



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday September 21, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING at 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. PRESENTATIONS

1. Opportunity Junction
2. Report on Community Center Committee Status

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Minutes of previous Special Meeting dated September 7, 2011
2. Minutes of previous Regular Meeting dated September 7, 2011
3. District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Proposed changes to the By-laws and Board Policy
2. Review of the Town of Discovery Bay CSD District Representative Listing for 2011
3. Letter to Governor Brown requesting a VETO to SB 293 (Padilla)
4. Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)

G. VEOLIA REPORT

H. MANAGER'S REPORTS

1. Cornell Park Update – Parks and Landscape Manager Fairin Perez
2. Brown Water Condition Update – Water and Wastewater Manager Virgil Koehne

I. GENERAL MANAGER'S REPORT

1. Internship Review

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting Minutes for May 5, 2011
2. R – Transplan Committee meeting Minutes for July 14, 2011
3. R – Byron Municipal Advisory Council meeting Minutes for May 19, 2011
4. R – Letter from Contra Costa County regarding response to Grand Jury Report 1003 dated September 8, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson - CSD Sweeping The Notice of 8.17.11 Special meeting in Violation of the Brown Act under the Rug – Request Date September 2, 2011
2. Request from William Richardson – Who Can Speak for CSD, When, Etc? – Request Date September 6, 2011
3. Request from Jeff Barber – CSD Directors CSD paid Healthcare – Request Date September 14, 2011
4. Request from Don Flint – DB-CSD Insurance Coverage for Directors – Request Date September 15, 2011

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

Adjourn to next Regular meeting of October 5, 2011 starting at 7:00 p.m. at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday September 7, 2011
1800 Willow Lake Road, Discovery Bay, California
SPECIAL MEETING 6:00 P.M.
Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

- A. ROLL CALL**
The meeting was called to order at 6:00 p.m. Roll call was taken and all Directors were present with the exception of Vice-President Dawson.
- B. PUBLIC COMMENT**
None
- C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**
(Government Code Section 54957.7)
Legal Counsel Schroeder – Brought the meeting into Closed Session regarding action Item D-1 – Public disclosure, there are no facts or circumstances to disclose in accordance with Government Code Section 54956.9 subpart (b), subpart (3), and subpart (a).
- D. CLOSED SESSION:**
1. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
(One potential case)
- E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**
(Government Code Section 54957.1)
President Graves – Asked Legal Counsel to report on the action taken during the Closed Session.
Legal Counsel Schroeder – The Board reconvened from Closed Session regarding action Item D-1. The four (4) Board Members were present with the exception of Vice-President Dawson, during the entirety of the Closed Session. In regards to reportable action under the Brown Act there is no reportable action.
- F. ADJOURNMENT**
The meeting was adjourned at 6:57 p.m. to the regular meeting on September 7, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 9.8.11

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/2011-agendas-and-minutes/>



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday September 7, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

The business meeting was called to order 7:00 p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present with the exception of Vice-President Dawson.

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

None

C. AREA AGENCIES REPORTS/ PRESENTATION

1. SHERIFF'S OFFICE REPORT

Lieutenant Alan Johnson – Provided his law enforcement report and details for the month of August.

2. CHP REPORT - No Report

3. FIRE DISTRICT REPORT

Chief Burris – Provided his report and the details for the month of August.

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT - No Report

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided an update on the Vasco Road Improvement Project, and a reminder of the last Household Hazardous Waste Event in Brentwood on October 1, 2011 from 9:00 a.m. to 2:00 p.m.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report

General Manager Howard – Provided an update on the issues relevant to Discovery Bay.

4. Special Districts Report - No Report

***These meetings are held quarterly*

E. CONSENT CALENDAR

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

1. Minutes of previous Special and Regular meeting dated August 17, 2011

2. District Invoices

3. District Financials

Director Tetreault – Requested having Item two (2) pulled from the Consent Calendar for discussion.

Motion made – by Director Simon to approve item's one (1) and three (3) of the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

There was discussion in regards to Item two (2) of the Consent Calendar.

Motion made – by Director Tetreault to accept item two (2) of the Consent Calendar and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

F. NEW BUSINESS AND ACTION ITEMS

1. First Amendment to the Site Lease with Option Period for the T-Mobile Cellular Tower at Slifer Park

General Manager Howard – Provided the details of the Agenda Item.

There was discussion between the Board and the General Manager.

Motion made – by Director Tetreault to accept the extension of the lease and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

2. Service Connections, Capacity Charges, and other related fees associated with the Town of Discovery Bay's Water and Wastewater systems

General Manager Howard – Provided the details of the Agenda Item.

There was discussion between the Board and the General Manager.

Motion made – by President Graves to direct Staff to move forward with soliciting several firms to do a study for service connections and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

3. Proposed Changes to the Town of Discovery Bay's Bylaws and Board Policy

General Manager Howard – Provided the details of the Agenda Item.

There was discussion between the Board and the General Manager.

President Graves – Requested that the item be brought back to the Board with the requested changes.

4. Deferred Annexation Agreement between Wayne & Anita Farnholz and the Town of Discovery Bay CSD to provide sanitary sewer services through an Out-of-Agency Services Agreement

General Manager Howard – Provided the details of the Agenda Item.

There was discussion between the Board, the General Manager, the Water and Wastewater Manager, and the Public.

Motion made – by Director Simon to provide sanitary sewer services to Wayne and Anita Farnholz pursuant to the Deferred Annexation Agreement and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

5. Purchase of WestTech CleanFlo Spiral Screen

General Manager Howard and Water and Wastewater Manager Koehne – Provided the details of the Agenda Item.

There was discussion between the Board, the General Manager, the Water and Wastewater Manager, and the Public.

Motion made – by Director Tetreault to approve the purchase for \$44,487.50 and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – Vice-President Dawson

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

President Graves – Stated that there is an Aviation Meeting on September 8, 2011 at 10:00 a.m. at the Byron Airport.

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

General Manager Howard – Provided an update on the Cornell Park Playground Renovation Project and Ribbon Cutting Ceremony on September 10, 2011 from 11:00 a.m. to 3:00 p.m.

1. Internship Update

Update postponed due to the absence of Vice-President Dawson

There was a discussion in regards to the brown water conditions between the Board, the General Manager, and the Public.

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – The Board reconvened from Closed Session regarding action item D-1. The four (4) Board Members were present, with the exception of Vice-President Dawson, during the entirety of the Closed Session. In regards to reportable action under the Brown Act there is no reportable action.

K. COMMITTEE UPDATES

1. Minutes approved for the Town of Discovery Bay CSD Regular meeting of the Community Center meeting dated July 19, 2011

Director Tetreault – Provided an update on the Community Center

General Manager Howard – Stated that there will be signs posted throughout Discovery Bay in regards to taking the survey and reminded everyone to participate.

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council Meeting Minutes for May 19, 2011
2. R – Contra Costa County, County Administrator regarding State Route 239 Pre-Project Briefing dated August 10, 2011
3. R – Letter to Members, Board of Supervisors and Members, Municipal Advisory Council from Contra Costa County Department of Conservation and Development, Catherine Kutsuris, Director regarding the Vacancy on the Citizen Advisory Committee of the Contra Costa Transportation Authority dated August 11, 2011
4. R – Letter from Supervisor Piepho regarding Board Order - July 19, 2011 approving the Road Improvement Agreement for Vasco Road, land use permit 08-02049 dated August 17, 2011
5. R – Letter from Supervisor Piepho regarding the Knightsen-Byron Area Transportation Study dated August 17, 2011
6. R – Letter and Brochure from the California Regional Water Quality Control Board dated August 19, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint – Cell Phone Tower/AC Functions Funding – Request Date August 10, 2011
2. Request from William Richardson – Funds Used to Pay for Advisory Council Duties – Request Date August 16, 2011
3. Request from William Richardson – Questions Use of Closed Session for CSD Resolution No. 2011-14 Request Date August 16, 2011
4. Request from Jeff Barber – Water/Sewer Infrastructure put in place for Discovery Bay West – EDU Accounting Request Date August 18, 2011
5. Request from Don Flint – DB West Agreement – Carollo Engineers Report Wastewater and LSCE Report for Water – Request Date August 24, 2011
6. Request from David Lennon – Capacity Fee Charge Reports from 2003-Present – Request Date August 26, 2011

N. FUTURE AGENDA ITEMS

Director Simon - Review of Board Meeting Assignments

O. ADJOURNMENT

The meeting was adjourned at 7:55 p.m. to the next regular meeting on September 21, 2011 at 1800 Willow Lake Rd Located in back of Delta Community Presbyterian Church

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/2011-agendas-and-minutes/>

//cmc – 9/14/11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

September 21, 2011

Prepared By: Terri Degler, Accounts Assistant
Submitted By: Rick Howard, General Manager

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$263,371.12

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2011/2012
Town of Discovery Bay CSD Operating Budget 2011/2012
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #8 2011/2012
Request For Bay Lighting & Landscape District #8 Operating and Capital Budgets 2011/2012
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #9 2011/2012
Discovery Bay Lighting & Landscape District #9 Operating Budget 2011/2012

AGENDA ITEM: E-3

Request for authorization to pay invoices
 For the Meeting on September 21, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code

7001	Express Employment Inv#10028943-8, dtd 8/31/11	Temp: Terri Degler	w/e 8/28/11	\$719.68
7001	Express Employment Inv#10052840-5, dtd 9/7/11	Temp: Terri Degler	w/e 9/4/11	<u>\$832.13</u>
			Sub-Total	\$1,551.81
7007	Sue Heintl Expense report dtd 9/12/11	Mileage		\$109.34
7011	ReliaStar Inv#JR52 457(b) Benefits for 9/1-9/15/11			\$953.05
7024	ReliaStar Inv#JR52 457(b) Benefits for 9/1-9/15/11			<u>\$288.49</u>
			Sub-Total	\$1,241.54
7011	SDRMA Inv#0008551-IN, dtd 9/7/11	Employee Medical Benefits	October 2011	\$2,107.90
7024	SDRMA Inv#0008551-IN, dtd 9/7/11	Employee Benefits Landscaping	October 2011	<u>\$526.97</u>
			Sub-Total	\$2,634.87
7101	Kevin Graves Expense report August 2011	Director's Board meetings		\$600.00
7102	Kevin Graves Expense report August 2011	Mileage		<u>\$26.64</u>
			Sub-Total	\$626.64
7101	Mark Simon Expense report August 2011	Director's Board meetings		\$300.00
7101	Chris Steele Expense report August 2011	Director's Board meetings		\$600.00
7102	Chris Steele Expense report August 2011	Mileage		<u>\$38.30</u>
			Sub-Total	\$638.30
7101	Ray Tetreault Expense report August 2011	Director's Board meeting		\$500.00
7210	Caselle Inv#39550, dtd 9/1/11	Contract Support Charges for 11/1/11-1/31/12		\$540.00
7210	Luhdorff & Scalmanini Inv#27148, dtd 8/28/11	Proj. 105070 Master Plan		\$13,533.90
7210	McCampbell Analytical Inv#1108803, dtd 9/1/11	Analyze water		\$1,177.00
7215	Veolia Water Inv#00006536, dtd 9/1/11	Monthly O&M fee for September 2011		\$95,701.17
7312	Veolia Water Inv#00006669, dtd 9/7/11	Reimburse for Repair/Maint for August 2011		<u>\$2,858.91</u>
			Sub-Total	\$98,560.08
7225	Croce & Company Inv#001113061, dtd 8/31/11	Prepare financial statements for year end 6/30/10		\$21,258.75
7301	American Retrofit Systems Inv#129, dtd 9/8/11	Labor to reconfigure generator after power failure		\$100.00
7301	American Retrofit Systems Inv#130, dtd 9/8/11	Labor to trouble shoot Head works screen auger		\$200.00
7301	American Retrofit Systems Inv#131, dtd 9/8/11	Reset and start WWTP1 Clairifier rake arm		\$100.00
7305	American Retrofit Systems Inv#132, dtd 9/8/11	Labor to remove VFD at Influent pump station		<u>\$300.00</u>
			Sub-Total	\$700.00
7301	Conco-west, Inc. Inv#193, dtd 8/30/11,	UV Wiers Plant 2		\$3,676.72
7301	J.W. Backhoe Inv#1583, dtd 9/6/11	Repair leaking fire hydrant @ 2045 Cypress Pt		\$9,967.93
7301	J.W. Backhoe Inv#1585, dtd 9/6/11	Repair water leak @ 1792 Dolphic PI		\$1,324.40
7301	J.W. Backhoe Inv#1586, dtd 9/6/11	Replace 8" MJ gate valve/8" PVC pipe/Valve		\$7,196.95
7301	J.W. Backhoe Inv#1587, dtd 9/6/11	Repair emergency leak @ 2332 Newport PI		<u>\$4,273.33</u>
			Sub-Total	\$22,762.61
7301	R&B Company Inv#S1267825.003, dtd 8/31/11	Brass Meter flanges		\$561.57
7301	R&B Company Inv#S1270782.001, dtd 9/9/11	PVC pipe/adaptor		<u>\$153.62</u>
			Sub-Total	\$715.19
7301	Paul E. Vaz Trucking, Inc. Inv#14625, dtd 8/31/11	Delivery for TODB		\$617.80
7301	Paul E. Vaz Trucking, Inc. Inv#14626, dtd 8/31/11	Delivery for WWTP		<u>\$743.93</u>
			Sub-Total	\$1,361.73
7330	Univar Inv#SI5918367, dtd 8/29/11	Chemicals		\$1,115.69
7330	Univar Inv#SI5918368, dtd 8/29/11	Chemicals		<u>\$1,347.96</u>
			Sub-Total	\$2,463.65
			Sub-Total pg 1	\$174,352.13

Request for authorization to pay invoices
 For the Meeting on September 21, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>		
7414	Freedom Mailing Service Inv#19280, dtd 9/9/11 Monthly bill for outsourced billing for 9/11	\$909.45
7420	Neopost Acct#XXXX4658, dtd 9/6/11 for August 2011	\$229.36
7430	Office Depot Inv#576818738001, dtd 8/26/11 Office Supplies	\$6.25
7952	Office Depot Inv#576927001001, dtd 8/29/11 Office Supplies *****Zone #8 - reimbursable*****	\$11.17
7430	Office Depot Inv#577201827001, dtd 8/30/11 Office Supplies	\$42.15
7430	Office Depot Inv#577783961001, dtd 9/2/11 Office Supplies	\$26.76
7952	Office Depot Inv#577783961001, dtd 9/2/11 Office Supplies *****Zone #8 - reimbursable*****	\$3.92
7952	Office Depot Inv#57784000001, dtd 9/2/11 Office Supplies *****Zone #8 - reimbursable*****	\$18.18
Sub-Total		\$108.43
7430	Uppercase Printing, Ink. Inv#5209, dtd 8/31/11 2,000 Door hangers	\$218.00
7460	American Water Inv#7000378523, dtd 8/29/11 Mmbership for 12/1/11-11/30/12	\$231.00
7510	AMS.NET Inv#126541, dtd 9/12/11 Support - Service Request#34241	\$112.50
7520	Verizon Wireless Inv#1007912404, dtd 8/26/11 Monthly wireless service	\$441.75
7630	Delta Fence Inv#0004114, dtd 9/8/11 Air conditioner fence repair - Lakeshore pump station	\$11.43
7630	Discovery Pest Control Inv#0441138, dtd 9/14/11 Monthly service for September 2011	\$68.00
7665	Golden State Lumber, Inc. Inv#3634828, dtd 9/6/11 Heavy duty storage locks @Plant 1	\$963.30
7670	Big Dog Computer Inv#20090930-17, dtd 9/8/11 Monthly service/update server for Aug/Sept	\$320.00
7670	Incrementum Inv#342, dtd 8/24/11 Laserfiche Software Plan	\$811.88
7952	CC Public Works Dept. DR#11-3005, dtd 9/2/11 Permit for Regatta Basketball Court *****Zone #57 - reimbursable*****	\$2,262.00
7952	Fairin Perez Expense report dtd 9/8/11 Mileage *****Zone #57 - reimbursable*****	\$8.21
7952	Gates & Assoc. Inv#33053, dtd 9/1/11 Proj#4098.01 Regatta Park Basketball Ct. *****Zone #57 - reimbursable*****	\$1,905.55
Sub-Total pg 2		\$8,600.86
Sub-Total pg 1		\$174,352.13
Total TODB		\$182,952.99

Cassell Utility Account

7951	Refund of overpayment on Acct#1-011-510-071-1.01	\$3.49
Cassell UtilityTotal		\$3.49

TODB GRAND TOTAL \$182,956.48

Community Center Fund

7960	R & M Signs Inv. Dated 9/6/11 "Take our survey" signs	\$360.00
7960	TODB Ck Req #11, dtd 9/8/11 Ck req #4,5,6 deposited in error	\$261.06

Community Center Grand Total \$621.06

Obj #	TOWN OF DISCOVERY BAY CSD O&M BUDGET - FISCAL YEAR 2011-12 APPROVED 6/16/11 Account Description	2011/2012 Approved Budget	Pending Approval 09/21/11	2011/2012 YTD REIMB.	2011/2012 YTD Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages					
7001	Salary & Wages	\$531,551	\$1,552		\$4,026	\$527,525
7005	Overtime	\$5,000			\$0	\$5,000
7007	Auto Allowance	\$4,200	\$109		\$119	\$4,081
7010	Payroll Taxes	\$53,655			\$0	\$53,655
7011	Group Insurance (Partial EE Reimb)	\$44,400	\$3,061		\$8,357	\$36,043
7021	Landscape Related Salary & Wages (Reimb)	\$157,737			\$0	\$157,737
7022	Landscape Related Overtime (Reimb)	\$3,000			\$0	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$16,073			\$0	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$815		\$2,078	\$21,522
7030	Worker's Comp	\$8,000			\$3,574	\$4,426
	Sub-Total	\$847,216	\$5,538	\$0	\$18,154	\$829,062
	Board of Directors					
7101	Compensation	\$36,000	\$2,000		\$2,600	\$33,400
7102	Travel & Training	\$2,500	\$65		\$65	\$2,435
	Sub-Total	\$38,500	\$2,065	\$0	\$2,665	\$35,835
	Contractual Services					
7205	Legal Services	\$80,000			\$1,328	\$78,672
7210	Consulting Services *	\$210,000	\$15,251		\$67,546	\$142,454
7215	Water & Wastewater Services Contract	\$1,148,000	\$95,701		\$94,744	\$1,053,256
7220	Liability Insurance	\$50,000			\$53,911	(\$3,911)
7225	Accounting Financial Services	\$30,000	\$21,259		\$0	\$30,000
	Sub-Total	\$1,518,000	\$132,211	\$0	\$217,529	\$1,300,471
	Operations & Maintenance					
7301	General Repairs - Water/Sewer	\$550,000	\$28,916		\$110,013	\$439,987
7305	General Repairs - Pumps	\$100,000	\$300		\$300	\$99,700
7310	NTR/SIP Testing - RWQCB	\$5,000			\$0	\$5,000
7312	Preventive & Corrective Fund	\$107,000	\$2,859		\$3,781	\$103,219
7330	Chemicals/Odor Supplies	\$100,000	\$2,464		\$18,848	\$81,152
7385	NPDES NOV Fines (s)	\$25,000			\$0	\$25,000
7410	Copier Maintenance	\$4,500			\$397	\$4,103
7414	Outsource of Water Billing	\$15,000	\$909		\$2,197	\$12,803
7420	Postage	\$2,500	\$229		\$508	\$1,992
7430	Office Supplies	\$8,000	\$293		\$1,810	\$6,190
7440	Public Communications & Noticing	\$5,000			\$242	\$4,758
7450	Election Expenses	\$0			\$0	\$0
7460	Memberships	\$17,500	\$231		\$3,318	\$14,182
7470	Rent - Public Meetings	\$500			\$0	\$500
7480	Permits	\$40,000			\$0	\$40,000
7490	Travel & Training	\$3,000			\$18	\$2,982
7510	Info Systems Maintenance	\$2,500	\$113		\$1,696	\$804
7520	Cellular Communications/Data	\$6,500	\$442		\$3,626	\$2,874
7535	Electrical Cost (water)	\$335,000			\$65,539	\$269,461
7537	Electrical Cost (sewer)	\$370,000			\$75,928	\$294,072
7550	Telephone	\$4,800			\$1,360	\$3,440
7620	Special Equipment	\$3,000			\$113	\$2,887
7630	Facility Maintenance/Landscape	\$15,000	\$79		\$3,982	\$11,018
7665	Office Buildings/Improvements	\$10,000	\$963		\$1,590	\$8,410
7670	Office Equipment/Software	\$30,000	\$1,132		\$10,681	\$19,319
7680	Office Furnishings	\$1,000			\$370	\$630
7685	Miscellaneous Small Tools	\$3,500			\$1,401	\$2,099
7690	Equipment Maintenance/Fuel	\$20,000			\$3,625	\$16,375
7925	Miscellaneous Bank Charges	\$500			\$0	\$500
7950	Miscellaneous Services & Supplies	\$2,500			\$5,700	(\$3,200)
7951	Miscellaneous Reimbursable	\$1,000	\$3		\$159	\$841
7952	Landscape Related Reimbursables	\$200,000	\$4,209		\$22,335	\$177,665
7970	Unrecoverable Charges	\$5,000			\$0	\$5,000
7990	G.F. Expenditures	\$0			\$0	\$0
	Sub-Total	\$1,993,300	\$43,143	\$0	\$339,537	\$1,653,763
	Inter-Governmental Charges					
7805	Revenue Collection	\$6,000			\$0	\$6,000
7810-0810	Investment Fee	\$200			\$0	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$480			\$0	\$480
7820	Accounting (A/P, A/R, GL)	\$2,000			\$0	\$2,000
7825	Public Works - Permits	\$10,000			\$3,768	\$6,232
7850	Property Taxes	\$10,000			\$0	\$10,000
	Sub-Total	\$28,680	\$0	\$0	\$3,768	\$24,912
	TOTAL O&M Budget	\$4,425,696	\$182,956	\$0	\$581,652	\$3,844,044

Request for authorization to pay invoices
 For the Meeting on September 21, 2011
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/11 - 6/12

Warrants Pd

Acct Code

2120	Discovery Bay Disposal Acct#17-0001966 dtd 9/1/11 for August 2011		\$272.00
2281	Hensen Plumbing, Inc. Inv#36981, dtd 9/7/11 Labor to repair womens bathroom @ Cornell Park		\$98.00
2282	Delta Bluegrass Co. Inv#0601578, dtd 9/6/11 Bolero dwarf		\$1,533.27
4789	Delta Bluegrass Co. Inv#0601578, dtd 9/6/11 Sod Installation		<u>\$1,533.27</u>
	Sub-Total		\$3,066.54
2130	Watersavers Irrigation Inv#11095350, dtd 8/30/11 PVC Tee/slip quik		\$17.78
2282	Watersavers Irrigation Inv#11095350, dtd 8/30/11 PVC Tee/slip quik		\$20.13
2282	Watersavers Irrigation Inv#11096401, dtd 9/1/11 PVC Pipe/bushings/elbow fittings		\$544.91
2130	Watersavers Irrigation Inv#11096444, dtd 9/1/11 Razorback shovel		\$28.61
2282	Watersavers Irrigation Inv#11098227, dtd 9/8/11 Irritrol shield/PVC coupling/Tee fittings		\$212.61
2282	Watersavers Irrigation Inv#11098245, dtd 9/8/11 PVC elbow fitting		<u>\$3.42</u>
	Sub-Total		\$827.46
2282	ValleyCrest Landscaping Inv#3828698, dtd 8/30/11 Monthly contract service	Sept. 11	\$175.00
2282	ValleyCrest Landscaping Inv#3830203, dtd 9/2/11 Completed weed abatement DB Blvd		\$210.00
2282	ValleyCrest Landscaping Inv#3835998, dtd 9/10/11 Monthly contract service	Sept. 11	<u>\$8,457.00</u>
	Sub-Total		\$8,842.00
2282	Woodmill Recycling Co. Inv#2011-1246, dtd 8/31/11 Greenwaste recycling fees 8/16/11		\$36.00
2301	Fairin Perez Expense report dtd 9/8/11 Mileage		\$73.93
2310	Express Employment Inv#10028943-8, dtd 8/31/11 Temp: Darren Tanti	w/e 8/28/11	\$939.40
4829	Express Employment Inv#10052840-5, dtd 9/7/11 Temp: Darren Tanti	w/e 9/7/11	<u>\$1,034.62</u>
			\$1,974.02
4789	All Fired Up Inv#9-8-11 Tiles for Cornell Park		\$97.00
4789	Community Playgrounds Inv#8661, dtd 8/31/11 Playground installation		\$58,126.00
4789	Ezme Designs Inv#1099, dtd 9/10/11 Tiles for Cornell Park		\$667.08
4789	Odyssey Landscape Inv#36036189, dtd 8/30/11 Tree planting		\$1,475.00
2282	Odyssey Landscape Inv#36036190, dtd 8/30/11 Check irrigation @ Cornell Park		\$245.00
4789	Odyssey Landscape Inv#36036191, dtd 8/30/11 Tree removal		\$985.00
2282	Odyssey Landscape Inv#36036192, dtd 8/30/11 Irrigation repairs @ DB Blvd		\$210.00
2282	Odyssey Landscape Inv#36036214, dtd 8/30/11 Tree removal @ Cornell Park		<u>\$2,375.00</u>
			\$5,290.00
TOTAL			\$79,370.03

Obj #	Discovery Bay Landscape & Lighting District #8 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	25.00% Sep 11 Month to Date Expenses	Plan to Approve 9/21/2011	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages					
2310	Staff Payroll	\$93,760		\$939	\$0	\$93,760
	Sub-Total	\$93,760			\$0	\$93,760
	Contractual Services					
2310	Professional/Specialized Services	\$8,000			\$0	\$8,000
2360	Insurance	\$5,000			\$0	\$5,000
	Sub-Total	\$13,000			\$0	\$13,000
	Operations & Maintenance					
2100	Office Expenses, Supplies	\$1,250			\$252	\$998
2102	Books, Periodicals & Subscriptions	\$200			\$0	\$200
2103	Postage	\$50			\$0	\$50
2110	Communications	\$1,765			\$0	\$1,765
2120	Utilities (Street Lights, Water, Garbage)	\$108,500	\$6,876	\$272	\$17,651	\$90,849
2130	Small Tools & Instruments	\$2,000	\$188	\$46	\$420	\$1,580
2131	Minor Equipment, Furniture less than \$1,000	\$500			\$0	\$500
2170	Household Items	\$1,750			\$538	\$1,212
2190	Public Notices	\$300			\$0	\$300
2200	Memberships	\$250			\$0	\$250
2250	Rent & Lease of Equipment	\$500			\$0	\$500
2251	Computer Software	\$0			\$0	\$0
2270	Maintenance of Equipment	\$1,000			\$222	\$778
2271	Automotive Supplies & Repairs	\$2,000			\$0	\$2,000
2272	Gasoline	\$3,500			\$0	\$3,500
2281	Maintenance of Buildings	\$5,400	\$660	\$98	\$1,085	\$4,315
2282	Grounds Maintenance	\$212,000	\$12,423	\$14,022	\$25,111	\$186,889
2284	Requested Maintenance from County	\$0			\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$100		\$74	\$0	\$100
2303	Other Travel Employee Expenses	\$1,500			\$0	\$1,500
2470	Road/Construction Materials (Street Signs)	\$500			\$0	\$500
2479	Other Special Expenses	\$12,000			\$0	\$12,000
	Sub-Total	\$355,065			\$45,281	\$309,784
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$1,000			\$0	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$500			\$0	\$500
5011	Reimbursement for County Admin. Costs	\$500			\$0	\$500
	Sub-Total	\$2,000			\$0	\$2,000
	TOTAL O&M Budget	\$463,825	\$20,147	\$15,452	\$45,281	\$418,545

			25.00%			
Obj#	Discovery Bay Landscape & Lighting District #8 CAPITAL BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	Sep 11 Month to Date Expenses	Approve 9/21/2011	2011/2012 Actuals	2011/2012 Remainder of Buget YTD
PARKS						
4789	Cornell Park - Playground Replacement	\$ 126,000.00	\$80	\$62,883	\$74,380	51,620
4834	Cornell Park (Restroom Partitions)				\$16,130	(16,130)
	Cornell Park (ADA Upgrades)	\$35,000			\$0	35,000
	Cornell Park (Tennis Court Surfacing)	\$20,000			\$0	20,000
	Cornell Park (Dog Park Fencing)	\$85,000			\$0	85,000
	Cornell Park (Tot Lot Removal)	\$12,500			\$0	12,500
	Cornell Park (Horse Shoe & Bocce Court)	\$15,000			\$0	15,000
	Parks Sub Total	\$293,500	\$80	\$62,883	\$90,510	202,990
STREETSCAPE						
4265	Various Improvements	\$7,500			\$0	7,500
4546	Structure & Walkway Repairs	\$2,000			\$0	2,000
4829	Landscape Master Plan Areas		\$6,235	\$1,035	\$20,114	(20,114)
	Willow Lake Road Streetscape				\$0	0
	Discovery Bay Blvd. (West) / Sand Point Rd.	\$12,000			\$0	12,000
	Highway 4 (East)	\$30,000			\$2,357	27,643
	Discovery Bay Blvd (East)	\$50,000			\$7,531	42,469
	Streetscape Sub Total	\$101,500	\$6,235	\$1,035	\$30,002	71,498
MISC.						
4853	Vehicle Purchase	\$25,000			\$0	25,000
4959	Tools & Sundry Equipment	\$3,000			\$0	3,000
	Misc. Sub Total	\$28,000	\$0	\$0	\$0	28,000
	Total Capital Budget	\$423,000	\$6,315	\$63,918	\$120,511	302,489

Request for authorization to pay invoices
For the Meeting on September 21, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>		
2282	Hertz Equipment Rental Inv#25691185-001, dtd 6/20/11 Platform lift	\$395.49
2301	Fairin Perez Expense report dtd 9/8/11 Mileage	\$9.12
2310	Zentner and Zentner Inv#0022766-IN, dtd 8/31/11 Proj: TOD 960-Ravenswood	\$640.00
Total		\$1,044.61

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	25.00% Sep 11 Month to Date Expenses	Planned to Pay 9/21/2011	2011/2012 YTD REIMB.	2011/2012 YTD ACTUALS	2011/2012 Remainder of Budget YTD
	Salary & Wages						
2310	Staff Payroll	\$37,952	\$1,095			\$1,095.00	\$36,857
	Sub-Total	\$37,952	\$1,095	\$0	\$0	\$1,095.00	\$36,857
	Contractual Services						
2310	Professional/Specialized Services	\$8,200		\$640		\$160.00	\$8,040
2360	Insurance	\$1,600				\$0.00	\$1,500
	Sub-Total	\$9,700	\$0	\$640	\$0	\$160.00	\$9,540
	Operations & Maintenance						
2100	Office Expenses, Supplies	\$500				\$0.00	\$500
2102	Books, Periodicals & Subscriptions	\$50				\$0.00	\$50
2103	Postage	\$150				\$0.00	\$150
2110	Communications	\$350				\$0.00	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$26,325	\$126			\$3,757.25	\$22,568
2130	Small Tools & Instruments	\$750				\$0.00	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$250				\$0.00	\$250
2170	Household Items	\$750				\$118.00	\$632
2190	Public Notices	\$500				\$0.00	\$500
2200	Memberships	\$50				\$0.00	\$50
2250	Rent & Lease of Equipment	\$0				\$0.00	\$0
2251	Computer Software	\$0				\$0.00	\$0
2270	Maintenance of Equipment	\$200				\$0.00	\$200
2271	Automotive Supplies & Repairs	\$300				\$0.00	\$300
2272	Gasoline	\$500				\$0.00	\$500
2281	Maintenance of Buildings	\$0				\$0.00	\$0
2282	Grounds Maintenance	\$44,600	\$2,725	\$395		\$7,758.00	\$36,742
2284	Requested Maintenance from County	\$0				\$0.00	\$0
2301	Employee Auto Mileage - Reimbursement	\$50		\$9		\$0.00	\$50
2303	Other Travel Employee Expenses	\$0				\$0.00	\$0
2470	Road/Construction Materials (Street Signs)	\$0				\$0.00	\$0
2479	Other Special Expenses	\$1,350				\$0.00	\$1,350
	Sub-Total	\$76,575	\$2,851	\$405	\$0	\$11,633.25	\$64,942
7800	Inter-Governmental Charges						
3530/3550	Taxes & Assessments	\$425				\$0.00	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0				\$0.00	\$0
5011	Reimbursement for County Admin. Costs	\$0				\$0.00	\$0
	Sub-Total	\$425	\$0	\$0	\$0	\$0.00	\$425
	TOTAL O&M Budget	\$124,652	\$3,946	\$1,045	\$0	\$12,888.25	\$111,764



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

September 21, 2011

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

Agenda Title

Proposed Changes to the Town of Discovery Bay's By-Laws and Board Policy

Recommended Action

Provide input and comments, as necessary

Executive Summary

The Board has adopted a number of Resolutions over that past year that has also triggered changes to the By-Laws and Board Policy of the Town of Discovery Bay. The proposed changes to the By-Laws and Board Policy (attached) bring those documents into conformity with previous actions taken by the Board.

Additionally, staff and the District's legal counsel have reviewed both documents and recommend a variety of proposed changes within the documents in order to maintain consistency between the documents.

At this time, staff is seeking Board input and direction. Once that input is obtained, staff will return with the final documents for final approval and adoption of appropriate Resolution(s) to implement the recommended changes.

Both documents identify the recommended changes using ~~strikeout~~/underline for ease in identifying the recommended changes.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

Attachments

Proposed Board Policy of the Town of Discovery Bay; Proposed Bylaws of the Town of Discovery Bay

AGENDA ITEM: F-1

REVISED AMENDED

BY-LAWS

OF THE

TOWN OF DISCOVERY BAY

DRAFT

Revised Amended April 20, 2011 September 7 21, 2011

~~REVISED-AMENDED BY LAWS~~

OF THE

TOWN OF DISCOVERY BAY

ARTICLE I

NAME

This unit of local government shall be known as the Town of Discovery Bay, 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 provide for those exercise of those powers set forth in Government Code ~~Government Code~~ Community Services District Law section § 61400 et seq. ~~(Community Services District Law) 61600 approved by the electors of the Town;~~
- B. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- C. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Number.

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) years staggered terms. ~~Such terms of office to be established on a staggered basis. Initially two (2) Directors will serve a two year term and three (3) members will serve a four year term. Thereafter, all terms shall be four years~~ 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 by him/her, and One Hundred Dollars (\$100.00) for each day's service performing duties for the District other than attending meetings, subject to the following limitation: ~~Total compensation shall not to exceed Six Hundred Dollars (\$600) per month as provided in Community Services District Law~~ Government Code section §61047. Traveling and such other necessary expenses actually incurred by him/her in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the 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 ~~Treasurer~~ President Pro-Tempore.

Section 2. Terms 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.

Section 3. Duties of Elected Officers.

A. 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 on the preparation of CSD Meeting Agendas and its contents.
- ~~3.2.~~ Shall serve as official spokesperson for the Board.
- ~~4.3.~~ Shall appoint such committees and other working groups as ~~prescribed~~ confirmed by the Board.
- ~~5.4.~~ Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board.
- ~~6.5.~~ ~~Shall~~ May co-sign all checks for warrants drawn by the Treasurer and approved by the Board.
- ~~7.6.~~ Shall perform such other duties as necessary to carry out the work of the Board.
- ~~8.7.~~ Shall perform such duties as prescribed by law.

B. Vice-President.

1. Shall serve in the absence of the President.

C. ~~Board Treasurer~~ President Pro-Tempore.

1. ~~Shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of all financial transactions of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital surplus, and assure that Town funds are properly secured. The~~

books of the account shall at all reasonable times be open to inspection by any Director serve in the absence of the President and the Vice President.

2. ~~Shall prepare, or cause to be prepared, and supervise the preparation of an annual budget, together with reliable estimates of income and a publicly announced semi-annual report of expenditures.~~
3. ~~Shall deposit all moneys and other valuables in the name of and to the credit of the District with such depositories and in such accounts as may be designated by the Board.~~
4. ~~Shall provide all records and documents necessary for, and shall supervise, an annual, independent audit of expenditures.~~
5. ~~Shall disburse the funds of the District as may be ordered by the Board and co-sign all warrants authorized by the Board; shall ensure that all bills, invoices and vouchers are paid in a timely manner; render to the Board, whenever they request it, an account of all his/her transactions as Board Treasurer and of the financial condition of the District; and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws~~By-Laws.
6. ~~In the absence of the Board Treasurer, another Director shall be designated by the Board as a temporary Board Treasurer, and he or she shall perform the duties of Board Treasurer in the Board Treasurer's absence, except as provided in Article VII, Section 1.~~

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~~ Government Code Community Services District Law section §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 pre-existing accounts that were authorized under the Community Services District laws in effect prior to January 1, 2006.
- C. The Board may appoint such other officers as it deems necessary.

Section 2. General Manager Duties.

The general manager is employed by the board to run the day-to-day business of the Town of Discovery Bay.

Duties of the general manager (GM) include, but are not limited to:

- A. Prepare a detailed job description of -the general manager.
- B. Prepare detailed job descriptions for all employees of the District. These must be updated and reviewed by the Board as any new functions are added.
- C. ~~In preparation for Board review, do~~ Perform an annual evaluation of employees.
- D. Spend the major portion of his/her time ~~on the items in the detailed job description of the GM.~~
- E. ~~Dispatch the contractor hired for operations on all water and wastewater problems in Town of Discovery Bay that require fieldwork. The GM will respond only if the situation is too complicated for the contractor hired for operations to handle.~~
- F.E. Prepare and maintain a current timeline for all major projects, ~~such as, but not limited to, potable water treatment, wastewater plants, land acquisitions, modular meeting building, pipe replacements, repairs or additions in the parks, Sandy Cove Shopping Center, Lake View Business Park, community center, water reclamation and conservation.~~
- G.F. Establish regular office hours and ensure that there is at least one (1) person in the office during those hours.
- H.G. Such other duties as may from time to time be assigned by the Board.

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 Drive, 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.

- C. All meetings shall be conducted in accordance with the Ralph M. Brown Act.
- D. All motions made at Board meetings shall require a second to the motion prior to the Directors voting.

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 §61225~~ Government Code - Community Services District Law section §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.

Section 4. Notice of Regular and Special Meetings.

- A. Notices of regular meetings shall be sent in writing to each Director at his/her home address at least four calendar (4) days prior to such meetings. 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. 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 ~~Treasurer~~ Vice President, or by the President Pro-Tempore ~~Treasurer~~, and one other Director, or, in the absence of the ~~Treasurer~~ relected officers, any two (2) Directors.

Section 2. Contracts.

The Board, except as in the ~~Bylaws~~By-Laws 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 ~~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 ~~Bylaws~~By-Laws or otherwise by law.

ARTICLE IX

AMENDMENTS

The ~~Bylaws~~By-Laws may be repealed or amended, or new ~~Bylaws~~By-Laws may be proposed, by resolution and the affirmative vote of the majority at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall have been mailed to each Director at least four (4) days prior to the meeting at which the matter is to be acted upon in compliance with the Ralph M. Brown Act, as amended.



BOARD POLICY
OF THE
TOWN OF DISCOVERY BAY

DRAFT

Amended September 21, 2011



TOWN OF DISCOVERY BAY

BOARD POLICY

PURPOSE

The purpose of the elected Board of the Town of Discovery Bay, a multipurpose independent 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 TODB 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 Treasurer~~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. In the event of his or her ~~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. ~~The Treasurer will act as provided in Government Code 61737.04 et Seq. The Treasurer may have designated alternates who may act in his/her absence.~~

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.

~~While discharging their responsibilities through official actions of the Board as a whole, Board members may be considered to be officers with District jurisdiction over the execution of the Board's policies.~~

Board meetings ~~shall~~ will be noticed ~~and in accordance with~~ the Ralph M Brown Act of 1959, as amended.

The parliamentary procedure for conducting all meetings will be ~~"The New Robert's Rules of Rosenberg's Rules Order," Revised.~~

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

The Board has standing committees and appoints ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to a member of these committees.

~~In the discharge of their duties, Board members act as a Board and not as individuals. An Individual director has no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board. the Board of Directors must comply with all legal and moral laws and are required to receive Ethics training pursuant to AB1234.~~

III. RESPONSIBILITIES

A. Responsibilities of the Board Members

1. To select a General Manager as the Board's chief administrative officer and professional advisor and ~~property~~ 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 ~~ies and Administrative Regulations 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 and administrative regulation of the District.

4. By motion, resolution, or ordinance conduct the business of the District Board, 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. Agenda formats, and the rules governing the running of the meetings will be up to the President and be governed by current open meeting laws.~~
11. the California Ralph M. Brown Act of 1953, as amended.
12. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by a the majority direction of the Board.
- ~~13. Board members are elected by their constituents and as such must conduct themselves in an ethical manner.~~

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. ~~(Any writing not previously approved by the Board shall be on personal stationery and shall omit title and Board affiliation.)~~

- d. Place on the agenda any item for Board action without providing to every Board member documentation he or she deems necessary for a decision at least twenty-four (24) hours prior to the meeting.

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 or Executive Executive 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, the Board Policies and Administrative Regulations Manual, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and the California Fire Chiefs Association or other agencies, as needed.

~~e. The District Secretary shall supply material pertinent at the first official meeting of the Board following election or appointment, and shall explain its function and utilization.~~

~~d.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.

~~e.d.~~ The incoming member ~~may~~ shall meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

D. 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.

6. May co-sign all checks for warrants approved by the Board.

7. Shall perform such other duties as necessary to carry out the work of the Board.

8. Shall perform such duties as prescribed by law.—

~~1. Preside at all meetings of the Board whenever present.~~

- ~~2. Maintain order and decorum.~~
- ~~3. Appoint standing and ad hoc committee members as District representatives to external agencies, all subject to confirmation by the Board.~~
- ~~4. Keep the Board informed of all communications affecting the District.~~
- ~~5. Communicate actions of the Board to affected persons and private or public entities.~~
- ~~6. Receive and reply to questions directed to the Board or refer to the appropriate office or member.~~
- ~~7. Act as a spokesman for the Board when queries are received from the media, the public or other agencies.~~
- ~~8. Perform the duties of a Board member.~~

E. Responsibilities of the Vice-President

1. Shall serve in the absence of the President.

- ~~1. Perform the duties of the President in his/her absence.~~
- ~~2. Be familiar with Board ordinances, resolutions, laws, and regulations as they apply to the Office of President.~~
- ~~3. Be prepared to assume the duties of President on brief notice. This includes keeping informed of current status by frequent consultations and discussions, being aware of the tasks and projects underway, and their current status.~~
- ~~4. Perform the duties of a Board member.~~

F. Responsibilities of the President Pro Tempore Treasurer

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

- ~~1. Serve as Chairperson of the Finance/Budget Committee.~~
- ~~2. Fulfill the responsibilities as defined in the California Government Codes.~~
- ~~3. Participate with the District General Manager and staff in preparation of:

 - ~~a. Annual budget~~
 - ~~b. Financial reports~~
 - ~~c. Allocation and placement of the financial resources~~~~
- ~~4. Prepare financial plans and recommendations for submittal to the Board for review and approval.~~
- ~~5. Participate in a review of the annual audit. Take action to implement the suggestions and recommendations offered by the auditor.~~
- ~~6. Invest appropriate funds in accordance with the Board's Investment Policy.~~
- ~~7. Perform a periodic review of District's insurance coverage.~~
- ~~8. Perform the duties of a Board member.~~

G. 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.

H. 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.

I. The Board authorizes the General Manager to:

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. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
7. Participate in community activities.
8. Continue a program of professional development to assure and enhance staff's professional growth.



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

September 21, 2011

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

Agenda Title

Review of the Town of Discovery Bay CSD District Representative Listing for 2011

Recommended Action

That the Board take action as necessary

Executive Summary

On January 5, 2011 the Board of Directors of the Town of Discovery Bay CSD voted to appoint various Board members to a number of District, local, and regional agencies in order to represent the Town of Discovery Bay Community Services District in those activities. This "District Representative Listing for 2011" was amended on June 15, 2011 to change the director appointed to the Contra Costa County Code Enforcement Committee.

There are a total of twelve (12) assignments, with each having a primary as well as an alternate member. The list of current appointments and their respective alternate is attached to this report as Exhibit A.

At the meeting of September 7, 2011, Director Simon asked that this item be returned to the Board for review, discussion, and possible action.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

January 5, 2011 – Board appointments to the District Representative Listing for 2011

June 15, 2011 – Revised Board Appointment to the District Representative Listing for 2011 (Contra Costa County Code Enforcement Committee).

Attachments

Exhibit A – June 15, 2011 District Representative Listing for 2011

January 5, 2011 Agenda Report w/Attachments

AGENDA ITEM: F-2

Exhibit A

Town of Discovery Bay CSD Board of Directors

District Representative Listing for 2011*
 Approved / Updated at June 15, 2011 Board Meeting

DISTRICT REPRESENTATIVE		
	Director Appointed	Alternate
Community Center	Ray Tetreault	Chris Steele
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Brian Dawson	Mark Simon
Contra Costa Special Districts Association	Kevin Graves	Chris Steele
East Contra Costa County Fire Protection District	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCo	Chris Steele	Mark Simon
Parks/Landscaping	Mark Simon	Brian Dawson
Police Services	Ray Tetreault	Brian Dawson
School Districts	Brian Dawson	Chris Steele
Transportation	Brian Dawson	Kevin Graves
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

Exhibit A

SCOPE OF FUNCTIONS

Community Center: This involves meetings with public officials, public employees, Town staff and developers concerning issues involving the location of the Community Center.

Contra Costa County Aviation Advisory: This involves attending meetings of this committee to discuss airport operations and activities.

Contra Costa County Code Enforcement: This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

Contra Costa Special Districts Association. This involves attending meeting of the Contra Costa Special Districts Association.

Contra Costa County Fire Protection District. This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

East County Water Management Association. This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

LAFCo: This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

Parks/Landscaping. This involves meeting with contractors, public officials, public employees, Town staff, and community groups concerning issues involving the Town's parks and/or landscaping.

Police Services. This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

School Districts. This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

Transportation. This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

Water and Sewer Vendor. This involves meeting with contractors, public officials, public employees, Town Staff, and Community groups concerning issues involving the Town's Water and Sewer contractor(s).



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 5, 2011

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

Agenda Title

Appointment of Board Members to District Representative Committee Positions

Recommended Action

It is recommended that the Board appoint District Representatives to Committee positions for 2011.

Executive Summary

Each year, the Board of Directors makes appointments for District Representatives. These appointees serve the District on a wide variety of committees and other agencies and report back to the entire board on their findings.

At this time, there are twelve (12) positions to be appointed as the Primary representative and an additional twelve (12) positions to be assigned alternates.

It is appropriate to make the Representative appointments in a timely manner.

Fiscal Impact:

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

Previous Relevant Board Actions for This Item

Attachments

District Representative Listing for 2010

COPY



Town of Discovery Bay CSD Board of Directors

District Representative Listing for 2010*
 Approved / Updated at March 3, 2010 Board Meeting

DISTRICT REPRESENTATIVE		
	Director Appointed	Alternate
Community Center	David Piepho	Ray Tetreault
Contra Costa County Aviation Advisory Committee	Kevin Graves	Brian Dawson
Contra Costa County Code Enforcement	David Piepho	Mark Simon
Contra Costa Special Districts Association	David Piepho	Kevin Graves
East Contra Costa County Fire Protection District	Ray Tetreault	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCo	Mark Simon	Ray Tetreault
Parks/Landscaping	Mark Simon	David Piepho
Police Services	Ray Tetreault	Brian Dawson
School Districts	David Piepho	Brian Dawson
Transportation	David Piepho	Kevin Graves
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

SCOPE OF FUNCTIONS

- Community Center.** This involves meetings with public officials, public employees, Town staff and developers concerning issues involving the location of the Community Center.
- Contra Costa County Aviation Advisory:** This involves attending meetings of this committee to discuss airport operations and activities.
- Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.
- Contra Costa Special Districts Association.** This involves attending meeting of the Contra Costa Special Districts Association.
- Contra Costa County Fire Protection District.** This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.
- East County Water Management Association.** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.
- LAFCo:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.
- Parks/Landscaping.** This involves meeting with contractors, public officials, public employees, Town staff, and community groups concerning issues involving the Town's parks and/or landscaping.
- Police Services.** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.
- School Districts.** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.
- Transportation.** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.
- Water and Sewer Vendor.** This involves meeting with contractors, public officials, public employees, Town Staff, and Community groups concerning issues involving the Town's Water and Sewer contractor(s).



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

September 21, 2011

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

Agenda Title

Letter to Governor Brown requesting a VETO to SB 293 (Padilla)

Recommended Action

Authorize the Board President to send a letter on behalf of the Town of Discovery Bay CSD requesting Governor Brown Veto SB 293 (Padilla)

Executive Summary

The California Special Districts Association (CSDA) recommends Special Districts send a letter to Governor Brown seeking a veto to SB 293. The bill is currently on the governor's desk awaiting signature and it is critical that the governor know the impacts that SB 293 may have on public agencies.

SB 293 caps contract retentions at just five percent (5%) - down from 10 percent (10%) - thereby eliminating one (1) of special districts' best tools for delivering timely, on-budget public infrastructure projects. This bill would reduce the effectiveness of a public agency's ability to ensure project completion. By maintaining a retention of ten percent (10%), public agencies hold a significant incentive for a contractor to finish their work efforts in a timely manner.

It is recommended that the Board authorize the President to send the attached letter to Governor Brown seeking a veto on SB 293.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Letter to Governor Brown

AGENDA ITEM: F-3



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

September 21, 2011

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol
Sacramento, CA 95814

RE: SB 293 (Padilla)—Request for Veto

Dear Governor Brown:

On behalf of the board members of the Town of Discovery Bay Community Services District, I am writing to respectfully request your veto of Senate Bill 293.

Presently our Special District maintains a retention of Ten percent (10%) on our construction projects. We believe that Five percent (5%) retention is inadequate.

- California keeps talking about relying on local agencies to provide core services efficiently and effectively, but the Legislature keeps passing bills like SB 293 to hamstring local flexibility, remove local tools and increase local costs.
- Unlike private sector owners—who have no retention restrictions whatsoever—local agencies face the risk of accepting the lowest bidder when awarding contracts. A five percent retention cap imposes a one-size-fits-all policy that removes the flexibility to appropriately manage risk on a project-by-project basis, as well as to manage risk on-the-ground during the course of a project.
- Prohibiting retentions over five percent until 2016 would implement a bad policy at the worst possible time. During this difficult economic and budgetary time, public agencies, taxpayers and ratepayers cannot afford failures on the part of general contractors.

For these reasons, we respectfully request your veto of SB 293. Please do not hesitate to contact me should you like to discuss our position on the measure or have any questions.

Sincerely,

J. Kevin Graves, Board President
Town of Discovery Bay CSD

RH/ca

CC: The Honorable Alex Padilla [fax #: 916-324-6645]
David Lanier, Chief Deputy Legislative Secretary, Office of Governor Brown [fax #: 916-558-3177]
California Special Districts Association [fax #: 916-442-7889]

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376

Telephone • 925.634.1131 • Fax • 925.513.2705

www.todb.ca.gov

AGENDA ITEM – F-3



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

September 21, 2011

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

Agenda Title

Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)

Recommended Action

That the Board take action as necessary

Executive Summary

The Byron Boys Ranch was established in 1960 as a treatment center for adolescent delinquent male youth. The first unit of The Boy's Ranch had a capacity of twenty-one (21) wards, or residents. In 1999, the capacity was increased to one-hundred (100) residents. Residents are limited to male youth who have been committed by the Juvenile Court system in order to receive treatment at the local level rather than at the state level.

On Monday evening, September 12, 2011 four (4) wards escaped the minimum security facility. As of Thursday, September 14, 2011, three (3) of the four (4) escapes have been recaptured in Antioch. One (1) male juvenile continues to remain at large. According to newspaper reports, the runaway rate has decreased since 2007, when sixteen (16) juveniles ran away. Nine (9) ran away in 2008, six (6) in 2009, and one (1) in 2010.

Due to the proximity of the Boy's Ranch to Discovery Bay, staff is seeking input from the Board on any information they would like to receive, if any at all, from the Orin Allen Youth Rehabilitation Facility itself, or the County Probation Department that operates the facility.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: F-4



MONTHLY OPERATIONS REPORT

August 2011

Town of Discovery Bay, CA

TRAINING:

**Safety, Operations, Equipment & Software.
 735 days of safe operations**

Topic	Staff	Total Hours
Fall Protection – Slips trips and falls - Struck by prevention – Poison ivy, oak, and Sumac awareness – Regional Safety Webinar Near miss, complacency and self audit	Jen, Gerald, Lori, Bill, Blaise, Joe and Phil	4 hours
Oracle Training	Jennifer Bennett	8 hours
American Water College	Gerald Smart	22 hours
Bacti training	Lori Gabriel	2 hours

WATER SERVICE

- Annual sampling for well 4 and 5. General chemistry (nitrate and cyanide) and organics. Trihalomethane and Haloacetic Acid in distribution system.
- Radium Well 6.
- Willow Lake Filter C taken off line.
- Mr. Gnagy developing valve exercise program.
- Willow WTP; ARV's at the reclaim pump station were taken apart, cleaned and repaired.
- Newport WTP Watts Control valve at the reclaim pump station was not functioning properly. New rebuild kit ordered.
- The Cl2 injection system at Willow was repaired with new tubing fittings.
- Well 6 was taken off line as it was kicking out on high pressure..
- Meeting with Mr. Randy Livingston to discuss CCR data.
- Met with TOBD and Red Zone. OK to begin entering GIS data

Customer Inquiries

3	Brown water calls



# of Active Wells	Gallons of Water Produced	Chemical Usage/Delivered	Fire Hydrant Flushing
5	150 MG	3990	1

Bacteriological Test Results

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

WASTEWATER SERVICE

- Facility walkthrough conducted. VVNA, TODB / engineering.
- Quarterly Bioassay Completed (100% survival)
- Shop area transferring material and equipment - ongoing
- Waiting on new belt for press.
- Additional testing at Inf-001 and Golf Valve station.
- Belt Press belt ordered and waiting for delivery.
- Trojan technician visit for UV3+. Took information on alarm history.
- Replaced fuse cluster at The Lakes. Blowing fuses.
- Replaced new intake tubing head for influent plant 2.
- Conco West repaired seals on Rotor plant I.
- Lift station "G" cleaned, new capacitors and pressure transducer. Pump 1 pulled and sent to Shape for repair.
- Replaced Pump 1 at Lift station S, sent to Shape for repair. Cleaned wet well.
- Replaced check valve P-5 plant I Inf.

Customer Inquiries

0	

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Treated-mgd
15	0	0	0	42.08



Wastewater Laboratory Analysis

Parameter		
<i>WW Influent /Effluent</i>	<i>June</i>	<i>July</i>
Flow, MG Effluent	48.24	48.68
Influent BOD ₅ , mg/L/day, monthly avg.	111	155
Influent TSS, mg/L/day, monthly avg.	193	161
Effluent BOD ₅ , mg/L, monthly avg.	<1.0	<1.0
Effluent TSS, mg/L, monthly avg.	14.6	15.1
Total Coliform 7 day Median Max	80	7
Total Coliform Daily Maximum	170	8
TSS Effluent Composite Max Result mg/L	21	24
TSS Effluent Composite Max Result lbs	284	306

August Laboratory Data unavailable

**Maintenance:
Preventive and Corrective**

Total # of WO's Completed	Total Hours
245	353.87

Call & Emergency Responses

Call Outs	Emergencies
39	0

Personnel Hours & Overtime: Pay Period ending 6-29-11

Regular Hours	Overtime
1120	203

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # I

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # J

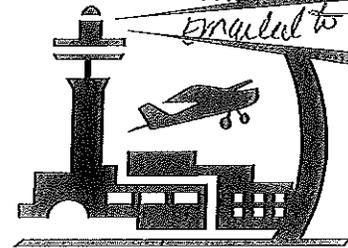
NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # K

FINAL

Town of Discovery Bay CSD
Received

~~AUG 30 2011~~

*emailed to Board +
GMA*



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 5, 2011**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:22 p.m. at the Director of Airports Office.

PRESENT: Mike Bruno, CCC Airports Business Association
David Dolter, At Large 1
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
Russell Roe, District II
Rich Spatz, Secretary, At Large 2
Tom Weber, Chair, District IV

ABSENT: Janet Kaiser, Diablo Valley College
Derek Mims, City of Pleasant Hill
Rudi Raab, District I

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR:**

David Pfeiffer could not participate as his reappointment had not yet been approved by the Board of Supervisors.

Meeting was to be adjourned in honor of June Spatz, Rich's mom.

Janet Kaiser called last minute to advise that she could not make it to the meeting due to a serious family emergency.

**PUBLIC COMMENT
PERIOD:**

None

**APPROVAL OF
MINUTES:**

March minutes were approved. Moved by Dave Dolter; seconded by Russ Roe. Approved Unanimously with a minor change on page 3.

**APPROVAL OF
CONSENT ITEMS:**

Consent items were approved. Moved by Geoff Logan; seconded by Russ Roe. Approved Unanimously.

PRESENTATION/SPECIAL REPORTS:

a. Airport Staffing Update

Keith Freitas gave an overview of the Airports' organization chart. Currently staff is stretched thin and it takes six (6) to nine (9) months to backfill a position if it is decided to do so. The Airports will be at 65% of staff if the additional individuals who are talking about retirement do so (compared to a few years ago).

Questions were raised about:

- o Whether the Administrative Intern position was a paid position. Keith responded that in the past it was been done as both an unpaid and paid position.
- o Whether the Airport was planning on filling any vacant positions. Keith responded yes, both the Airport Office Specialist and Lead Airport Operations Specialist positions.
- o The number of funded positions. Currently 14.
- o Whether some of the positions are real and vacant or whether some will never be filled. It depends on what services the Airport wants/is able to provide for example: for an airport the size of Byron's, generally there is no coverage (someone drives by daily or thereabouts). There are no comparable airports for Buchanan Field with 24 hour staffing.
- o Whether the County had a hiring freeze. Yes, the County is currently under a hiring freeze but there is a protocol to follow to fill necessary positions. Tom Weber commented that if the Airport is foregoing revenue or maintenance is being deferred due to staffing the AAC would assist to get vacant positions filled.
- o Whether the 24/7 coverage at Buchanan Field was that important to businesses, pilots, and insurance. Mike Bruno stated that he appreciates the 24/7 coverage as it helps with the prevention of theft and vandalism but he also understands the financial limitations. Russ Roe stated that this is not something you want to give up lightly.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Development Project Matrix

Beth Lee spoke on projects listed on the development matrix.

Beth reported on the Stormwater Permit C3 requirements and new fire suppression requirements and how they could impede or hinder future development.

The AAC requested to be included in any items/projects that are at risk due to staffing issues and/or regulatory issues where they could be of assistance.

c. **APEX Aviation**

Russ Roe questioned how far behind APEX Aviation (APEX) was behind on payments. APEX was 9 months behind in rent as of close of business today, plus lease extension payment and utilities.

Russ then questioned whether APEX has given any commitments to repay and/or a proposal to restructure their lease. No formal commitment or proposal has been provided that can be supported/forwarded for consideration.

The AAC questioned where the Airport was in the eviction process. Staff is currently going through the legal process identified in the lease and approved by the Board of Supervisors.

d. **AAC Calendar**

The AAC discussed the meeting schedule through May of 2012. Meetings will remain the second Thursday of the month.

e. **Foreign Trade Zone**

Beth Lee gave a quick recap of the Foreign Trade Zone (FTZ) designation history and issues for Byron Airport.

Dave Dolfer stated that the Airport Budget does not have the money to do this and the cost burden should be shifted to a company that is interested in having the designation at some future point. Also the state is looking to get rid of state enterprise zone which may have an impact.

Russ Roe stated that while not politically correct he recommends taking a position against the spending of any money on the FTZ since no interest currently exists.

Russ Roe made a motion that while the AAC is not opposed to FTZ's, since there is no money and no one or business interest, the AAC recommends against pursuing a FTZ at this time. Dave Dolfer seconded the motion.

Keith McMahon questioned why the AAC would oppose the FTZ if someone comes in or why not have a neutral position? This is a policy vs. business issue.

Tom Weber stated the problem with the motion is it looks like they oppose a FTZ.

Vote Count: Dave Dolfer, Mike Bruno and Russ Roe voted Yes, Keith McMahon, Tom Weber and Geoff Logan voted No. Motion did not carry.

f. **Airport Enterprise Fund Budget 2010/11 at 75%**

Keith Freitas stated the Airport Budget is doing okay; however, the revenues include about \$163,000 from accounts in arrears. The write off for Silver Pacific will not occur

until the end of the fiscal year. These revenue impacts may significantly impact the bottom line. The percentage of funds expended can be easier predicted because certain items are onetime costs, up front, and others are typically done at the end of the fiscal year due to weather.

Bob Weiss questioned the impact of Bristow Academy's leaving. Keith Freitas responded it would be about \$25,000 to the Airport's budget. The bigger impact is on services provided and associated business impacts (fueling, maintenance, etc.) and it will affect airports operations as a whole.

g. Access Control System Airport Staff Preliminary Recommendation

Keith stated:

- Vehicle insurance – No proof of insurance will be required
- Tenant access to both side of Airport – Tenants would be given access to both sides of airport (east and west ramp). Affiliates would be limited to areas in which they are being sponsored.
- Leaseholder's approval of affiliates – Not required. It is up to the sponsor.
- Multiple access cards – Cards will be limited to one (1) card per person; no multiple cards.

Russ Roe commented that Keith Freitas has bent over backwards to analyze the comments/complaints. Russ further stated that he agrees with staff recommendations. Mike Bruno concurred.

Tom Weber stated that the one (1) card per person may still be an issue for some but is standard practice in the business world. Attendance members concurred.

Keith McMahon made a motion to support staff recommendations as it relates to the security access process. Mike Bruno seconded the motion. Approved unanimously.

h. At Large Selection Process

Process was reviewed by Derek Mims as there was one issue of discussion. Tom Weber wanted the process as a guideline and the document should include the wording "should" as the document would be used for direction. Derek Mims wanted the process document to include the wording "will" and be used as more of a directive.

i. Part 150 Noise Study

The FAA has not approved the Part 150 Noise Study and Airport staff is currently working with the Federal Aviation Administration (FAA) to clarify what they would like to see updated.

This item will be brought back to the AAC when Airport staff knows more in order to get community input and direction.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Tom Weber stated the Airport Committee discussed: A letter to the FAA regarding the Safety Management System program for Part 139 Airports and the Pro's and Con's of maintaining the Part 139 Certificate for Buchanan Field Airport

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

Keith Freitas reported:

- The Experimental Aircraft Association had their B-17 at Pacific States Aviation over the last couple of days.
- The Airport Tenant Appreciation BBQ is next Thursday, May 12th

c. Update from Airport Business Association

Mike Bruno reported that Bristow Academy is leaving which will affect Airport operations as well as other businesses at the Airport that provided them with goods and services.

d. AAC Announcements

Tom Weber reported:

- The next AAC meeting is scheduled for Thursday, June 9.
- The Next Airport Committee meeting is scheduled for Thursday, May 26.
- Tom Weber asked to have the next AAC and Airport Committee meetings listed at the bottom of future agendas.

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- Update to WAAS

ADJOURNMENT: The meeting was adjourned by the Chair at 2:15 p.m.

SEP 03 2011

TRANSPLAN COMMITTEE
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

July 14, 2011

The meeting of the TRANSPLAN Committee was called to order in the Tri-Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Brian Kalinowski at 6:30 P.M.

ROLL CALL

PRESENT: Gil Azevedo (Antioch), Jim Frazier (Oakley), Federal Glover (Contra Costa County Board of Supervisors), Ben Johnson (Pittsburg), Bruce Ohlson (Pittsburg), Kevin Romick* (Oakley), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Chair Brian Kalinowski (Antioch)

ABSENT: Carmen Gaddis (Alternate, Contra Costa County Board of Supervisors), and Duane Steele (Contra Costa County Planning Commission)

* Arrived after Roll Call

STAFF: John Cunningham, TRANSPLAN Staff

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Jim Frazier, seconded by Ben Johnson, TRANSPLAN Committee members unanimously adopted the Consent Calendar, as follows:

3. Adopted Minutes from June 9, 2011 TRANSPLAN meeting.
4. Accepted Correspondence.
5. Accepted News Articles.
6. Accepted Environmental Register.
7. Accepted Status Report on Major Projects.

ADOPT RESOLUTION 2011-1 RECOGNIZING ALVIN LIM AS THE 2011 CONTRA COSTA COUNTY BICYCLE COMMUTER OF THE YEAR

Chair Kalinowski read the resolution recognizing Alvin Lim as the 2011 Contra Costa County Bicycle Commuter of the Year.

The resolution honored Mr. Lim for his inspiration to East County residents bicycling from Brentwood to Bay Point in all weather, highlighting the needs for bicycle infrastructure, and demonstrating that bicycles are a viable form of transportation.

Bob Taylor presented the resolution to Mr. Lim and reported that the City of Brentwood had also honored him for his achievements.

Kevin Romick arrived at 6:32 P.M.

Albert Lim thanked the TRANSPLAN Committee for the recognition and explained that it took him 70 minutes or so to travel from Bay Point where he worked to Brentwood where he lived, primarily using trails because it was safer. He commented that one of the most dangerous areas of the trip was getting through the SR4 Bypass at Lone Tree Way since there were no bike lanes in that area. He urged the development of the Mokelumne Trail Overcrossing to allow bike access to the Streets of Brentwood and other shopping centers on the other side of the Bypass.

UPDATE ON STATE ROUTE 4 CONSTRUCTION

Susan Miller, Director of Projects for the Contra Costa Transportation Authority (CCTA), provided a PowerPoint presentation to bring the TRANSPLAN Committee up-to-date on the status of State Route 4 construction. She advised that the Loveridge Project had commenced over a year ago and was scheduled for completion in September 2013, on schedule and on target. She highlighted the construction activities occurring for the project and provided photos of that work in progress.

When asked by Ben Johnson, Ms. Miller explained that as part of the freeway widening work in the area of North Park Plaza in Pittsburg the project would be required to return the shopping center parking lot back to a permanent condition. She explained that there would be some closure of North Park Plaza at Loveridge Road for about six months since the grade would have to be raised. There would be two temporary access points into the shopping center during the six-month closure to raise the grade of the intersection to do the bridge work.

Ben Johnson noted that traffic had become more congested in that area.

Ms. Miller highlighted the upcoming construction activities, presented the timeline and status, and offered photographs of some of the work in progress for Segment 1: Somersville Road; Segment 2: Contra Loma Boulevard Interchange/G Street Overcrossing; Segment 3A: Lone Tree Way/A Street Interchange; and Segment 3B: Hillcrest Avenue Interchange.

When asked by Federal Glover, Ms. Miller described the Los Medanos Pipe Facility which had been included in the project in cooperation and on behalf of the Delta Diablo Sanitation District. She also described the work associated with the eBART project that would be coordinated with BART.

Ms. Miller reported that she had made a presentation to the Antioch Unified School District (AUSD) on April 13 and would start an outreach campaign in the fall, creating a lay person's information sheet for outreach to the schools and parents.

Gil Azevedo requested that the presentation be placed on the CCTA's website; <http://widensr4.org>.

Chair Kalinowski referred to a house on the onramp from Lone Tree Way to eastbound Highway 4 and asked if that house would be removed, reported by Ms. Miller that the house was a fairly new home that would be moved.

In response to Joe Weber with respect to the historic flooding at the Loveridge Road Bridge, Ms. Miller stated that there would still be a dip to get under the bridge although with the new pump station and improvements to the creek as well as improvements conducted by the City of Pittsburg, the situation was much improved.

Mr. Weber noted the extended involvement of the TRANSPLAN Committee on the project over many years and stated it would be important to memorialize the work that had been done.

Ben Johnson expressed his appreciation for the aggressive approach and preliminary work for future projects that would benefit East County communities.

Chair Kalinowski added that the structure was finally catching up to future growth.

When asked by Jim Frazier as to any work being conducted by BART with respect to the eBART project, Ms. Miller stated that work was being done. She offered to get a status report from BART and provide that information to the TRANSPLAN Committee.

RECOMMEND TO THE CONTRA COSTA TRANSPORTATION AUTHORITY THAT A FORMAL POLICY REGARDING THE FUNDING OF 511 CONTRA COSTA BE ADOPTED

Mr. Cunningham referred to the request from 511 Contra Costa asking all Regional Transportation Planning Committees (RTPCs) to recommend that the CCTA memorialize the funding sources listed in the 511 Contra Costa staff report and the agenda, to be dedicated to 511 Contra Costa activities. He reported that the TRANSPLAN Technical Advisory Committee (TAC) had referred the request and supported the request. He stated that 511 Contra Costa was looking for predictability and confidence in its funding stream.

On motion by Bob Taylor, seconded by Federal Glover, TRANSPLAN Committee members unanimously adopted a formal policy to dedicate Measure J Commute Alternative funds, Bay Area Air Quality Management District (BAAQMD) Transportation Fund for Clean Air 40% funds, and MTC [Metropolitan Transportation Commission] Congestion Mitigation Air Quality Employer Outreach funds to the subregional 511 Contra Costa Programs.

**RECEIVE REPORT ON SAFE ROUTES TO SCHOOL FUNDING PROJECTS/
PROGRAMS FOR THE TRANSPLAN SUB-REGION**

Mr. Cunningham referred to the \$726,000 in Safe Routes to School funding, to dedicate capital funds to the City of Brentwood for three projects; a traffic signal on American Avenue at Heritage High School, replacement of 66 existing solar powered in-pavement crosswalk lights, and a sidewalk gap closure project adjacent to Marsh Creek Elementary School. He reported that while the traffic signal project estimated at \$50,000 and the gap closure project of \$300,000 had been deemed to be eligible for the funds, the solar powered crosswalk lights estimated at \$85,000 were not eligible. As such, \$376,000 would be left to 511 Contra Costa.

Mr. Cunningham acknowledged the difficulties with respect to the funding process and suggested that the next process would be smoother.

Jim Frazier offered his thanks to CCTA and TRANSPLAN staff for helping the local jurisdiction achieve the goal of providing safe routes to school.

**RECEIVE REPORT ON STATUS OF REGIONAL FEE PROGRAM REQUIREMENTS/
CITY OF PITTSBURG AND TAKE ACTION AS APPROPRIATE**

Mr. Cunningham advised that the item related to the status of the City of Pittsburg's Regional Fee Program requirements was a placeholder and there was no report at this time.

RECEIVE UPDATE: STATE ROUTE 4 INTEGRATED CORRIDOR ANALYSIS

Mr. Cunningham stated that the State Route 4 Integrated Corridor Analysis update was also a placeholder. No new information was currently available.

ADJOURNMENT

Chair Kalinowski adjourned the TRANSPLAN Committee meeting at 7:11P.M., to August 11, 2011 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

TRANSPLAN Committee Minutes
July 14, 2011
Page 5

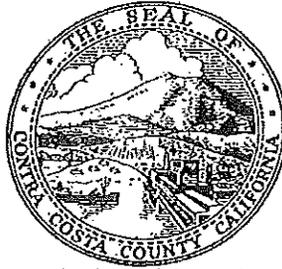
Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

Meeting Handouts:

- PowerPoint Presentation of the Highway 4 Widening Project, SR4 Lloveridge to 160 Projects, dated July 14, 2011

**Byron
Municipal
Advisory
Council**



SEP 03 2011
Emailed to Board + GM
Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

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

Record of Actions
Meeting start time: 7:01 p.m.
Thursday, May 19, 2011

- 1.) Meeting called to order by Vice Chair Schmit at 7:01 p.m. Council members Della Nina, Beltran and Lopez present. Absent; Chair Juarez.
- 2.) **Public Comment:** Annette Holdiman discussed her personal support and the support of ECHO (East County Horseman's Association) for the Brentwood Feed store to remain open. Michelle Bautista, owner of Brentwood Feed, also spoke about her concerns and desire for the Brentwood Feed store to remain open in its current location. Mike Nisen discussed his concerns with the possible closure of the Brentwood Feed store.
- 3.) **Review of Record of Actions of 1-20-11 meeting:** Council member Lopez made a motion to accept the Record of Actions as prepared. Second by Council member Della Nina. Motion carried 4-0.
- 4.) **Agency Reports**
 - a.) **East Contra Costa Fire Protection District:** Field Representative Cornell distributed the monthly report from April 2011.
 - b.) **Contra Costa County Sheriff's Department:** No representative present.
 - c.) **California Highway Patrol:** No representative present.
 - d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell reported on the following items: Re-districting is taking place based on the 2010 Census and workshops are being held throughout the County. There will be a workshop taking place on Wednesday, May 25th in Brentwood. Flyers were distributed listing all the re-districting workshops; distributed flyers regarding the upcoming Household Hazardous Waste events hosted by Delta Diablo Sanitation District for East County residents; distributed flyers regarding the upcoming work at the Vasco Road and Camino Diablo intersection; distributed copies of the 2011 Harvest Time maps; updated the group that the CHP anticipates doubling patrol staff in the area beginning in July 2011; the 2010 Annual Crop report has been completed by the Agricultural Department and is available for review; County staff is looking into applying for a Airport Improvement Program grant to perform an infrastructure analysis at the Byron Airport; distributed copies of the Public Works 2011 spring newsletter; reminded the Byron MAC that their 2011 Keller Canyon Mitigation funds will expire at the end of June 2011 and lastly provided the group with an update on the Brentwood Feed situation regarding the General Plan designation.
- 5.) **Items for Discussion and/or Action**
 - a.) **Discuss 2011 Byron Community Clean-up Day-June 25, 2011:** Supervisor Piepho's office will be sending 200 flyers to the community in the months of May and June. Discussion of using Keller Canyon monies to purchase water and lunch for the volunteers.

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

b.) Agency Comment Request for a land-use permit renewal of land-use permit LP99-2070 to operate a wireless telecommunications facility (50' monopole) at 575 Camino Diablo Road, Byron CA APN 003-020-032; Motion to approve the application without comment made by Council member Lopez. Second made by Council member Beltran.

c.) Agency Comment Request for a land-use permit to establish a new telecommunications facility to include 45' monopole with a total of 9 antennas, one equipment cabinet and back-up generator of Longwell Ave, southeast of Vasco Road; Motion to approve the application without comment made by Council member Lopez. Second made by Council member Beltran.

d.) Invoice for Byron MAC P.O. Box -\$70.00; Motion to approve made by Council member Lopez. Second made by Council member Delja Nina. Motion carried 4-0.

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

a.) R-4/25/11 Contra Costa County Zoning Administrator Special Meeting Agenda for Monday, April 25, 2011

b.) R-5/2/11 Contra Costa County Zoning Administrator Agenda for Monday, May 2, 2011

c.) R-5/10/11 Contra Costa County Planning Commission notice of meeting cancellation for Tuesday, May 10, 2011

d.) R-5/11/11 Supervisor Piepho regarding request for CHP presence on Marsh Creek Road

e.) R-5/11/11 Supervisor Piepho regarding National Safe Boating Week in Contra Costa County

f.) R-5/12/11 Supervisor Piepho regarding funding recommendation for a School Resource Officer at the Byron Union School District

g.) R-5/16/11 Contra Costa County Zoning Administrator Agenda for Monday, May 16, 2011

h.) R-5/16/11 Contra Costa County Zoning Administrator Notice of Public Hearing

7.) Future Agenda Items:

a.) 2011 Byron Community Clean-up-June 25

b.) Discuss Brentwood Feed

c.) Keller Canyon Fund Expenditures

d.) Park Dedication Fund Update

8.) Adjourned to next meeting scheduled for June 16, 2011.

o

Grand Jury

Contra
Costa
County



TownOfDiscoveryBay CSD

Received

SEP 09 2011

725 Court Street
P.O. Box 911
Martinez, CA 94553-0091

September 8, 2011

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

Re: Your response to Grand Jury Report 1003

In your response to Grand Jury Report No. 1003, Recommendation #2 regarding changing audit firms every 5 years, you stated that: "...we will consider implementing this after our current audit has been finalized and approved".

Please advise by return mail the results of your evaluation of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Lloyd Bell".

Lloyd Bell
Foreperson, 2011-2012 Contra Costa Grand Jury