\$150,000	\$115,000	\$35,000	\$100,000
NTR/SIP Testing - RWQCB	\$0	\$15,000	\$0	\$15,000	\$5,000
Preventive & Corrective Fund	\$101,819	\$80,000	\$70,000	\$10,000	\$107,000
Chemicals/Odor Supplies	\$97,797	\$65,000	\$100,000	(\$35,000)	\$100,000
NPDES NOV Fines (\$)	\$0	\$25,000	\$15,000	\$10,000	\$25,000
Copier Maintenance	\$1,697	\$4,500	\$3,000	\$1,500	\$4,500
Outsource of Water Billing	0	\$24,000	\$0	\$24,000	\$15,000
Postage	\$0	\$2,500	\$12,000	(\$9,500)	\$2,500
Office Supplies	\$17,497	\$8,000	\$6,500	\$1,500	\$8,000
Public Communications & Noticing	\$13,367	\$5,000	\$4,000	\$1,000	\$5,000
Election Expenses	\$0	\$12,000	\$5,281	\$6,719	\$0
Memberships	\$28,073	\$18,000	\$16,023	(\$23)	\$17,500
Rent - Public Meetings	\$0	\$500	\$0	\$500	\$500
Permits	\$29,233	\$50,000	\$38,000	\$12,000	\$40,000
Travel & Training	\$1,716	\$2,500	\$2,700	(\$200)	\$3,000
Info Systems Maintenance	\$29,109	\$1,000	\$4,500	(\$3,500)	\$2,500
Cellular Communications/Data	\$4,849	\$4,500	\$6,300	(\$1,800)	\$6,500
Electrical Cost (water)	\$328,208	\$300,000	\$335,000	(\$35,000)	\$335,000
Electrical Cost (sewer)	\$371,784	\$325,000	\$370,000	(\$45,000)	\$370,000
Telephone	\$6,371	\$4,000	\$4,200	(\$200)	\$4,800
Special Equipment	\$4,699	\$3,000	\$1,000	\$2,000	\$3,000
Facility Maintenance/Landscape	\$23,632	\$15,000	\$20,000	(\$5,000)	\$15,000
Office Buildings/Improvements	\$21,877	\$10,000	\$6,000	\$4,000	\$10,000
Office Equipment/Software	\$30,035	\$8,000	\$3,500	\$4,500	\$30,000
Office Furnishings	\$1,456	\$1,000	\$397	\$603	\$1,000
Miscellaneous Small Tools	\$6,103	\$3,500	\$6,500	(\$3,000)	\$3,500
Equipment Maintenance/Fuel	\$25,323	\$19,000	\$25,100	(\$6,100)	\$20,000
Miscellaneous Bank Charges	\$0	\$0	\$450	(\$450)	\$500
Miscellaneous Services & Supplies	\$161,203	\$12,000	\$2,000	\$10,000	\$2,500
Miscellaneous Reimbursable	\$0	\$10,000	\$500	\$9,500	\$1,000
Landscape Related Reimbursables	\$0	\$100,000	\$100,000	\$0	\$200,000
Unrecoverable Charges			\$5,000	(\$5,000)	\$5,000
G.F. Expenditures			\$0	\$0	\$0
<b>Sub-Total</b>	<b>\$1,863,086</b>	<b>\$1,626,000</b>	<b>\$1,927,951</b>	<b>(\$301,951)</b>	<b>\$1,993,300</b>
<b>Inter-Governmental Charges</b>					
Revenue Collection	\$5,153	\$5,500	\$4,640	\$860	\$6,000
Investment Fee	\$0	\$700	\$400	\$300	\$200
Data Processing/Payroll Wire Transfer Fees	\$0	\$0	\$480	(\$480)	\$480
Accounting (A/P, A/R, GL)	\$0	\$2,500	\$2,000	\$500	\$2,000
Public Works - Permits	\$21,180	\$8,000	\$13,000	(\$7,000)	\$10,000
Property Taxes			\$8,313	(\$8,313)	\$10,000
<b>Sub-Total</b>	<b>\$26,333</b>	<b>\$14,700</b>	<b>\$28,833</b>	<b>(\$14,133)</b>	<b>\$28,880</b>
<b>TOTAL O&amp;M Budget</b>	<b>\$3,802,373</b>	<b>\$3,928,800</b>	<b>\$4,098,291</b>	<b>(\$160,491)</b>	<b>\$4,425,696</b>

**O & M Projected FY 2010/2011**



**O & M Proposed FY 2011/2012**



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



The Capital Improvement Program for Fiscal Year 2011-2012 is valued at \$1,569,665 and includes funding necessary to properly service, maintain and support the basic functions of District operations.

The CIP is broken down into four distinct areas – Wastewater Collection and Treatment; Domestic Water Production; Miscellaneous; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure and do not include any funds to accommodate future development.

It is anticipated that once the Water and Wastewater Master Plans that were commissioned late in the prior fiscal year are complete and have been reviewed by the Board of Directors and receive public input, the plans will be adopted and the capital component of each plan will be addressed separately. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

*Wastewater Collection and Treatment – Capital Improvements*

The Wastewater Collection and Treatment CIP represent fifteen (15) projects at a total combined cost of \$1,125,665. Included in the CIP is \$48,665 in carry-over funds necessary to close out two (2) projects associated with the UV Disinfectant system. There are five (4) projects that allocate \$57,000 for facility enhancements and operational efficiency; eight (8) projects that total \$950,000 and are necessary to meet current daily demands; and one (1) project study in the amount of \$70,000.

*Domestic Water Production; Capital Improvements*

The CIP for Domestic Water production includes five (5) projects at total combined cost of \$124,000. The projects include \$18,000 for safety and operational efficiency; \$30,000 for the rehabilitation of Well 5A; \$36,000 to install well transducers and complete a well head survey to ensure long term well sustainability; and \$40,000 for site selection and test drilling for a new Well 7.

*Miscellaneous: Capital Improvements*

There are no Miscellaneous Capital Projects proposed for the FY 2011-12.

*Infrastructure Replacement Fund*

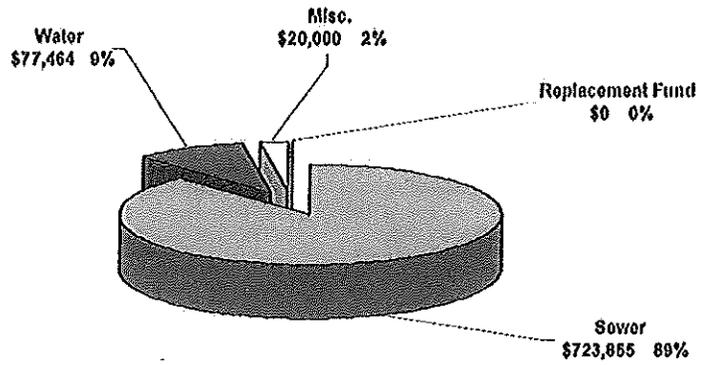
The addition of the Infrastructure Replacement Fund allocates \$320,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; and Facilities and Vehicles Replacement.

<b>CAPITAL Improvement Program</b>			<b>2010/2011</b>	<b>2010/2011</b>	<b>2011/2012</b>
<b>Fiscal Year 2011-12</b>	<b>2009/2010</b>	<b>2010/2011</b>	<b>Projected</b>	<b>Year End</b>	<b>DRAFT</b>
<b>Account Description</b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>ACTUALS</b>	<b>Varlance</b>	<b>Budget</b>
<b>SEWER</b>					
Carport for Plant 2 for Equipment	\$765				
Wetlands Trial @ WWTP #1 - Voted in 3/21/07	\$12,090				
Carport for Equipment	\$9,427				
Catch Basln for Vactor - Truck	\$55,387				
Manhole Rehabilitation Project		\$15,000	\$24,070	(\$9,070)	\$15,000
Landscape @ Plant #1	\$2,636	\$5,000	\$0	\$5,000	\$7,000
Replace Sewer Main			\$175,550	(\$175,550)	
UV System *	\$457,297	\$0	\$315,027	(\$315,027)	\$23,665
Salinity Study Project		\$200,000	\$0	\$200,000	\$70,000
Pumps/Motors Replacement	\$35,470	\$0	\$20,000	(\$20,000)	
Wetlands	\$8,304	\$85,000	\$0	\$85,000	
By-Pass Pipeline		\$80,000	\$10,708	\$69,292	
Upgrade/Replace SCADA PLC's (Multi Year)		\$20,000	\$0	\$20,000	\$25,000
Bio-Solids Pumps (2) Wet Well		\$22,000	\$0	\$22,000	\$20,000
Rehab Lift Station W		\$60,000	\$500	\$59,500	\$20,000
Bypass Valve Lift Station S		\$12,000	\$0	\$12,000	\$10,000
Metal Cover for UV Area		\$125,000	\$0	\$125,000	\$25,000
Clarifier Cleaning Devices		\$25,000	\$0	\$25,000	
Paving for Bio-Solids Containment Area		\$15,000	\$0	\$15,000	\$15,000
New Moles (2)		\$80,000	\$78,000	\$2,000	
Road Crossing Ramps		\$25,000	\$0	\$25,000	\$15,000
Emergency Sewer Main Repalrs - Cherry Hills			\$100,000	(\$100,000)	
Trallered Trash-Pump				\$0	\$20,000
Raise Manholes				\$0	\$20,000
Belt press – Bio solids (Multi-year)				\$0	\$800,000
Collection System Pump Station Improvements					\$40,000
<b>Sewer Sub Total</b>	<b>\$581,376</b>	<b>\$769,000</b>	<b>\$723,855</b>	<b>\$45,145</b>	<b>\$1,125,665</b>

<b>CAPITAL Improvement Program</b>			<b>2010/2011</b>	<b>2010/2011</b>	<b>2011/2012</b>
<b>Fiscal Year 2011-12</b>	<b>2009/2010</b>	<b>2010/2011</b>	<b>Projected</b>	<b>Year End</b>	<b>DRAFT</b>
<b>Account Description</b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>ACTUALS</b>	<b>Varlance</b>	<b>Budget</b>
<b>WATER</b>					
Develop Water Meter Plan	\$592				
Well #6 Design & Drill Test Hole	\$475,615	\$0		\$0	
Security Door Locks (12)	\$12,980	\$6,000		\$6,000	\$8,000
Ladder Vandal Guard		\$2,000		\$2,000	\$10,000
Pumps / Motors Replacement	\$2,972				
Water Meter Program (Multi-Year)	\$63,079	\$500,000	\$21,360	\$478,640	\$500,000
Water Meter Program: Reimbursements		-\$500,000	\$0	(\$500,000)	(\$500,000)
Filter Media Replacement		\$40,000	\$45,769	(\$5,769)	
Rehabilitate Well 5		\$30,000	\$10,335	\$19,665	\$30,000
Water Meter Traller		\$20,000	\$0	\$20,000	
New Well #7 (Multi-Year)					\$40,000
Well Transducers & Wellhead Survey					\$36,000
<b>Water Sub Total</b>	<b>\$555,238</b>	<b>\$98,000</b>	<b>\$77,464</b>	<b>\$20,536</b>	<b>\$124,000</b>
<b>MISCELLANEOUS</b>					
Replace District Office Roof			\$20,000	(\$20,000)	
Forklift	\$7,251			\$0	
Pickup Truck (1)		\$20,000	\$0	\$20,000	
K-Rail for Bulk Material		\$15,000	\$0	\$15,000	
Portable Message Units		\$30,000	\$0	\$30,000	
GPS Tracking Device		\$12,000	\$0	\$12,000	
Replace Fence Near Marina		\$15,000	\$0	\$15,000	
New Chairs for Board Room		\$6,000	\$0	\$6,000	
<b>Miscellaneous Sub Total</b>	<b>\$7,251</b>	<b>\$98,000</b>	<b>\$20,000</b>	<b>\$78,000</b>	<b>\$0.0</b>
<b>Total Capital Improvement Program Budget</b>	<b>\$1,143,865</b>	<b>\$965,000</b>	<b>\$821,319</b>	<b>\$143,681</b>	<b>\$1,249,665</b>
<b>Infrastructure Replacement Fund</b>					
Sewer Infrastructure Replacement Program					\$150,000
Pumps/Motors Replacement Program					\$40,000
Water Infrastructure Replacement Program		\$50,000	\$0	\$50,000	\$100,000
Facillties and Vehicles Replacement Fund					\$320,000
<b>Total Replacement Fund</b>		<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$320,00</b>
<b>Total Infrastructure Replacement &amp; Capital Improvement Program Budget</b>	<b>\$1,143,865</b>	<b>\$1,015,000</b>	<b>\$821,319</b>	<b>\$193,681</b>	<b>\$1,573,706</b>

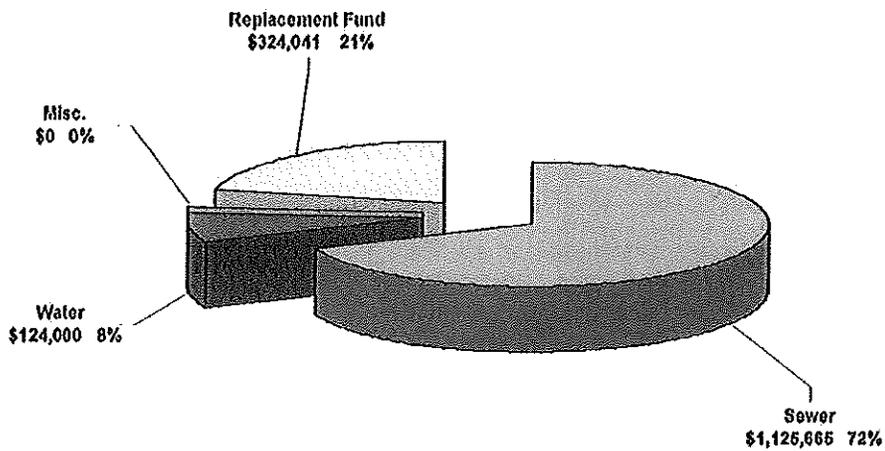
**CAPITAL PROGRAM PROJECTED ACTUALS**

**FY 2010/2011**



**CAPITAL IMPROVEMENT PROGRAM**

**FY 2011/2012**



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



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

During the winter of 2011, District staff, with the support of a human resources professional, initiated a "Class and Compensation" study aimed at identifying the types of positions at the District and the type of work performed. This information was then compared through a series of "Benchmark" positions of other public agencies in our area. The result of the study identified a classification and salary schedule that will become the basis of the District's compensation program. After discussion with the Board of Directors and at the recommendation of the General Manager, it was determined to establish the proposed Wage Schedule. The wage schedule identifies salary ranges, with a minimum to maximum wage range. The complete Salary Range Table is a part of this document and is listed as Exhibit B.

The results of the Classification and Compensation study recommended the elimination of (1) position and the addition of another position, correcting one (1) out of class condition, certain title changes to more accurately reflect the work performed, and adjust salaries to acknowledge current market conditions and to remain competitive in the job marketplace. The position eliminated is an Account Clerk position and the position to be added is a Financial Manager position. Overall, there is no change to the total number of "Full Time Equivalents".

**Proposed Salary Schedule**

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bi-monthly	Monthly	Annual	Hourly	Bi-monthly	Monthly	Annual
Account Clerk	135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144

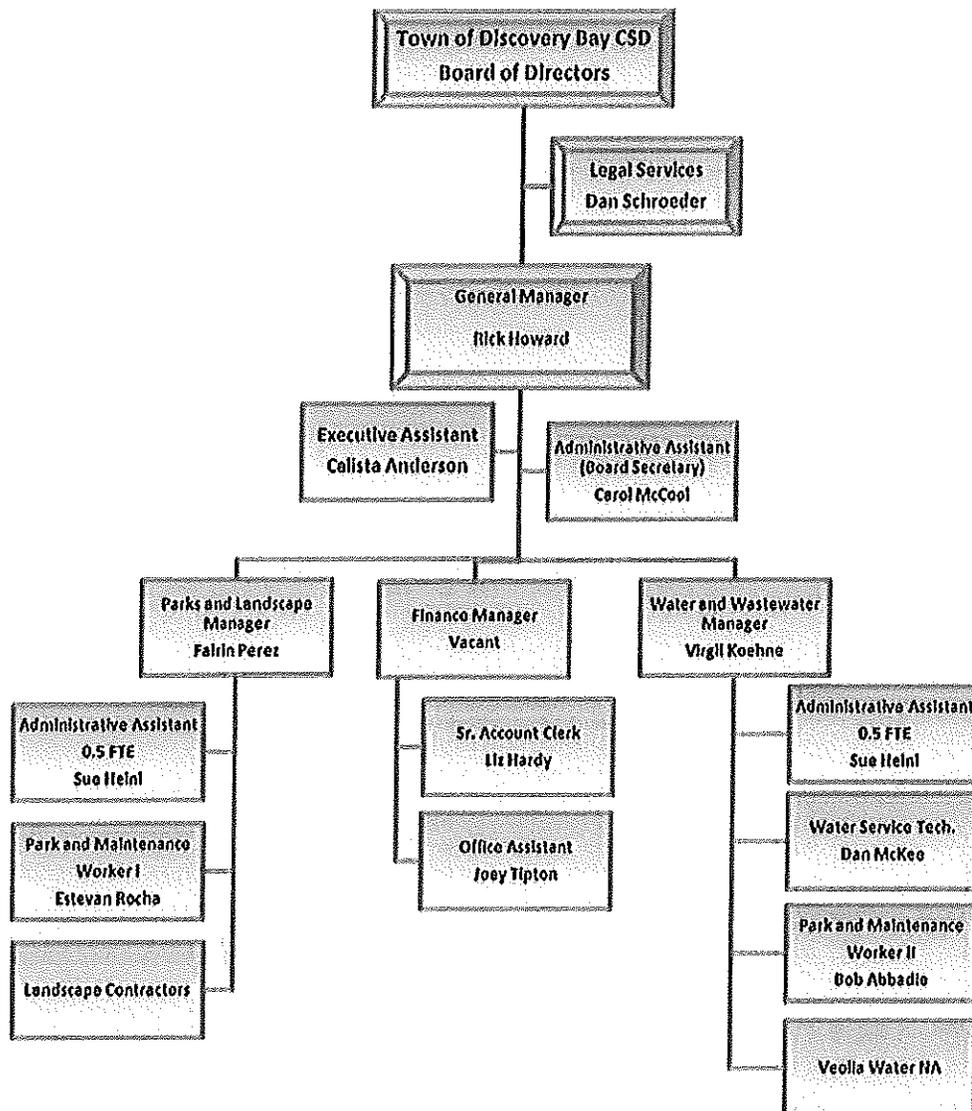
*Town of Discovery Bay Community Services District  
Contra Costa County, California*



**FY 2011-12 Authorized Positions  
Regular Positions/Full Time Equivalent (FTE's)**

	Actual	Actual	Proposed
Position Title	FY 2009-10	FY 2010-11	FY 2011-12
Director	5.0	5.0	5.0
General Manager	1.0	1.0	1.0
Water and Wastewater Manager	0.0	1.0	1.0
Landscape Manager	1.0	1.0	0.0
Finance Manager	0.0	0.0	1.0
Parks and Landscape Manager	0.0	0.0	1.0
Administrative Assistant	3.0	3.0	2.0
Executive Assistant	0.0	0.0	1.0
Office Clerk	1.0	1.0	0.0
Office Assistant	0.0	0.0	1.0
Account Clerk	1.0	1.0	0.0
Sr. Account Clerk	1.0	1.0	1.0
Water Services Worker	1.0	1.0	0.0
Water Services Technician	0.0	0.0	1.0
Parks and Maintenance Worker I	1.0	1.0	1.0
Parks and Maintenance Worker II	1.0	1.0	1.0
<b>Totals</b>	<b>16.0</b>	<b>17.0</b>	<b>17.0</b>

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



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



**Proposed Salary and Wages with Date of Last Wage Increase**

<b>Job Title</b>	<b>Date of Last Rate Change</b>	<b>Prior Wage Rate Change</b>	<b>Current Rate</b>	<b>Proposed Wage Rate</b>	<b>Proposed Range #</b>
Office Assistant	5/3/2010	\$ 14.50	\$ 14.50	\$ 16.78	131
Administrative Assistant	9/3/2010	\$ 18.70	\$ 18.70	\$ 20.45	139
Administrative Assistant	2/1/2011	\$ 18.00	\$ 18.00	\$ 20.45	139
Executive Assistant	8/5/2009	\$ 20.18	\$ 22.50	\$ 25.53	148
Finance Manager	7/1/2011	\$	\$	\$ 33.65	517
Senior Account Clerk	8/5/2009	\$ 16.95	\$ 20.00	\$ 20.45	139
Account Clerk	10/26/2009	\$ 17.00	\$ 17.00	\$ 18.52	135
Parks and Landscape Mgr.	12/7/2009	\$ 24.81	\$ 24.81	\$ 29.69	517
Water and Wastewater Mgr.	8/6/2008	\$ 43.27	\$ 44.95	\$ 44.95	517
Parks and Maintenance I	5/17/2010	\$ 15.00	\$ 15.00	\$ 16.78	131
Parks and Maintenance II	8/5/2009	\$ 17.28	\$ 18.00	\$ 19.95	138
Water Services Technician	8/6/2008	\$ 25.00	\$ 25.75	\$ 25.75	144
Construction Manager	3/16/2000	\$ 60.00	\$ 60.00	\$ 60.00	541
General Manager	6/14/2010	\$ 56.97	\$ 56.97	\$ 56.97	541

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



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



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

**Discovery Bay Landscape & Lighting Zone #8:**

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

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

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

**Contra Costa County Landscape & Lighting Zone #35:**

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

**Contra Costa County Landscape & Lighting Zone #57:**

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

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

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

Obj #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11	Estimated Year-End	2011/2012 Proposed Budget
				2010/2011 ACTUALS		
Discovery Bay Landscape & Lighting District #8 O & M PROPOSED BUDGET 2011/2012						
<b>Salary &amp; Wages</b>						
2310	Staff Payroll	\$52,461	\$72,000	\$37,704	\$ 65,000	\$93,760
	<b>Sub-Total</b>	<b>\$52,461</b>	<b>\$72,000</b>	<b>\$37,704</b>	<b>\$ 65,000</b>	<b>\$93,760</b>
<b>Contractual Services</b>						
2310	Professional/Specialized Services	\$13,864	\$8,100	\$935	\$ 3,600	\$8,000
2360	Insurance	\$10,369	\$5,200	\$1,315		\$5,000
	<b>Sub-Total</b>	<b>\$24,233</b>	<b>\$13,300</b>	<b>\$2,250</b>	<b>\$ 3,600</b>	<b>\$13,000</b>
<b>Operations &amp; Maintenance</b>						
2100	Office Expenses, Supplies	\$1,321	\$1,250	\$934	\$ 1,250	\$1,250
2102	Books, Periodicals & Subscriptions	\$25	\$200	\$160	\$ 160	\$200
2103	Postage	\$21	\$50	\$11	\$ 50	\$50
2110	Communications	\$1,180	\$600	\$265	\$ 600	\$1,765
2120	Utilities (Street Lights, Water, Garbage)	\$97,019	\$100,000	\$64,766	\$ 100,000	\$108,600
2130	Small Tools & Instruments	\$874	\$1,850	\$882	\$ 1,700	\$2,000
2131	Minor Equipment, Furniture less than \$1,000	\$1,000	\$350	\$178	\$ 350	\$500
2170	Household Items	\$1,095	\$1,400	\$1,162	\$ 1,400	\$1,750
2190	Public Notices	\$633	\$150	\$0	\$ 300	\$300
2200	Memberships	\$200	\$300	\$160	\$ 250	\$250
2250	Rent & Lease of Equipment	\$95	\$500	\$154	\$ 500	\$500
2251	Computer Software	\$0	\$0	\$0	\$ -	\$0
2270	Maintenance of Equipment	\$1,858	\$950	\$90	\$ 500	\$1,000
2271	Automotive Supplies & Repairs	\$9	\$2,000	\$1,384	\$ 2,000	\$2,000
2272	Gasoline	\$2,691	\$4,000	\$1,715	\$ 3,500	\$3,500
2281	Maintenance of Buildings	\$5,402	\$5,300	\$3,148	\$ 5,300	\$5,400
2282	Grounds Maintenance	\$197,484	\$205,000	\$121,005	\$ 205,000	\$212,000
2284	Requested Maintenance from County	\$0	\$0	\$0	\$ -	\$0
2301	Employee Auto Mileage - Reimbursement	\$790	\$100	\$36	\$ 75	\$100
2303	Other Travel Employee Expenses	\$102	\$750	\$389	\$ 750	\$1,500
2470	Road/Construction Materials (Street Signs)	\$0	\$500	\$490	\$ 490	\$500
2479	Other Special Expenses	\$4,135	\$3,600	\$1,485	\$ 3,500	\$12,000
	<b>Sub-Total</b>	<b>\$315,834</b>	<b>\$328,760</b>	<b>\$198,414</b>	<b>\$ 327,675</b>	<b>\$355,065</b>
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$0	\$0	\$0	\$ -	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$500	\$0	\$ -	\$500
5011	Reimbursement for County Admin. Costs	\$0	\$500	\$0	\$ 500	\$500
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$ 500</b>	<b>\$2,000</b>
	<b>TOTAL O&amp;M Budget</b>	<b>\$392,648</b>	<b>\$415,060</b>	<b>\$238,368</b>	<b>\$398,675</b>	<b>\$463,825</b>
Discovery Bay Landscape & Lighting District #8 CAPITAL PROPOSED BUDGET 2011/2012						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
<b>PARKS</b>						
4789	Cornell Park - Playground Replacement		\$228,000	\$15,127	\$ 110,000	\$ 126,000.00
4834	Cornell Park (Restroom Partitions)		\$7,500	\$7,000	\$ 7,000	
	Cornell Park (ADA Upgrades)					\$35,000
	Cornell Park (Tennis Court Surfacing)					\$20,000
	Cornell Park (Dog Park Fencing)					\$85,000
	Cornell Park (Tot Lot Removal)					\$12,500
	Cornell Park (Horse Shoe & Bocce Court)					\$15,000
	<b>Parke Sub Total</b>	<b>\$0</b>	<b>\$233,500</b>	<b>\$22,127</b>	<b>\$ 117,000</b>	<b>\$293,500</b>
<b>STREETSCAPE</b>						
4265	Various Improvements	\$4,842	\$7,500	\$4,061	\$ 7,500	\$7,500
4546	Structure & Walkway Repairs		\$3,600	\$830	\$ 1,500	\$2,000
4829	Landscape Master Plan Areas					
	Willow Lake Road Streetscape		\$102,500	\$88,650	\$ 96,650	
	Discovery Bay Blvd. (West) / Sand Point Rd.		\$175,000	\$111,037	\$ 126,000	\$12,000
	Highway 4 (East)					\$30,000
	Discovery Bay Blvd (East)					\$60,000
	<b>Streetscape Sub Total</b>	<b>\$4,842</b>	<b>\$288,500</b>	<b>\$202,678</b>	<b>\$ 231,650</b>	<b>\$101,500</b>
<b>MISC.</b>						
4853	Vehicle Purchase		\$14,000	\$13,968	\$ 13,000	\$26,000
4959	Tools & Sundry Equipment	\$3,624	\$2,750	\$2,600	\$ 2,750	\$3,000
	<b>Misc. Sub Total</b>	<b>\$3,624</b>	<b>\$16,750</b>	<b>\$16,568</b>	<b>\$ 15,750</b>	<b>\$28,000</b>
	<b>Total Capital Budget</b>	<b>\$8,466</b>	<b>\$538,750</b>	<b>\$241,273</b>	<b>\$364,400</b>	<b>\$423,000</b>

Discovery Bay Landscape & Lighting District #8 REVENUE PROPOSED BUDGET 2011/2012						
Acct#	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
	<b>Revenue</b>					
740	Current Funds in Contra Costa County	1,723,467	1,713,602	1,713,602	\$ 1,713,602	1,408,636
500	Accounts Payable - Yr. End					
510	Retainage Account	0	0	16	\$ 16	
830	Disbursements	(6,888)	(1,000)	(60)	(60)	
9010	Current Property Taxes	423,692	438,250	438,250	\$ 438,250	430,000
9011	Property Tax Supplemental/Unitary/Secured	2,227	2,075	2,075	\$ 2,075	
9018	SRAF State Rev Transfer	(45,600)				
9020	Property Taxes - Current Unsecured	10,454	14,520	14,520	\$ 14,520	14,000
9035	Property Taxes - Prior Unsecured	250	188	188	\$ 188	
9181	Earnings on Investments	1,604	500	247	\$ 247	
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes	\$4,779				
9799	Misc Revenue & Services		\$770	\$770	\$ 770	
	<b>GRAND TOTAL REVENUE</b>	<b>\$400,353</b>	<b>\$455,312</b>	<b>\$456,009</b>	<b>\$ 456,009</b>	<b>\$444,000</b>

TOWN OF DISCOVERY BAY CSD SUMMARY 2010/2011						
		2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
	<b>TOTAL O&amp;M Budget</b>	<b>\$392,548</b>	<b>\$415,050</b>	<b>\$238,368</b>	<b>\$396,675</b>	<b>\$463,825</b>
	<b>TOTAL CAPITAL Budget</b>	<b>\$8,466</b>	<b>\$538,750</b>	<b>\$241,273</b>	<b>\$364,400</b>	<b>\$423,000</b>
	<b>CONTRIBUTION TO RESERVES</b>					
	<b>RESERVE - REC 800 AGRMT.</b>					<b>\$35,000</b>
	<b>GRAND TOTAL BUDGETS</b>	<b>\$401,014</b>	<b>\$953,800</b>	<b>\$479,641</b>	<b>\$761,075</b>	<b>\$921,825</b>
	<b>GRAND TOTAL REV.</b>	<b>\$400,353</b>	<b>\$455,312</b>	<b>\$456,009</b>	<b>\$456,009</b>	<b>\$444,000</b>
	<b>VARIANCE</b>	<b>(\$661)</b>	<b>(\$498,488)</b>	<b>(\$23,632)</b>	<b>(\$305,066)</b>	<b>(\$477,825)</b>

Discovery Bay Landscape & Lighting District #9 O & M PROPOSED BUDGET 2011/2012						
Obj #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimated Year-End	2011/2012 Proposed Budget
<b>Salary &amp; Wages</b>						
2310	Staff Payroll	\$9,120	\$26,600	\$12,610	\$ 26,600	\$37,052
	Sub-Total	\$9,120	\$26,600	\$12,610	\$ 26,600	\$37,052
<b>Contractual Services</b>						
2310	Professional/Specialized Services	\$3,065	\$4,000	\$3,787	\$ 4,000	\$8,200
2360	Insurance	\$0	\$1,000	\$400	\$ 1,000	\$1,500
	Sub-Total	\$3,065	\$5,000	\$4,277	\$ 5,000	\$9,700
<b>Operations &amp; Maintenance</b>						
2100	Office Expenses, Supplies	\$39	\$500	\$327	\$ 600	\$500
2102	Books, Periodicals & Subscriptions	\$0	\$50	\$0	\$ -	\$50
2103	Postage	\$0	\$150	\$80	\$ 150	\$150
2110	Communications	\$37	\$250	\$120	\$ 250	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$5,666	\$15,000	\$11,802	\$ 15,000	\$26,325
2130	Small Tools & Instruments	\$263	\$750	\$268	\$ 760	\$760
2131	Minor Equipment, Furniture less than \$1,000	\$0	\$250	\$103	\$ 200	\$250
2170	Household Items	\$632	\$700	\$255	\$ 700	\$750
2190	Public Notices	\$38	\$254	\$254	\$ 600	\$500
2200	Memberships	\$0	\$40	\$40	\$ 40	\$50
2250	Rent & Lease of Equipment	\$0	\$0	\$0	\$ -	\$0
2251	Computer Software	\$0	\$0	\$0	\$ -	\$0
2270	Maintenance of Equipment	\$109	\$200	\$80	\$ 160	\$200
2271	Automotive Supplies & Repairs	\$0	\$300	\$87	\$ 340	\$300
2272	Gasoline	\$120	\$400	(\$332)	(\$200)	\$500
2281	Maintenance of Buildings	\$0	\$0	\$0	\$ -	\$0
2282	Grounds Maintenance	\$32,593	\$48,640	\$27,303	\$ 48,640	\$44,600
2284	Requested Maintenance from County	\$0	\$0	\$0	\$ -	\$0
2301	Employee Auto Mileage - Reimbursement	\$128	\$150	\$0	\$ -	\$50
2303	Other Travel Employee Expenses	\$46	\$0	\$0	\$ -	\$0
2470	Road/Construction Materials (Street Signs)	\$0	\$0	\$0	\$ -	\$0
2479	Other Special Expenses	\$1,249	\$2,800	\$343	\$ 2,800	\$1,350
	Sub-Total	\$40,920	\$70,334	\$40,730	\$ 69,730	\$76,676
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$423	\$423	\$423	\$ 423	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$500	\$0	\$ -	\$0
6011	Reimbursement for County Admn. Costs	\$0	\$500	\$0	\$ -	\$0
	Sub-Total	\$423	\$1,423	\$423	\$ 423	\$425
<b>TOTAL O&amp;M Budget</b>		<b>\$63,634</b>	<b>\$102,267</b>	<b>\$68,040</b>	<b>\$100,853</b>	<b>\$124,052</b>
Discovery Bay Landscape & Lighting District #9 CAPITAL PROPOSED BUDGET 2011/2012						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
<b>PARKS</b>						
4265	Various Improvements (Splash Pad)	\$18,089	\$120,000	\$104,626	\$ 120,000	
4546	Structure & Walkway Repairs (Solar)	\$0	\$32,000	\$30,236	\$ 32,000	
4789	Playground Equipment	\$0				
	Parks Sub Total	\$18,089	\$152,000	\$134,861	\$ 152,000	\$0
<b>STREETSCAPE</b>						
	Streetscape Sub Total	\$0	\$0	\$0	\$ -	\$0
<b>MISC.</b>						
4959	Tools & Sundry Equipment	\$2,416	\$0	\$0	\$ -	
	Misc. Sub Total	\$2,416	\$0	\$0	\$ -	\$0
<b>Total Capital Budget</b>		<b>\$20,505</b>	<b>\$152,000</b>	<b>\$134,861</b>	<b>\$152,000</b>	<b>\$0</b>

Discovery Bay Landscape & Lighting District #9 REVENUE PROPOSED BUDGET 2011/2012						
Acct#	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
<b>Revenue</b>						
740	Current Funds In Contra Costa County	242,637	261,015	261,015	\$ 261,015	82,500
500	Accounts Payable - Yr. End					
610	Retainage Account					
830	Disbursements					

9010	Current Property Taxes	82,418	83,405	83,405	\$ 83,405	110,856
9011	Property Tax Supplemental/Unitary/Secured					
9018	SRAF State Rev Transfer					
9020	Property Taxes - Current Unsecured					
9035	Property Taxes - Prior Unsecured					
9181	Earnings on Investments					
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes					
9799	Misc Revenue & Services			733	\$ 733	
<b>GRAND TOTAL REVENUE</b>		<b>\$82,418</b>	<b>\$83,405</b>	<b>\$84,138</b>	<b>\$ 84,138</b>	<b>\$110,856</b>

TOWN OF DISCOVERY BAY CSD SUMMARY 2010/2011		2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Proposed Budget
	TOTAL O&M Budget	\$53,534	\$102,267	\$58,040	\$100,653	\$124,652
	TOTAL CAPITAL Budget	\$20,505	\$152,000	\$134,861	\$152,000	\$0
	CONTRIBUTION TO RESERVES					
	<b>GRAND TOTAL BUDGETS</b>	<b>\$74,039</b>	<b>\$254,267</b>	<b>\$192,901</b>	<b>\$252,653</b>	<b>\$124,652</b>
<b>GRAND TOTAL REV.</b>		<b>\$82,418</b>	<b>\$83,405</b>	<b>\$84,138</b>	<b>\$84,138</b>	<b>\$110,856</b>
	<b>VARIANCE</b>	<b>\$8,370</b>	<b>(\$170,862)</b>	<b>(\$108,763)</b>	<b>(\$168,515)</b>	<b>(\$13,796)</b>

Special Districts Budget Worksheet

Entity: LL2 Zone 35 / Fund 2881 (SANDY COVE - DISCOVERY BAY AREA)

Maximum Assessment is \$1,669.21 / Acre  
 FY 2011-12 Assessments @ \$1,669.21/Acre  
 16.92 Acres  
 16.92 BDUs  
 10 Parcels

	Account Codes	FY 2010-11 6 month actuals/ 6 month projections	FY 2011-12 Prop. Budget
Fund Balance as of June 30		\$145,322.00	\$160,904.59
<b>Revenues:</b>			
Taxes and assessments (9895)		\$27,771.96	\$28,243.03
Interfund Rev. Gov/Gov (9851)		\$0.00	\$0.00
Earnings on Investment (9181)		\$129.00	\$0.00
<b>Total Revenue Available:</b>		<b>\$173,222.96</b>	<b>\$189,147.62</b>
<b>Expenditures:</b>			
Office Expense (2100)		\$0.00	\$0.00
Publications & Legal Notices (2190)		\$0.00	\$0.00
Interest on Notes & Warrants (3520)		\$0.00	\$0.00
Tax & Assessment Fees (3530)		(\$258.50)	(\$300.00)
Interfund Exp - (County Counsel) (3611)		(\$250.00)	(\$250.00)
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	WO5449	(\$250.00)	(\$500.00)
Other Special Departmental (2250)		\$0.00	\$0.00
Grounds Maintenance - (Discovery Bay Community Services District) (2282)	WO5449	(\$5,100.00)	(\$6,500.00)
Grounds Maintenance - (in house) (3620)	WO5449	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	WO5586	(\$8,627.65)	(\$10,482.44)
Professional Services (County Staff) (5011)	WO5586	\$2,167.78	(\$1,870.48)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task 199)	WO5450	\$0.00	\$0.00
<b>Capital Improvement Projects &amp; Reserves:</b>			
Capital Improvement Projects		\$0.00	(\$10,000.00)
Capital Replacement Projects		\$0.00	(\$145,123.19)
Operating Reserves (50% of Revenue)		\$0.00	(\$14,121.52)
<b>Total Expenditures:</b>		<b>(\$12,318.37)</b>	<b>(\$189,147.63)</b>
<b>Balance Forward to Ensuing Year</b>		<b>\$160,904.59</b>	<b>(\$0.00)</b>

CPI Info. Date	Actual CPI	Increase	Rate
Feb-03	197.70		\$1,434.92
Feb-04	198.10	0.20%	\$1,437.82
Feb-05	201.20	1.56%	\$1,460.32
Feb-06	207.10	2.93%	\$1,503.14
Feb-07	213.70	3.19%	\$1,551.04
Feb-08	219.61	2.77%	\$1,593.95
Feb-09	222.17	1.16%	\$1,612.49
Feb-10	226.15	1.79%	\$1,641.37
Feb-11	229.98	1.70%	\$1,669.21

Zone 35 - Operating Budget Detail

Operating Costs - Grounds Maintenance  
Account Code 2282

2011 / 2012	
<b>Irrigation</b>	
Irrigation Repairs	\$ 500.00
Emergency Work	\$ -
Clock Upgrades	\$ -
<b>Total</b>	<b>\$ 500.00</b>
<b>Mulching</b>	
Landscape Mulch	\$ 250.00
<b>Total</b>	<b>\$ 250.00</b>
<b>Grounds Maintenance</b>	
Contractor Fees	\$ 2,580.00
<b>Total</b>	<b>\$ 2,580.00</b>
<b>Plantings</b>	
Misc. Plantings/Replacements	\$ 3,000.00
<b>Total</b>	<b>\$ 3,000.00</b>
<b>Dog Mitts</b>	
Yuckos	\$ 200.00
<b>Total</b>	<b>\$ 200.00</b>
<b>Grand Total</b>	<b>\$ 6,530.00</b>

Operating Costs - Utilities  
Account Code 2120

2011 / 2012	
<b>PG&amp;E</b>	
Irrigation	\$ 75.00
<b>Total</b>	<b>\$ 75.00</b>
<b>TODB CSD Water</b>	
Irrigation	\$ 425.00
<b>Total</b>	<b>\$ 425.00</b>

Grand Total - 2120 \$ 500.00

Operating Costs - Staff Payroll  
Account Code - 2310

2011 / 2012	
<b>Office Staff</b>	
Parks/Landscape Manager (5%)	\$ 3,477.50
Administrative Assistant (4%)	\$ 1,869.50
Main Office Staff Time (.05%)	\$ 233.69
<b>Total</b>	<b>\$ 5,580.69</b>
<b>Maintenance Staff</b>	
Parks/Landscape Maint. (3.5%)	\$ 1,441.08
Parks/Landscape Maint. (3.5%)	\$ 1,441.08
<b>Total</b>	<b>\$ 2,882.16</b>
<b>Legal Fees</b>	
Legal	\$ 750.00
<b>Total</b>	<b>\$ 750.00</b>
<b>Misc. Reimbursements</b>	
Vehicle Reimbursements	\$ 1,200.00
<b>Total</b>	<b>\$ 1,200.00</b>

Grand Total - 2310 \$ 10,412.84

Special Districts Budget Worksheet

Entity: LL2 Zone 57 / Fund 2877 (PACIFIC WATERWAYS - DISCOVERY BAY AREA)

Maximum assessment is: \$231.00 / EDU  
 FY 2011-12 Assessments @ \$231.00 / EDU  
 379.00 EDUs  
 379 Parcels

	Account Codes	FY 2010-11 6 month actuals/ 6 month projections	FY 2011-12 Prop. Budget
Fund Balance as of June 30		\$291,787.00	\$290,425.32
<b>Revenues:</b>			
Taxes and assessments (9895)		\$87,549.00	\$87,549.00
Interfund Rev. Gov/Gov (9851)		\$0.00	\$0.00
Earnings on Investment (9181)		\$129.00	\$0.00
<b>Total Revenue Available:</b>		<b>\$379,465.00</b>	<b>\$377,974.32</b>
<b>Expenditures:</b>			
Office Expense (2100)		(\$150.00)	(\$200.00)
Publications & Legal Notices (2190)		\$0.00	\$0.00
Interest on Notes & Warrants (3520)		\$0.00	\$0.00
Tax & Assessment Fees (3530)		(\$575.00)	(\$600.00)
Interfund Exp - (County Counsel) (3611)		(\$500.00)	(\$500.00)
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	WO5583	(\$14,004.00)	(\$15,000.00)
Other Special Departmental (2250)		\$0.00	\$0.00
Grounds Maintenance - (Discovery Bay Community Services District) (2282)	WO3583	(\$35,500.00)	(\$50,000.00)
Grounds Maintenance - (in house) (1620)	WO5583	\$0.00	\$0.00
Professional Services (Non-County Staff) (2310)	WO5557	(\$22,663.37)	(\$18,400.49)
Professional Services (County Staff) (5011)	WO557/54	(\$5,847.31)	(\$7,078.40)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task L99)	WO5576	\$0.00	\$0.00
<b>Capital Improvement Projects &amp; Reserves:</b>			
Capital Improvement Projects - Basket Ball Court		(\$9,800.00)	(\$150,000.00)
Capital Replacement Projects		\$0.00	(\$92,420.93)
Operating Reserves (50% of Revenue)		\$0.00	(\$43,274.50)
<b>Total Expenditures:</b>		<b>(\$89,039.68)</b>	<b>(\$377,974.32)</b>
<b>Balance Forward to Ensuing Year</b>		<b>\$290,425.32</b>	<b>\$0.00</b>

Zone 57 - Operating Budget Detail

Operating Costs - Grounds Maintenance  
Account Code 2282

	2011 / 2012
<b>Irrigation</b>	
Irrigation Repairs	\$ 2,500.00
Emergency Work	\$ 2,000.00
Clock Upgrades	\$ 5,500.00
<b>Total</b>	<b>\$ 10,000.00</b>
<b>Mulching</b>	
Landscape Mulch	\$ 4,400.00
<b>Total</b>	<b>\$ 4,400.00</b>
<b>Grounds Maintenance</b>	
Contractor Fees	\$ 31,620.00
<b>Total</b>	<b>\$ 31,620.00</b>
<b>Plantings</b>	
Misc. Plantings/Replacements	\$ 3,000.00
<b>Total</b>	<b>\$ 3,000.00</b>
<b>Dog Mitts</b>	
Yuckos	\$ 980.00
<b>Total</b>	<b>\$ 980.00</b>
<b>Grand Total</b>	<b>\$ 60,000.00</b>

Operating Costs - Utilities  
Account Code 2120

	2011 / 2012
<b>PG&amp;E</b>	
Irrigation/Street Lighting	\$ 6,000.00
<b>Total</b>	<b>\$ 6,000.00</b>
<b>TODB CSD Water</b>	
Irrigation	\$ 9,000.00
<b>Total</b>	<b>\$ 9,000.00</b>
<b>Grand Total - 2120</b>	<b>\$ 16,000.00</b>

Operating Costs - Staff Payroll  
Account Code - 2310

	2011 / 2012
<b>Office Staff</b>	
Parks/Landscape Manager (7%)	\$ 4,888.60
Administrative Assistant (8%)	\$ 3,739.01
Main Office Staff Time (1%)	\$ 467.38
<b>Total</b>	<b>\$ 9,074.88</b>
<b>Maintenance Staff</b>	
Parks/Landscape Maint. (10%)	\$ 4,117.36
Parks/Landscape Maint. (5%)	\$ 2,058.68
<b>Total</b>	<b>\$ 6,176.04</b>
<b>Legal Fees</b>	
Legal	\$ 750.00
<b>Total</b>	<b>\$ 750.00</b>
<b>Misc. Reimbursements</b>	
Vehicle Reimbursements	\$ 2,500.00
<b>Total</b>	<b>\$ 2,600.00</b>
<b>Grand Total - 2310</b>	<b>\$ 18,500.92</b>

Special Districts Budget Worksheet  
Entity: LL2 Zone 61 / Fund 2833 (DISCOVERY BAY WEST)

Maximum Assessment is \$190.00 / EDU  
FY 2011-12 Assessments @ \$190.00 / EDU  
1,615.50 EDUs  
1,924 Parcels

	Work Orders	FY 2010-11 6 month actuals/ 6 month projections	FY 2011-12 Prop. Budget
Fund Balances of June 30		\$316,001.00	\$665,810.41
Revenues:			
Taxes and assessments (9895)		\$306,945.00	\$306,945.00
Interfund Rev. Gov/Gov (9851)		\$0.00	\$0.00
Earnings on Investment (9181)		\$881.00	\$0.00
<b>Total Revenue Available</b>		<b>\$823,829.00</b>	<b>\$972,755.41</b>
Expenditures:			
Office Expense (2100)		(\$150.00)	(\$100.00)
Publications & Legal Notices (2190)		\$0.00	\$0.00
Interest on Notes & Warrants (3510)		\$0.00	\$0.00
Tax & Assessment Fees (3530)		(\$2,175.00)	(\$2,175.00)
Interfund Exp - (County Counsel) (3611)		(\$250.00)	(\$250.00)
General Services Occupancy Cost (3619)		\$0.00	\$0.00
Utilities - Water & Electricity (2120)	W05583	(\$32,500.00)	(\$35,000.00)
Other Special Departmental (2230)		\$0.00	\$0.00
Grounds Maintenance - (Discovery Bay Community Services District) (2281)	W05034	(\$77,100.00)	(\$90,860.00)
Grounds Maintenance - (In House) (1620)	W05054	(\$75.00)	(\$150.00)
Professional Services (Non-County Staff) (2310)	W05441	(\$44,096.75)	(\$49,286.59)
Professional Services (County Staff) (5011)	W05441	(\$1,671.84)	(\$9,786.82)
Playground Inspection (5011)		\$0.00	\$0.00
Vandalism/Incidentals (Task 199)	W05025	\$0.00	\$0.00
Capital Improvement Projects & Reserves:			
Capital Improvement Projects		\$0.00	(\$100,000.00)
Capital Replacement Projects		\$0.00	(\$331,474.50)
Operating Reserves (50% of Revenue)		\$0.00	(\$153,472.50)
<b>Total Expenditures</b>		<b>(\$158,018.59)</b>	<b>(\$972,755.41)</b>
Balance Forward to Funding Year		\$665,810.41	\$0.00

Subdivision	Total Units	Current Assessable Units	Revenue	Started
Village 1(7686)	57	57.00	\$10,830.00	Started FY01-02
Village 1 (12 unit remainder, Parcel 1)	12	6.00	\$1,140.00	
Village 1(8143)	77	77.00	\$14,630.00	Started FY01-02
Village 1(8160)	58	58.00	\$11,020.00	Started FY01-02
Village 1(8167)	71	71.00	\$13,490.00	Started FY01-02
Village 2(8023)	99	99.00	\$18,810.00	Started FY02-03
Village 2(8428)	60	60.00	\$13,200.00	Started FY02-03
Village 2(8429)	77	77.00	\$14,630.00	Started FY02-03
Village 2(8430)	44	44.00	\$8,360.00	Started FY02-03
Village 2(8431)	50	50.00	\$9,500.00	Started FY02-03
Village 2(8432)	55	55.00	\$10,450.00	Started FY03-04
Village 2(8433)	49	49.00	\$9,310.00	Started FY03-04
Village 2(8433)	64	0.00	\$0.00	
Village 2 Senior Apartments	72	72.00	\$13,680.00	Started FY04-05
Village 3(8570)	97	97.00	\$18,430.00	Started FY03-06
Village 3(8571)	88	88.00	\$16,720.00	Started FY03-06
Village 3(8572)	83	88.00	\$16,720.00	Started FY03-06
Village 3(8577)	110	109.50	\$20,805.00	Started FY03-06
Village 3(8578)	47	47.00	\$8,930.00	Started FY03-06
Village 3(8579)	92	92.00	\$17,480.00	Started FY03-06
Village 4(8580)	131	91.00	\$17,290.00	Started FY03-06
Village 4(8927)	137	78.00	\$14,820.00	Started FY03-06
Village 5(8828)	92	48.00	\$9,120.00	Started FY06-07
Village 5(8992)	148	74.00	\$14,060.00	Started FY07-08
Village 5(8993)	145	72.50	\$13,775.00	Started FY07-08
Village 5(9067)	42	23.50	\$4,462.00	Started FY07-08
<b>Total</b>	<b>1,899</b>	<b>1,615.50</b>	<b>\$306,945.00</b>	

Zone 61 - Operating Budget Detail

Operating Costs - Grounds Maintenance  
Account Code 2282

	2011 / 2012
<b>Irrigation</b>	
Irrigation Repairs	\$ 6,000.00
Emergency Work	\$ 5,000.00
Clock Upgrades	\$ -
<b>Total</b>	<b>\$ 10,000.00</b>
<b>Mulching</b>	
Landscape Mulch	\$ 12,000.00
<b>Total</b>	<b>\$ 12,000.00</b>
<b>Grounds Maintenance</b>	
Contractor Fees	\$ 51,360.00
<b>Total</b>	<b>\$ 51,360.00</b>
<b>Plantings</b>	
Misc. Plantings/Replacements	\$ 10,000.00
<b>Total</b>	<b>\$ 10,000.00</b>
<b>Dog Mitts</b>	
Yuckos	\$ 2,500.00
<b>Total</b>	<b>\$ 2,500.00</b>
<b>Tree Care</b>	
Palm Trimming	\$ 800.00
Misc. Tree Work	\$ 5,000.00
<b>Total</b>	<b>\$ 5,000.00</b>
<b>Grand Total</b>	<b>\$ 90,860.00</b>

Operating Costs - Utilities  
Account Code 2120

	2011 / 2012
<b>PG&amp;E</b>	
Irrigation/Street Lighting	\$ 9,000.00
<b>Total</b>	<b>\$ 9,000.00</b>
<b>TODB CSD Water</b>	
Irrigation	\$ 26,000.00
<b>Total</b>	<b>\$ 26,000.00</b>

Grand Total - 2120 \$ 35,000.00

Operating Costs - Staff Payroll  
Account Code - 2310

	2011 / 2012
<b>Office Staff</b>	
Parks/Landscape Manager (14%)	\$ 9,737.00
Administrative Assistant (15%)	\$ 7,010.64
Main Office Staff Time (10%)	\$ 4,673.76
<b>Total</b>	<b>\$ 21,421.40</b>
<b>Maintenance Staff</b>	
Parks/Landscape Maint. (20%)	\$ 8,234.72
Parks/Landscape Maint. (10%)	\$ 4,117.36
<b>Total</b>	<b>\$ 12,352.08</b>
<b>Legal Fees</b>	
Legal	\$ 1,200.00
<b>Total</b>	<b>\$ 1,200.00</b>
<b>Misc. Reimbursements</b>	
Vehicle Reimbursements	\$ 8,500.00
<b>Total</b>	<b>\$ 8,500.00</b>

Grand Total - 2310 \$ 43,473.48

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



**ATTACHMENT A**

**Proposed Salary Wage Table**

# TOWN OF DISCOVERY BAY CSD

## Salary Range Table Effective July 1, 2011

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Blmonthly	Monthly	Annual	Hourly	Blmonthly	Monthly	Annual
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720
133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677

# TOWN OF DISCOVERY BAY CSD

Salary Range Table  
Effective July 1, 2011

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Blmonthly	Monthly	Annual	Hourly	Blmonthly	Monthly	Annual
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

## Management Salary Range Table

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Blmonthly	Monthly	Annual	Hourly	Blmonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101
525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123

## TOWN OF DISCOVERY BAY CSD

Salary Range Table  
Effective July 1, 2011

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Blmonthly	Monthly	Annual	Hourly	Blmonthly	Monthly	Annual
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-17

A RESOLUTION OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ACCEPTANCE OF GRANT DEEDS AND CERTIFICATE OF ACCEPTANCES  
FOR CERTAIN PARCELS AND ONE EASEMENT TO A PARCEL CURRENTLY OWNED BY NEW DISCOVERY, INC.

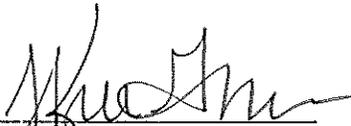
WHEREAS, New Discovery, Inc., a California corporation ("Grantor") has executed Grant Deeds ("Grant Deeds") conveying assessor parcel numbers 008-550-046-0 and 008-550-045-2 that are common landscape area parcels located on Clipper Drive, assessor parcel number 008-330-057-4 that is a parcel of land adjacent to the Wastewater Treatment Plant #1 and a portion of Channel Road from the Marina Road gate to the Wastewater Treatment Plant #1 reserving therefrom an easement for access to New Discovery, Inc., and a portion of assessor parcel number 008-330-060-8 for an easement on a portion of Channel Road in front of the Golf Course Maintenance Yard for emergency access to the Town of Discovery Bay Community Services District ("District"), a copy of which is attached hereto as "Exhibit A;"

WHEREAS, pursuant to Government Code Section 27281, all deeds conveying any interest in real property to a governmental agency shall not be accepted for recordation without the consent of the grantee as evidenced by its Certificate of Acceptance.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of the District that the Grant Deeds and Certificate of Acceptance are hereby accepted by and on behalf of the District, and that the District's General Manager is hereby authorized to execute the Certificate of Acceptance on behalf of the District;

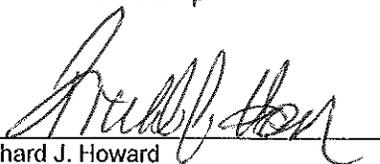
IT IS FURTHER RESOLVED, that the Board Secretary for the District is hereby instructed to affix the District Stamp and record the above mentioned Grant Deeds and Certificate of Acceptance together with a copy of this Resolution in the office of the County Recorder of Contra Costa County, California.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF JULY, 2011.

  
\_\_\_\_\_  
J. Kevin Graves  
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 6, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

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

WHEN RECORDED MAIL TO:

TOWN OF DISCOVERY BAY  
1800 WILLOW LAKE WAY  
DISCOVERY BAY, CA 94505

Exhibit "A"

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAIL TAX STATEMENTS TO:

TOWN OF DISCOVERY BAY  
1800 WILLOW LAKE WAY  
DISCOVERY BAY, CA 94505

The undersigned grantor(s) declare(s):

CITY TRANSFER TAX \$ \_\_\_\_\_

DOCUMENTARY TRANSFER TAX \$ \_\_\_\_\_

Computed on the consideration or value of property conveyed; OR  
Computed on the consideration or value less liens or encumbrances remaining  
at time of sale.

APN: 008-550-046-0 & 008-550-045-2

### GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

NEW DISCOVERY, INC., a California corporation

hereby GRANT(S) to TOWN OF DISCOVERY BAY

the following described real property in the unincorporated area of Discovery Bay, County of Contra Costa,  
State of California:

Legal Description is attached hereto as Exhibit "A" and incorporated herein by this reference

Dated: \_\_\_\_\_

6/8/11

NEW DISCOVERY, INC.,  
a California corporation

By: \_\_\_\_\_

John E. Amaral, Vice President

By: \_\_\_\_\_

Dennis M. Drew, CFO/Treasurer

CALIFORNIA ACKNOWLEDGMENT

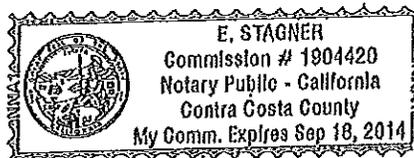
State of California )  
County of Contra Costa )

On 6/8/11, before me, E. Stagner a Notary Public, personally appeared John E. Amaral, who proved to me on the basis of satisfactory evidence to be the persons whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her signature on the instrument, the persons or the entity upon behalf of which the persons acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature E. Stagner (Seal)



State of California )  
County of Contra Costa )

On 6/8/11, before me, E. Stagner a Notary Public, personally appeared Dennis M. Drew, who proved to me on the basis of satisfactory evidence to be the persons whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her signature on the instrument, the persons or the entity upon behalf of which the persons acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature E. Stagner (Seal)



LEGAL DESCRIPTION  
EXHIBIT "A"

Parcels B and C, of Subdivision 7629, as shown on the Map filed April 8, 1996 in Book 386 of Maps, at Page 1, Contra Costa County Records.

EXCEPTING THEREFROM:

1. An undivided 1/2 interest "in and to all oil, gas, hydrocarbons and other minerals of every kind and nature granted in the Deed to Frank A. West, et al, recorded December 21, 1962, Book 4268, Official Records, Page 334, not excepting, however, the interest in that portion thereof lying within 500 feet of the surface granted in the Deed to Bhdland Corporation, recorded January 22, 1969, Book 5798, Official Records, Page 446.

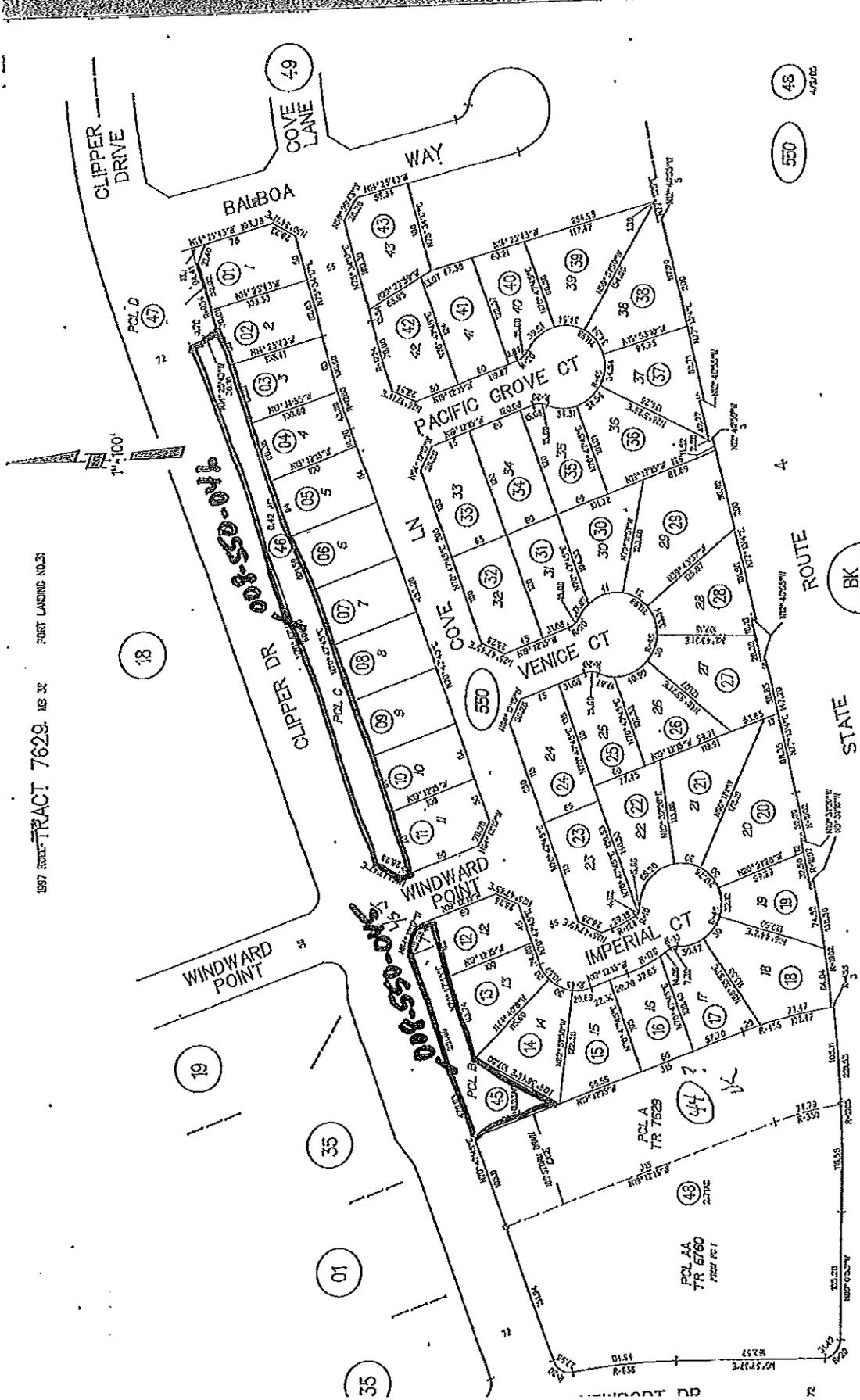
2. An undivided 1/4 interest "in and to all oil, gas, hydrocarbons and other minerals" reserved in the Deed from Fred Pezzi, et al, recorded November 2, 1965, Book 4985, Official Records, Page 351, not excepting, however, the interest in that portion thereof "lying within 500 feet of the surface" granted in the Deed to Bhdland Corporation recorded January 22, 1969, Book 5798, Official Records, Page 446.

3. An undivided 1/4 interest in all oil, gas, casinghead gasoline and other hydrocarbon substances of any kind below a point 500 feet below the surface of the lands together with the right to take, remove, pass through and dispose of all said oil, gas, casinghead gasoline and other hydrocarbon and mineral substances, but without any right whatsoever to enter upon the surface of said and or upon any part of said lands within 500 feet from the surface thereof, as granted in the deed from New Discovery, Inc., a California corporation to Alfa Mortgage Company, a California corporation, recorded August 30, 1988, Book 14492, Page 910.

A.P.N.: 008-550-046 and 048

3/27/88  
7

1997 TRACT 7629, 1/3 AC PORT LANDING NO.20



PL 101 06-27-96 1/4  
 ASSESSOR'S MAP  
 BOOK 8 PAGE 55  
 COUNTY OF CONTRA COSTA, CALIF.

TRACT 7629  
 1/3 AC  
 PORT LANDING NO. 20

NOTED THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION HEREON. ASSESSOR'S PARCELS MAY VARY FROM THE INFORMATION SHOWN ON BOUNDARY SURVEYS.

WHEN RECORDED MAIL TO:

TOWN OF DISCOVERY BAY  
*1800 Willow Lake Road*  
DISCOVERY BAY, CA 94505

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAIL TAX STATEMENTS TO:

TOWN OF DISCOVERY BAY  
*1800 Willow Lake Road*  
DISCOVERY BAY, CA 94505

The undersigned grantor(s) declare(s):

CITY TRANSFER TAX \$ \_\_\_\_\_

DOCUMENTARY TRANSFER TAX \$ \_\_\_\_\_

Computed on the consideration or value of property conveyed; OR  
Computed on the consideration or value less liens or encumbrances remaining  
at time of sale.

APN: 008-330-057-4

### GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

NEW DISCOVERY, INC., a California corporation

hereby GRANT(S) to TOWN OF DISCOVERY BAY

the following described real property in the incorporated area of Discovery Bay, County of Contra Costa, State of California:

All that certain parcel of land described in Exhibit "B" attached hereto, reserving therefrom an easement for access and incidental purposes over that portion of said land described in Exhibit "A" attached hereto in favor of New Discovery, Inc., a California corporation and Discovery Bay Yacht Harbor, LLC, a California limited liability company, their successors and assigns

NEW DISCOVERY, INC.,  
a California corporation

Dated: 5/5/2011

By: *Tom Morgan*  
Tom Morgan, President

By: *John E. Amaral*  
John E. Amaral, Chief Financial Officer

CALIFORNIA ACKNOWLEDGMENT

State of California )  
County of Contra Costa )

On 5/5/11, before me, E. Stagner a Notary Public, personally appeared Tom Morgan, who proved to me on the basis of satisfactory evidence to be the persons whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her signature on the instrument, the persons or the entity upon behalf of which the persons acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature E. Stagner (Seal)



State of California )  
County of Contra Costa )

On 5/5/11, before me, E. Stagner a Notary Public, personally appeared John B. Amatal, who proved to me on the basis of satisfactory evidence to be the persons whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her signature on the instrument, the persons or the entity upon behalf of which the persons acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature E. Stagner (Seal)



APRIL 6, 2010  
JOB NO. 093-060

EXHIBIT 'A'  
LEGAL DESCRIPTION  
ACCESS EASEMENT  
NEW DISCOVERY, INC. PROPERTY  
DISCOVERY BAY, CONTRA COSTA COUNTY, CALIFORNIA

REAL PROPERTY SITUATE IN THE UNINCORPORATED AREA OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

A PORTION OF PARCEL ONE, AS SAID PARCEL ONE IS DESCRIBED IN THAT CERTAIN GRANT DEED RECORDED ON APRIL 23, 1979, IN BOOK 9320 OF OFFICIAL RECORDS, AT PAGE 418, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEASTERN CORNER OF LOT A, AS SAID LOT A IS SHOWN AND SO DESIGNATED ON THAT CERTAIN MAP OF SUBDIVISION 7026, RECORDED JULY 20, 1988, IN BOOK 323 OF MAPS, AT PAGE 35, IN SAID OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, SAID NORTHEASTERN CORNER BEING A POINT ON THE SOUTHERN LINE OF MARINA ROAD, AS SAID MARINA ROAD IS DESCRIBED IN THAT CERTAIN DEED RECORDED JULY 17, 1981, IN BOOK 10411 OF OFFICIAL RECORDS, AT PAGE 64, IN SAID OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY;

THENCE, FROM SAID POINT OF COMMENCEMENT, ALONG SAID SOUTHERN LINE OF MARINA ROAD, SOUTH 89°15'29" EAST 3.01 FEET TO THE POINT OF BEGINNING FOR THIS DESCRIPTION;

THENCE, CONTINUING ALONG SAID SOUTHERN LINE OF MARINA ROAD, THE FOLLOWING THREE (3) COURSES:

- 1) SOUTH 89°15'29" EAST 2.99 FEET,
- 2) ALONG THE ARC OF A NON-TANGENT 20.00 FOOT RADIUS CURVE TO THE RIGHT, FROM WHICH THE CENTER OF SAID CURVE BEARS SOUTH 89°15'29" EAST, THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC DISTANCE OF 31.42 AND
- 3) SOUTH 89°15'29" EAST 41.01 FEET TO A POINT ON THE EASTERN LINE OF SAID PARCEL OF LAND (9320 OR 418);

THENCE, ALONG SAID EASTERN LINE (9320 OR 418), SOUTH 00°44'31" WEST 2,299.48 FEET TO THE NORTHEASTERN CORNER OF THAT CERTAIN PARCEL OF LAND GRANTED TO CENTRAL CONTRA COSTA SANITARY DISTRICT BY DEED RECORDED JUNE 20, 1972, IN BOOK 6678 OF OFFICIAL RECORDS, AT PAGE 355, IN SAID OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY;

LEGAL DESCRIPTION  
PAGE 2 OF 2

APRIL 6, 2010  
JOB NO. 093-060

THENCE, FROM SAID NORTHEASTERN CORNER, ALONG THE NORTHERN LINE OF SAID PARCEL OF LAND (66787 OR 355), NORTH  $89^{\circ}15'29''$  WEST 47.00 FEET;

THENCE, LEAVING SAID NORTHERN LINE, ALONG A LINE PARALLEL WITH AND FORTY SEVEN (47.00) FEET WESTERLY, MEASURED AT RIGHT ANGLES, FROM SAID EASTERN LINE (9320 OR 418), NORTH  $00^{\circ}44'31''$  EAST 640.10 FEET;

THENCE, LEAVING SAID PARALLEL LINE, NORTH  $89^{\circ}15'29''$  WEST 17.00 FEET;

THENCE, ALONG A LINE PARALLEL WITH AND SIXTY FOUR (64.00) FEET WESTERLY, MEASURED AT RIGHT ANGLES, FROM SAID EASTERN LINE (9320 OR 418), NORTH  $00^{\circ}44'31''$  EAST 1,639.38 FEET TO SAID POINT OF BEGINNING.

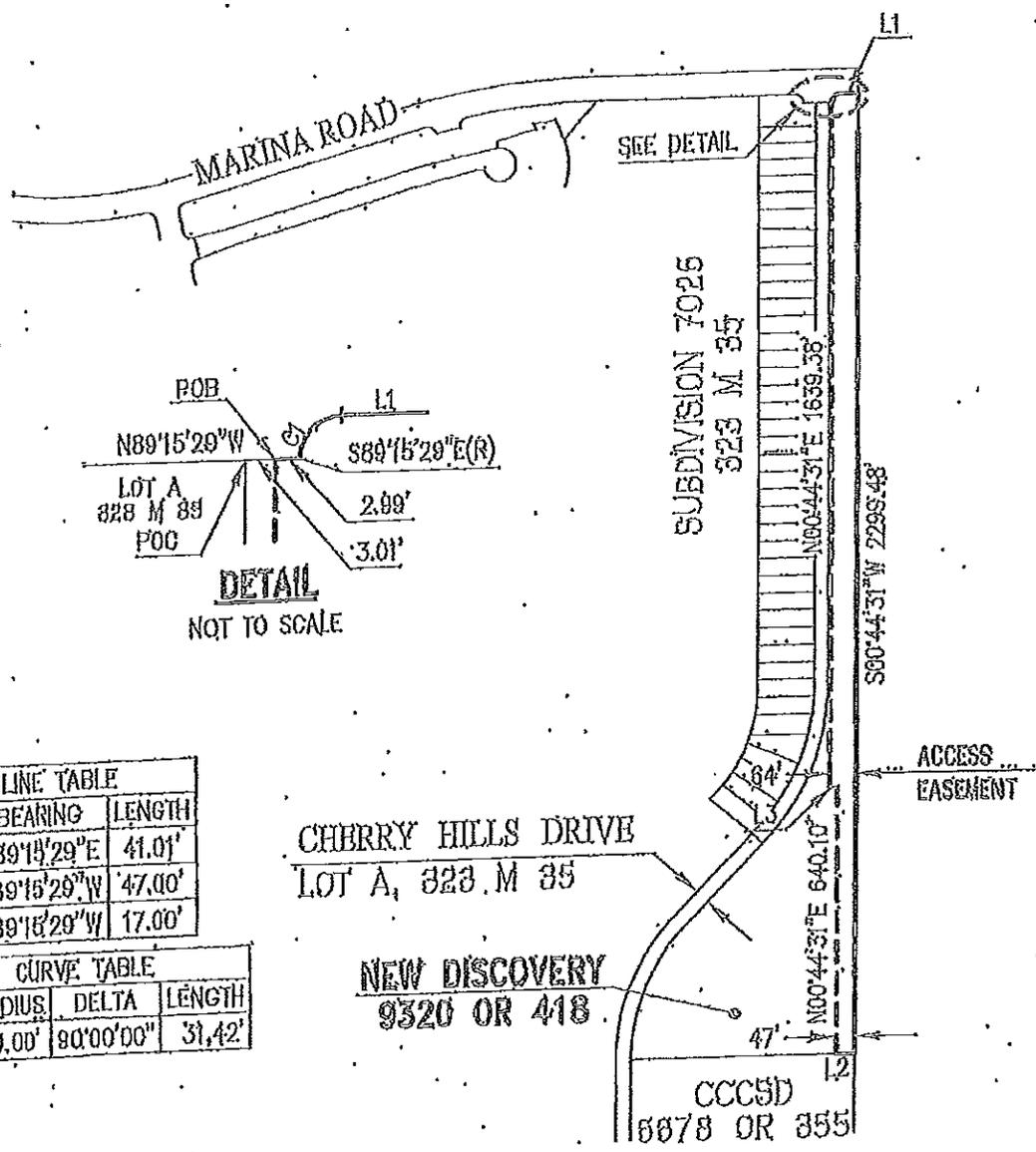
ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION AND BY THIS REFERENCE IS MADE A PART HEREOF.

END OF DESCRIPTION



*Christopher S. Harmison*  
CHRISTOPHER S. HARMISON  
L.S. 7176  
EXPIRES: DECEMBER 31, 2011

SCALE 1" = 400'



LINE TABLE		
NO.	BEARING	LENGTH
L1	S89°15'29"E	41.01'
L2	N89°15'29"W	47.00'
L3	N89°15'29"W	17.00'

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	20.00'	90°00'00"	31.42'

ACCESS EASEMENT  
 NEW DISCOVERY INC. (9320 OR 418)  
 CONTRA COSTA COUNTY, CALIFORNIA  
 APRIL 2010

**Carlson, Barbee, & Gibson, Inc.**

CIVIL ENGINEERS • SURVEYORS • PLANNERS  
 6111 BOLLINGER CANYON ROAD, SUITE 150 SAN RAMON, CALIFORNIA 94583  
 TELEPHONE: (925) 866-0322 FAX: (925) 866-8575



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-18**

**RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
TO LEVY AND COLLECT AN ANNUAL ASSESSMENT  
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9  
FOR THE FISCAL YEAR 2011-2012**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

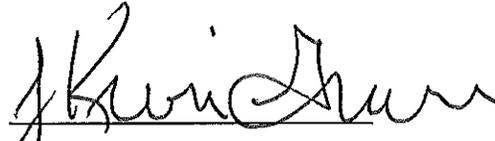
WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the 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.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineers have prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2011-2012 year will be held at 7:00 p.m., on August 3, 2011, at 1800 Willow Lake Road, Discovery Bay, CA 94505.

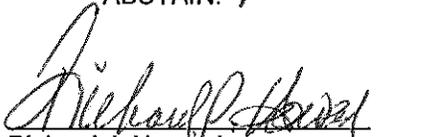
PASSED, APPROVED AND ADOPTED THIS 20<sup>TH</sup> DAY OF JULY 2011



J. Kevin Graves  
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 20, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0



Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2011-19**

**A RESOLUTION OF THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT TO COMMEND LIEUTENANT MIKE BURTON  
ON HIS OUTSTANDING SERVICE TO THE TOWN OF DISCOVERY BAY CSD**

WHEREAS, Lieutenant Mike Burton came to Discovery Bay in September of 2006 to work with the community; and

WHEREAS, Lt. Burton has been reassigned within the Contra Costa County Sheriff's Department and he is leaving Discovery Bay to assume the duties of the Assistant Investigation Division Commander for fields operations in Martinez; and

WHEREAS, Lieutenant Mike Burton has served the Town of Discovery Bay CSD in a variety of ways, which consists of regularly attending the Town of Discovery Bay CSD Regular meetings and providing updates on activities in the community and those of his department, and

Whereas, Lt. Burton's greatest legacy to Discovery Bay was the establishment of the Resident Deputy Program, for which the community is most grateful; and

Whereas, Mike will be remembered most for his no-nonsense, compassionate and engaging personality, and for his ability to work with all segments of the community,

WHEREAS, the General Manager, Board of Directors, and the Staff of the Town of Discovery Bay CSD would like to commend Lieutenant Mike Burton for his many accomplishments, which includes dealing with a variety of policing and crime issues. Lieutenant Burton has always made the residents of Discovery Bay feel as though we have our own police department. Lieutenant Burton has continued to be visible within our community and has always been available when problems arise.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD, that it wishes to commend and thank Lieutenant Mike Burton for his service to the Town of Discovery Bay CSD as its Sheriff Office Lieutenant, and his service in many ways, and wish him the best on his new adventure.

PASSED, APPROVED AND ADOPTED THIS 3<sup>RD</sup> DAY OF AUGUST 2011

J. Kevin Graves  
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 August 3, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2011-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY 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 2011-2012**

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 2011-2012 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 2011-2012 is adopted and confirmed.
3. The assessment specified in the Report for the Ravenswood District, for fiscal year 2011-2012 is hereby imposed on the real property within such district for fiscal year 2011-2012.
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.

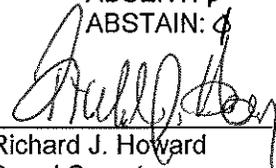
6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.
7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST, 2011.

  
\_\_\_\_\_  
J. Kevin Graves  
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 August 3, 2011, by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

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

**DRAFT**

**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 2011-2012**

**Prepared by  
HERWIT Engineering**

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

**JULY 2011**

**Town of Discovery Bay Community Services District**

**Director and President**

Kevin Graves

**Director and Vice President**

Brian Dawson

**Director**

Mark Simon

**Director**

Chris Steele

**Director**

Ray Tetreault

**General Manager**

Rick Howard

**Water and Wastewater Manager**

Virgil Koehne

**Landscape Manager**

Fairin Perez

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2011

## **DRAFT**

**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 2011-2012 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 2011-2012 year**

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

\$ 84,138      Annual assessments & investment revenue was received

\$ 252,653      Annual expenses grounds maintenance, capital improvements, and administrative expenses.

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

**\$ 82,500**      Fund total after 2010-2011 annual expenses.

**Note:** The expenses were higher for the 2010-2011 fiscal year than the previous fiscal years because the Town of Discovery Bay CSD is currently managing the District and some large capital improvements were constructed for the District. The expenses for the 2010-2011 fiscal year exceeded the assessment and revenue collected, resulting in a decrease in the District's reserve account.

### *Current Assessment*

The 2010-2011 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$ 410.86 per parcel. This is less than the initial year assessment as defined in the Assessment Engineers Report because excess revenues from the previous year were used to reduce the assessment.

### *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 2011, the same CPI index is reported as 234.0. Based upon the change in the CPI, the new maximum assessment allowed for the 2011-2012 fiscal year is \$ 561.20.

### *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 2011-2012 fiscal year is \$ 561.20. This assessment is equally assessed to 203 parcels for an annual total of \$ 113,923.60. Therefore, the maximum Reserve Account Balance is \$ 227,847.20. 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 2011-2012 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District is not currently scheduled to construct capital improvements during this fiscal year. The estimated budget for 2011-2012 is \$ 120,452. This equates to \$ 593.36 per parcel for all 203 parcels, which exceeds the maximum allowable assessment of \$ 561.20 per parcel, or \$ 113,923.60 maximum assessment. As a result, the balance in the reserve account will decrease this fiscal year.

Based on this report, the assessment for 2011-2012 tax year must be the maximum allowable assessment to minimize the decrease in the reserve fund. The Assessment for the 2011-2012 fiscal year is then \$ 561.20 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



Ravenswood DB #9 APNs for Tax Roll Year 2011-12  
PART "E"

APN	Situs Address	Assessment
011-600-001-9	701 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-002-7	707 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-003-5	715 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-004-3	719 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-005-0	725 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-006-8	731 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-007-6	732 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-008-4	726 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-009-2	720 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-010-0	714 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-011-8	708 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-012-6	702 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.20
011-600-013-4	1501 COLERIDGE WAY BYRON, CA 94505-2657	\$561.20
011-600-014-2	1509 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-015-9	1517 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-016-7	1525 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-017-5	1533 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-600-018-3	600 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-019-1	608 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-020-9	616 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-021-7	624 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-022-5	632 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-023-3	640 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-024-1	648 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-025-8	641 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-026-6	633 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-027-4	625 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-028-2	617 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-029-0	609 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-030-8	601 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.20
011-600-031-6	1400 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-032-4	1412 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-033-2	1424 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.20
011-600-034-0	404 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-035-7	410 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-036-5	416 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-037-3	422 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-038-1	428 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-039-9	434 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-040-7	440 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-041-5	446 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-042-3	452 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-043-1	458 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-044-9	459 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-045-6	453 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-046-4	447 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-047-2	441 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-048-0	435 EMERSON CT DISCOVERY BAY, CA 94505	\$561.20
011-600-049-8	429 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-050-6	423 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-051-4	417 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-052-2	411 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-053-0	405 EMERSON CT 110 DISCOVERY BAY, CA 94505-2663	\$561.20
011-600-054-8	502 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-055-5	510 KEATS CT 112 DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-056-3	511 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-057-1	503 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-600-058-9	1436 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-600-059-7	1448 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-001-7	1541 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-002-5	1549 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20

APN	Situs Address	Assessment
011-610-003-3	1557 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-004-1	1565 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.20
011-610-005-8	1671 WILDE DR BYRON, CA 94505-2655	\$561.20
011-610-006-6	1679 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-007-4	1687 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-008-2	1695 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.20
011-610-009-0	403 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-010-8	411 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-011-6	419 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-012-4	428 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-013-2	420 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-014-0	412 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-015-7	404 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.20
011-610-016-5	501 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-017-3	509 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-018-1	517 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-019-9	524 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-020-7	516 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-021-5	508 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-022-3	500 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.20
011-610-023-1	1467 CULLEN DR DISCOVERY BAY, CA 94505-2639	\$561.20
011-610-024-9	4308 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-025-6	4316 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-026-4	4324 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-027-2	4332 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-028-0	4340 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-029-8	4348 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.20
011-610-030-6	1552 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.20
011-610-031-4	1568 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.20
011-610-032-2	1688 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-033-0	1692 WILDE DR BYRON, CA 94505-2656	\$561.20
011-610-034-8	1696 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-035-5	1700 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-036-3	1704 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-037-1	1708 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.20
011-610-038-9	1453 CULLEN DR DISCOVERY BAY, CA 94505	\$561.20
011-610-039-7	518 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-040-5	526 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-041-3	534 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-042-1	542 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-043-9	550 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-044-7	543 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-045-4	535 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-046-2	527 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-047-0	519 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.20
011-610-048-8	1460 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-049-6	1472 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.20
011-610-050-4	1718 WILDE DR DISCOVERY BAY, CA 94505-2640	\$561.20
011-610-051-2	1729 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-052-0	1725 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-053-8	1721 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-054-6	1717 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-055-3	1713 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-056-1	1709 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-610-057-9	1703 WILDE DR BYRON, CA 94505-2641	\$561.20
011-610-058-7	1812 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-059-5	1824 FROST WAY BYRON, CA 94505-2682	\$561.20
011-610-060-3	1836 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-061-1	1848 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-062-9	1860 FROST WAY BYRON, CA 94505-2682	\$561.20
011-610-063-7	1872 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-064-5	1884 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.20
011-610-065-2	4281 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-066-0	4284 SLIFER DR BYRON, CA 94505-2644	\$561.20

APN	Situs Address	Assessment
011-610-067-8	1909 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-610-068-6	1745 WILDE DR DISCOVERY BAY, CA 94505-2645	\$561.20
011-610-069-4	4228 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-070-2	4236 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-071-0	4244 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-072-8	4252 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-073-6	4260 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-074-4	4268 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-075-1	4276 SLIFER DR DISCOVERY BAY, CA 94505-2644	\$561.20
011-610-076-9	4273 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-077-7	4265 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-078-5	4257 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-079-3	4249 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-080-1	4241 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-081-9	4233 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-082-7	4225 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.20
011-610-083-5	1741 WILDE DR DISCOVERY BAY, CA 94505-2643	\$561.20
011-610-084-3	1737 WILDE DR DISCOVERY BAY, CA 94505-2643	\$561.20
011-610-085-0	104 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-086-8	108 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-087-6	112 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-088-4	116 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-089-2	118 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-090-0	124 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-091-8	130 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-092-6	127 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-093-4	123 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-094-2	119 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-095-9	115 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-096-7	111 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-097-5	107 TENNYSON CT DISCOVERY BAY, CA 94505-2642	\$561.20
011-610-098-3	1733 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.20
011-620-001-5	603 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-002-3	609 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-003-1	615 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-004-9	622 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-005-6	614 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-006-4	608 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-007-2	602 SEUSS CT DISCOVERY BAY, CA 94505-2652	\$561.20
011-620-008-0	1960 FROST WAY DISCOVERY BAY, CA 94505-2650	\$561.20
011-620-009-8	1968 FROST WAY DISCOVERY BAY, CA 94505-2650	\$561.20
011-620-010-6	1976 FROST WAY DISCOVERY BAY, CA 94505-2650	\$561.20
011-620-011-4	1982 FROST WAY DISCOVERY BAY, CA 94505-2650	\$561.20
011-620-012-2	709 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-013-0	717 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-014-8	725 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-015-5	745 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-016-3	748 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-017-1	740 WILDE CT BYRON, CA 94505-2649	\$561.20
011-620-018-9	732 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-019-7	724 WILDE CT DISCOVERY BAY, CA 94505-2649	\$561.20
011-620-020-5	1917 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-620-021-3	1925 FROST WAY BYRON, CA 94505-2651	\$561.20
011-620-022-1	1933 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-620-023-9	1941 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-620-024-7	1949 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-620-025-4	1957 FROST WAY DISCOVERY BAY, CA 94505-2651	\$561.20
011-620-026-2	1789 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-027-0	1783 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-028-8	1777 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-029-6	1771 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-030-4	1765 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-031-2	1759 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20
011-620-032-0	1753 WILDE DR DISCOVERY BAY, CA 94505-2647	\$561.20

APN	Sitius Address		Assessment
011-620-033-8	208 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-034-6	214 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-035-3	220 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-036-1	226 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-037-9	232 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-038-7	238 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-039-5	244 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-040-3	239 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-041-1	233 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-042-9	227 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-043-7	221 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-044-5	215 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-045-2	209 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.20
011-620-046-0	1749 WILDE DR	DISCOVERY BAY, CA 94505-2645	\$561.20
		<b>Total</b>	<b>\$113,923.60</b>

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 - Adopted 06.15.2011 Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11	Estimated Year-End	2011/2012 Adopted Budget
				2010/2011 ACTUALS		
<b>Salary &amp; Wages</b>						
2310	Staff Payroll	\$9,126	\$25,500	\$12,610	\$ 25,500	\$37,952
	<b>Sub-Total</b>	<b>\$9,126</b>	<b>\$25,500</b>	<b>\$12,610</b>	<b>\$ 25,500</b>	<b>\$37,952</b>
<b>Contractual Services</b>						
2310	Professional/Specialized Services	\$3,065	\$4,000	\$3,787	\$ 4,000	\$8,200
2360	Insurance	\$0	\$1,000	\$490	\$ 1,000	\$1,500
	<b>Sub-Total</b>	<b>\$3,065</b>	<b>\$5,000</b>	<b>\$4,277</b>	<b>\$ 5,000</b>	<b>\$9,700</b>
<b>Operations &amp; Maintenance</b>						
2100	Office Expenses, Supplies	\$39	\$500	\$327	\$ 500	\$500
2102	Books, Periodicals & Subscriptions	\$0	\$50	\$0	\$ -	\$50
2103	Postage	\$0	\$150	\$80	\$ 150	\$150
2110	Communications	\$37	\$250	\$120	\$ 250	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$5,666	\$15,000	\$11,802	\$ 15,000	\$26,325
2130	Small Tools & Instruments	\$263	\$750	\$268	\$ 750	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$0	\$250	\$103	\$ 200	\$250
2170	Household Items	\$632	\$700	\$255	\$ 700	\$750
2190	Public Notices	\$38	\$254	\$254	\$ 500	\$500
2200	Memberships	\$0	\$40	\$40	\$ 40	\$50
2250	Rent & Lease of Equipment	\$0	\$0	\$0	\$ -	\$0
2251	Computer Software	\$0	\$0	\$0	\$ -	\$0
2270	Maintenance of Equipment	\$109	\$200	\$80	\$ 160	\$200
2271	Automotive Supplies & Repairs	\$0	\$300	\$87	\$ 340	\$300
2272	Gasoline	\$120	\$400	(\$332)	(200)	\$500
2281	Maintenance of Buildings	\$0	\$0	\$0	\$ -	\$0
2282	Grounds Maintenance	\$32,593	\$48,540	\$27,303	\$ 48,540	\$44,500
2284	Requested Maintenance from County	\$0	\$0	\$0	\$ -	\$0
2301	Employee Auto Mileage - Reimbursement	\$128	\$150	\$0	\$ -	\$50
2303	Other Travel Employee Expenses	\$46	\$0	\$0	\$ -	\$0
2470	Road/Construction Materials (Street Signs)	\$0	\$0	\$0	\$ -	\$0
2479	Other Special Expenses	\$1,249	\$2,800	\$343	\$ 2,800	\$1,350
	<b>Sub-Total</b>	<b>\$40,920</b>	<b>\$70,334</b>	<b>\$40,730</b>	<b>\$ 69,730</b>	<b>\$76,575</b>
<b>7800 Inter-Governmental Charges</b>						
3530/3550	Taxes & Assessments	\$423	\$423	\$423	\$ 423	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$500	\$0	\$ -	\$0
5011	Reimbursement for County Admin. Costs	\$0	\$500	\$0	\$ -	\$0
	<b>Sub-Total</b>	<b>\$423</b>	<b>\$1,423</b>	<b>\$423</b>	<b>\$ 423</b>	<b>\$425</b>
<b>TOTAL O&amp;M Budget</b>		<b>\$53,534</b>	<b>\$102,257</b>	<b>\$58,040</b>	<b>\$100,653</b>	<b>\$124,652</b>
<b>Discovery Bay Landscape &amp; Lighting District #9 CAPITAL BUDGET 2011/2012 - Adopted 6.15.11</b>						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Adopted Budget
<b>PARKS</b>						
4265	Various Improvements (Splash Pad)	\$18,089	\$120,000	\$104,625	\$ 120,000	
4546	Structure & Walkway Repairs (Solar)	\$0	\$32,000	\$30,236	\$ 32,000	
4789	Playground Equipment	\$0				
	<b>Parks Sub Total</b>	<b>\$18,089</b>	<b>\$152,000</b>	<b>\$134,861</b>	<b>\$ 152,000</b>	<b>\$0</b>
<b>STREETSCAPE</b>						
	<b>Streetscape Sub Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$0</b>
<b>MISC.</b>						
4959	Tools & Sundry Equipment	\$2,416	\$0	\$0	\$ -	
	<b>Misc. Sub Total</b>	<b>\$2,416</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$0</b>
<b>Total Capital Budget</b>		<b>\$20,505</b>	<b>\$152,000</b>	<b>\$134,861</b>	<b>\$152,000</b>	<b>\$0</b>

Acct#	Discovery Bay Landscape & Lighting District #9 REVENUE BUDGET 2011/2012 Adopted 6.15.11 Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11	Estimate Year End	2011/2012 Adopted Budget
				2010/2011 ACTUALS		
<b>Revenue</b>						
740	Current Funds in Contra Costa County	242,637	251,015	251,015	\$ 251,015	82,500
500	Accounts Payable - Yr. End					
510	Retainage Account					
830	Disbursements					

9010	Current Property Taxes	82,418	83,405	83,405	\$ 83,405	110,856
9011	Property Tax Supplemental/Unitary/Secured					
9018	SRAF State Rev Transfer					
9020	Property Taxes - Current Unsecured					
9035	Property Taxes - Prior Unsecured					
9181	Earnings on Investments					
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes					
9799	Misc Revenue & Services			733	\$ 733	
	<b>GRAND TOTAL REVENUE</b>	<b>\$82,418</b>	<b>\$83,405</b>	<b>\$84,138</b>	<b>\$ 84,138</b>	<b>\$110,856</b>

TOWN OF DISCOVERY BAY CSD SUMMARY 2010/2011		2009/2010 ACTUALS	2010/2011 BUDGET	as of 3/31/11 2010/2011 ACTUALS	Estimate Year End	2011/2012 Adopted Budget
	TOTAL O&M Budget	\$53,534	\$102,257	\$58,040	\$100,653	\$124,652
	TOTAL CAPITAL Budget	\$20,505	\$152,000	\$134,861	\$152,000	\$0
	CONTRIBUTION TO RESERVES					
	<b>GRAND TOTAL BUDGETS</b>	<b>\$74,039</b>	<b>\$254,257</b>	<b>\$192,901</b>	<b>\$252,653</b>	<b>\$124,652</b>

	<b>GRAND TOTAL REV.</b>	<b>\$82,418</b>	<b>\$83,405</b>	<b>\$84,138</b>	<b>\$84,138</b>	<b>\$110,856</b>
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	<b>VARIANCE</b>	<b>\$8,379</b>	<b>(\$170,852)</b>	<b>(\$108,763)</b>	<b>(\$168,515)</b>	<b>(\$13,796)</b>
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TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
AMENDING THE BYLAWS OF THE TOWN OF DISCOVERY BAY

WHEREAS, Town of Discovery Bay Community Services District (CSD) is a public agency and complies with a number of federal and state statutes, and local laws and regulations; and

WHEREAS, it is in the public's interest that Board of Directors adopts and from time to time reviews a set of established Town of Discovery Bay Bylaws to provide for those exercise of powers as established in California Government Code §61000 et seq (Community Services District law); and

WHEREAS, the Bylaws of the Town of Discovery Bay were originally adopted by Resolution No. 98-07 on March 25, 1998, and amended by Resolution No. 2001-03 on February 21, 2001, Resolution No. 2002-02 on February 20, 2002, Resolution No. 2009-04 on April 1, 2009 and on Resolution No. 2011-08 on April 20, 2011, respectively; and

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Bylaws.

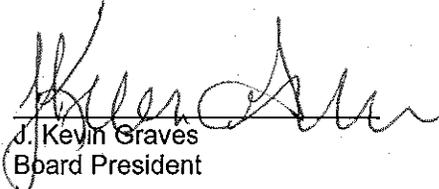
NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Bylaws of the Town of Discovery Bay are hereby amended as set forth in Attachment A which is incorporated by this reference as though fully set forth herein.

SECTION 2. That these Amended Bylaws shall become effective immediately upon adoption of this Resolution.

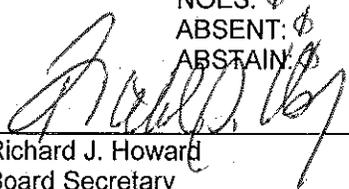
SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 2<sup>nd</sup> DAY OF November 2011.

  
J. Kevin Graves  
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 November 2, 2011 by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary

**BYLAWS  
OF THE  
TOWN OF DISCOVERY BAY**

**ARTICLE I**

**NAME**

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

**ARTICLE II**

**PURPOSE**

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq.(Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

**ARTICLE III**

**BOARD OF DIRECTORS**

**Section 1. Board of Directors.**

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

Section 2. Compensation.

The Board may authorize each Director to receive compensation of One Hundred Dollars (\$100.00) for each meeting of the Board attended, and One Hundred Dollars (\$100.00) for each day's service not to exceed Six Hundred Dollars (\$600) per month as provided in Government Code § 61047. Traveling and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

Section 3. Vacancies.

A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.

B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation.

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

OFFICERS

Section 1. Elected Officers.

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

Section 2. Terms and Responsibilities of Elected Officers.

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the January meeting and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

A. General Responsibilities of the Board President

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall appoint such committees and other working groups as confirmed by the Board.
5. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
6. Shall perform such other duties as necessary to carry out the work of the Board.
7. Shall perform such duties as prescribed by law.

B. General Responsibilities of the Vice-President

1. Shall serve in the absence of the President.

C. General Responsibilities of the President Pro-Tempore.

1. Shall serve in the absence of the President and the Vice-President.

## ARTICLE V

### APPOINTED OFFICERS

Section 1. Appointed Officers:

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

Section 2. General Responsibilities of the General Manager

1. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
2. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
3. Encourage and assist staff in the performance of their duties and encourage their professional growth.
4. Ensure evaluation of personnel under his/her direction.
5. Interpret and publicize the programs and services of the District for and to the public.
6. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
7. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
8. Perform the function of the District's Public Information Officer.
9. Participate in community activities.
10. Continue a program of professional development to assure and enhance staff's professional growth.
11. Keep the Board informed of all communications affecting the District.

Section 3. General Responsibilities of the Secretary of the Board

1. Certify official documents and letters as required,
2. Maintain the official files and records of the Board.
3. Prepare the agenda for the Board meetings.
4. Prepare and distribute minutes of the meeting of the Board.
5. Maintain historical record and newspaper articles.
6. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings.

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

Section 2. Quorum.

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

Section 3. Voting.

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

Section 4. Notice of Regular and Special Meetings.

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.

- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

## ARTICLE VII

### PAYMENTS, CONTRACTS, AND REPORTS

#### Section 1. Payments.

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed 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 (2) Directors.

#### Section 2. Contracts.

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

#### Section 3. Reports.

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

## ARTICLE IX

### AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-22**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
AMENDING THE BOARD POLICY OF THE TOWN OF DISCOVERY BAY**

WHEREAS, Town of Discovery Bay Community Services District (CSD) is a public agency and complies with a number of federal and state statutes, and local laws and regulations, and Bylaws of the Town of Discovery Bay; and

WHEREAS, it is in the public's interest that Board of Directors adopts and from time to time reviews the policies of the Town of Discovery Bay; and

WHEREAS, The Board Policy of the Town of Discovery Bay, is established to identify the powers and responsibilities of Board members and to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

WHEREAS, the Board Policy of the Town of Discovery Bay was originally adopted at the June 19, 2002 Board of Directors meeting by a motion that passed with the vote of 5 AYES, 0 NOES, 0 ABSTAINS; and

WHEREAS, it is now necessary to make certain changes and amend the Town of Discovery Bay Board Policy.

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

SECTION 1. That the Board Policy of the Town of Discovery Bay is hereby amended as set forth in Attachment A which is incorporated by this reference as though fully set forth herein.

SECTION 2. That this Policy shall become effective immediately upon adoption of this Resolution.

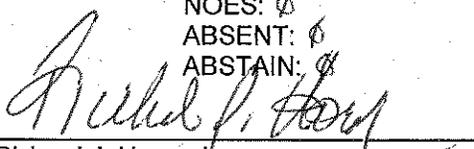
SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 2<sup>nd</sup> DAY OF November 2011.

  
J. Kevin Graves  
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 November 2, 2011 by the following vote of the Board:

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



**TOWN OF DISCOVERY BAY CSD**  
**BOARD POLICY**

## **PURPOSE**

The purpose of the elected Board of Directors of the Town of Discovery Bay, a multipurpose independent special district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCo and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

### **I. BOARD OF DIRECTORS**

The governing body of the Town of Discovery Bay is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two (2) years, either two (2) or three (3) Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President, Vice-President and President Pro-Tempore. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy or the established Bylaws of the Town of Discovery Bay. In the event of the President's absence, the Vice-President performs said duties. In the event of the President and Vice-President's absence, the President Pro-Tempore performs said duties.

### **II. POWER OF THE BOARD**

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and shall take place pursuant to the Ralph M Brown Act of 1953, as amended (hereafter, Brown Act).

The parliamentary procedure for conducting all meetings will be Rosenberg's Rules of Order.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board may have standing committees and may appoint ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to those committees.

In the discharge of their duties, Directors shall comply with all applicable local, state and federal laws, including ethics trainings as required by AB1234.

### **III. RESPONSIBILITIES**

#### **A. RESPONSIBILITIES OF THE BOARD OF DIRECTORS:**

1. To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
2. To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.

3. To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
4. By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
5. Keep informed on agenda items and on-going business of the Board.
6. Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
7. Attend meetings with promptness and regularity.
8. Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
9. Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
10. Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.
11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

**B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS**

**1. NO MEMBER OF THE BOARD OR OFFICERS OF THE DISTRICT SHALL:**

- a. Represent his or her position as that of the Board unless the Board has acted upon that position.
- b. Make unsolicited statements to anyone other than the Board during Board deliberations.
- c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions.

**2. PREPARATION AND COMMITMENT:**

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.

- e. Do what is agreed upon.
- f. Respect confidentiality of Closed Session agenda items.
- g. Contact the General Manager prior to meeting for more information, if needed.

**C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS**

**1. ORIENTATION OF BOARD MEMBERS**

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:
- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

**2. POLICY VIOLATIONS**

- a. Board Members who intentionally or repeatedly do not comply with this Policy may be reprimanded or formally censured by the Board of Directors.

**D. RESPONSIBILITIES OF A COMMITTEE CHAIRPERSON**

- 1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
- 2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
- 3. Present a report on status and progress to the Board at appropriate times as designated by the President.
- 4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
- 5. Provide overall leadership of the committee.
- 6. Perform the duties of a Board member if appropriate.



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
ESTABLISHING A TOWN OF DISCOVERY BAY CSD (TODBCSD)  
DEVELOPER DEPOSIT HOLDING FUND GENERAL LEDGER ACCOUNT

WHEREAS, Town of Discovery Bay Community Services District (TODBCSD) provides a holding place for deposited funds for current and future developer and business projects; and

WHEREAS, the funds deposited to the TODBCSD for developer and business projects, are tendered to TODBCSD in trust and shall be restricted funds and can only be expended in their restricted enterprise; and

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

SECTION 1. That the Board of Directors of the TODBCSD authorize the establishment of a Developer Deposit Holding Fund for purposes of holding deposits received in trust from developers and business.

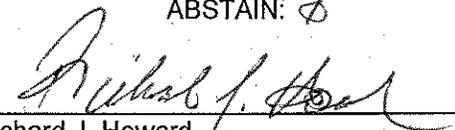
SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF NOVEMBER 2011.

  
J. Kevin Graves  
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 November 16, 2011 by the following vote of the Board:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

  
Richard J. Howard  
Board Secretary



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2011-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
PRECLUDING MEMBERS AND FORMER MEMBERS OF THE BOARD OF DIRECTORS AND RETIRED  
EMPLOYEES FROM RECEIVING MEDICAL AND ANCILLARY HEALTH CARE BENEFITS

WHEREAS, Town of Discovery Bay Community Services District provides medical and ancillary health coverage for employees, and;

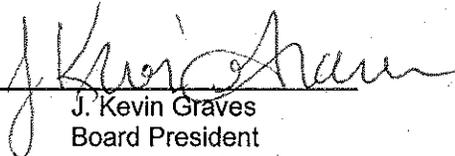
WHEREAS, the Board of Directors voted four to one (4-1) at the regular Town of Discovery Bay Community Services District Board of Directors Meeting on November 2, 2011 to preclude members and former members of the Board of Directors and retired employees from receiving medical and ancillary health care benefits.

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

SECTION 1. That members and former members of the Board of Directors and Retired Employees are precluded from participation in District sponsored Medical and Ancillary Health Care Benefit programs.

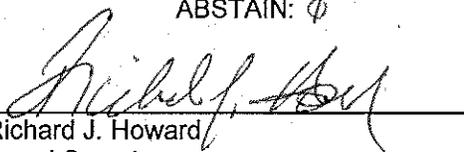
SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 16<sup>th</sup> DAY OF November 2011.

  
\_\_\_\_\_  
J. Kevin Graves  
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 November 16, 2011, by the following vote of the Board:

AYES: 4  
NOES: 0  
ABSENT: 1  
ABSTAIN: 0

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