

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-01

RESOLUTION REPEALING RESOLUTION NO. 98-17 AND
ESTABLISHING THE DATE, TIME AND PLACE OF REGULAR MEETINGS

WHEREAS, pursuant to Government Code §61221, the Board of Directors of Discovery Bay Community Services District ("District") may provide for the date, time and place of holding its regular meetings; and

WHEREAS, the Board of Directors did so establish the date, time and place of regular meetings with Resolution 98-17 on June 24, 1998; and

WHEREAS, the Bylaws of the District provide that the date, time and place of those meetings may be altered by Resolution of the Board of Directors of the District; and

WHEREAS, the Board of Directors of District does now desire to alter the date, time and place of holding its regular meetings.

NOW, THEREFORE, BE IT RESOLVED THAT:

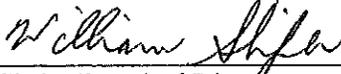
1. Resolution 98-17 is repealed; and
2. The date, time and place of regular meetings of the District is established as:

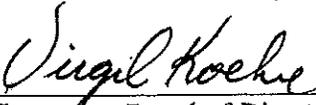
The first and third Wednesday of each month, at 7:00 p.m., at Suite G, 1540 Discovery Bay Boulevard, Discovery Bay, California. If the date of such regular meeting shall fall on a holiday, then the regular meeting date shall be the next succeeding business day which is not a holiday.

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a special meeting thereof, held on January 6, 1999, by the following vote:

AYES:	<u>4</u>
NOES:	<u>0</u>
ABSENT:	<u>1</u>
ABSTENTION:	<u>0</u>

WILLIAM SLIFER


Chair, Board of Directors

ATTEST: 1/06/99

Secretary, Board of Directors

RESOLUTION NO. 99-02

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ADOPTING A MITIGATED NEGATIVE DECLARATION AND
FINDINGS AND MITIGATION MONITORING PROGRAM

WHEREAS, the Discovery Bay Community Services District, is proposing to expand its wastewater treatment plant; and

WHEREAS, the project has been reviewed pursuant to the provisions of the California Environmental Quality Act, and a Mitigated Negative Declaration has been prepared in connection with the project; and

WHEREAS, a copy of the Mitigated Negative Declaration is on file at the office of the Discovery Bay Community Services District located at 1555 Riverlake Road, Ste. D, Box 134, Discovery Bay, California; and

WHEREAS, it has been determined, based on the Mitigated Negative Declaration, that there will be no significant environmental effects as a result of this project; and

WHEREAS, the Board makes the following findings in support of the Mitigated Negative Declaration:

1. The Board finds that in light of the whole record, there is no substantial evidence which would support a fair argument that the Project would have a significant effect on the environment.

2. The project may result in a some minor effects on the environment as outlined in the Initial Study. However, the Board finds, that those effects will be mitigated by implementation of the attached Mitigation Monitoring Program, and therefore not result in a significant environmental impact.

NOW, THEREFORE, BE IT RESOLVED that the Discovery Bay Community Services District adopts the Mitigated Negative Declaration as presented as well as the findings made in support thereof, subject to implementation of the Mitigation Monitoring Program.

PASSED AND ADOPTED this 20th day of January, 1999 by the following vote:

AYES:
ABSTENTIONS:

NOES:
ABSENT:

BOARD OF DIRECTORS
DISCOVERY BAY COMMUNITY
SERVICES DISTRICT

By:

Wilhelm
President

ATTEST:

By:

Uigl Kocke
Secretary

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-03

RESOLUTION APPOINTING BANK OF AGRICULTURE AND COMMERCE AS DEPOSITARY FOR COMMUNITY CENTER FUNDS

WHEREAS, the Discovery Bay Community Services Board ("DBCSD") directs the District's Treasurer or Finance Officer to open a public account within the Bank of Agriculture And Commerce, for the sole purpose of funds related to Recreation, including but not limited to, the Community Center.

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

1. The Bank of Agriculture and Commerce, Discovery Bay Branch, 1520 Discovery Bay Boulevard, Discovery Bay, CA 94514, is hereby appointed as an depository for Discovery Bay Community Center funds.
2. The DBCSD Board of Directors requires that valid signatures on checks written from this account be two of the three elected officers of the DBCSD Board of Directors (Chair, Vice-Chair, and Treasurer) for drafts below \$5,000 and three valid signatures for draft Amounts over \$5,000.
3. The Treasurer shall also at times invest said Community Center funds pursuant to the Investment Policy adopted as Resolution No. 98-20,

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a regular meeting thereof, held on February 17, 1999, by the following vote:

AYES:	<u>4</u>
NOES:	<u>0</u>
ABSENT:	<u>1</u>
ABSTENTION:	<u> </u>

WILLIAM SLIFER

William Slifer
Chair, Board of Directors

ATTEST:

Urgil Koehn
Secretary, Board of Directors

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-04

RESOLUTION APPOINTING BANK OF AGRICULTURE AND COMMERCE AS DEPOSITARY FOR MUNICIPAL ADVISORY FUNDS

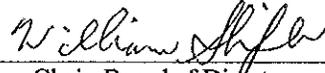
WHEREAS, the Discovery Bay Community Services Board ("DBCSD") desires to direct the District's Treasurer or Finance Officer to open a public account with the Bank Of Agriculture And Commerce, for the sole purpose of funding the Municipal Advisory Council duties of the DBCSD

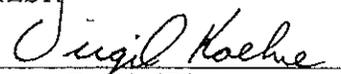
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Discovery Bay Community Services District as follows:

1. The Bank of Agriculture and Commerce, Discovery Bay Branch, 1520 Discovery Bay Boulevard, Discovery Bay, CA 94514, is hereby appointed as a depository for Discovery Bay Municipal Advisory Council funds.
2. The DBCSD Board of Directors require that valid signatures on checks written from this account be two of the three elected officers of the DBCSD Board of Directors (Chair, Vice-Chair, and Treasurer).

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a regular meeting thereof, held on February 17, 1999, by the following vote:

AYES:	<u>4</u>
NOES:	<u>0</u>
ABSENT:	<u>1</u>
ABSTENTION:	<u> </u>

WILLIAM SLIFER

 Chair, Board of Directors

ATTEST:

 Secretary, Board of Directors

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-05

RESOLUTION AUTHORIZING TO GO TO BID TO PURCHASE ONE 350KW GENERATOR FOR WELL 5A

WHEREAS, pursuant to District's Resolution 98-31 "Adopting of Purchasing System for the District", when purchase equipment with a purchase price of greater than Thirty Thousand Dollars (\$30,000), such equipment must be purchased by a formal bidding procedure, and

WHEREAS, Since Well 3 is shutdown, leaving the district only with one well, (Well 2) with a backup power supply. Well's 1B, 4A & 5A do NOT have backup power units.

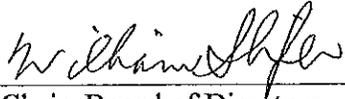
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Discovery Bay Community Services District hereby does as follows:

1. Authorizes its General Manager to go to bid, to purchase one 350kW Generator as a backup power source for Well 5A, and
2. Also authorizes its General Manager to receive bids for used & comparable 350kW +/- Generator units.

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a regular meeting thereof, held on February 17, 1999, by the following vote:

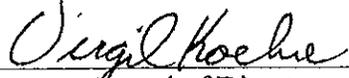
AYES: 4
NOES: 0
ABSENT: 1
ABSTENTION:

WILLIAM SLIFER



Chair, Board of Directors

ATTEST:



Secretary, Board of Directors

RESOLUTION NO. 99-06

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ADOPTING A MITIGATED NEGATIVE DECLARATION

WHEREAS, the Discovery Bay Community Services District, is proposing to install a water treatment plant and storage facilities; and

WHEREAS, the project has been reviewed pursuant to the provisions of the California Environmental Quality Act, and a Mitigated Negative Declaration has been prepared in connection with the project; and

WHEREAS, a copy of the Mitigated Negative Declaration is on file at the office of the Discovery Bay Community Services District located at 1555 Riverlake Road, Ste. D, Box 134, Discovery Bay, California; and

WHEREAS, the Board has received comments from the Contra Costa Water District on this Mitigated Negative Declaration, which comments have been taken into consideration; and

WHEREAS, it has been determined, based on the Mitigated Negative Declaration, that there will be no significant environmental effects as a result of this project; and

WHEREAS, the Board makes the following findings in support of the Mitigated Negative Declaration:

1. The Board finds that in light of the whole record, there is no substantial evidence which would support a fair argument that the Project would have a significant effect on the environment.

2. The project may result in a some minor effects on the environment as outlined in the Mitigated Negative Declaration. However, the Board finds, that those effects will be mitigated by implementation of the Mitigation Measures, and therefore not result in a significant environmental impact.

3. This project is will have a de minimis impact on fish and wildlife, and is therefore specifically exempt from payment of a fee pursuant to California Fish & Game Code Section 711.4.

NOW, THEREFORE, BE IT RESOLVED that the Discovery Bay Community Services District adopts the Mitigated Negative Declaration as presented as well as the findings made in support thereof, subject to implementation of the Mitigation Measures.

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PASSED AND ADOPTED this 16th day of June, 1999 by the following vote:

AYES: 5

NOES: 0

ABSTENTIONS: 0

ABSENT: 0

BOARD OF DIRECTORS
DISCOVERY BAY COMMUNITY
SERVICES DISTRICT

By: William Slifer
President

ATTEST:

By:

Jean Koehne
Secretary

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-07

RESOLUTION ESTABLISHING ELECTION REGULATIONS AND
POLICIES FOR CANDIDATE STATEMENTS

WHEREAS, pursuant to Government Code §61400, the Uniform District Elections Law shall govern general elections of the of Discovery Bay Community Services District ("District"); and

WHEREAS, pursuant to the Uniform District Elections Law, the Board of Directors of the District is required to establish certain regulations and policies governing candidates statements;

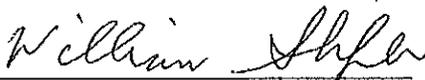
NOW, THEREFORE, BE IT RESOLVED THAT:

1. The length of each candidate's statement shall be limited to two hundred (200) words.
2. The candidate will pay all costs of printing the statement, as well as handling and mailing charges.
3. The estimated cost of the statement, as determined by Contra Costa County staff, shall be deposited with the Contra Costa County Clerk at the time of submitting the candidate's statement.
4. The cost of the statement for the November, 1999 election is estimated by Contra Costa County staff to be approximately One Hundred Fifty-Nine Dollars (\$159.00) per candidate.

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a regular meeting thereof, held on July 7, 1999, by the following vote:

AYES:	4
NOES:	0
ABSENT:	1
ABSTENTION:	0

WILLIAM SLIFER



President, Board of Directors

ATTEST:



Virgil Koehne, Secretary

RESOLUTION NO. 99-08

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ADOPTING A NEGATIVE DECLARATION

WHEREAS, the Discovery Bay Community Services District, is proposing to annex Subdivision 7595, expand the sphere of influence of the Discovery Bay Community Services District and issue a will-serve letter to the parcels comprising Subdivision 7595; and

WHEREAS, the project has been reviewed pursuant to the provisions of the California Environmental Quality Act, and a Negative Declaration has been prepared in connection with the project; and

WHEREAS, a copy of the Negative Declaration is on file at the office of the Discovery Bay Community Services District located at 1555 Riverlake Road, Ste. D, Box 134, Discovery Bay, California; and

WHEREAS, the Board has received no comments on this Negative Declaration; and

WHEREAS, it has been determined, based on the Negative Declaration, that there will be no significant environmental effects as a result of this project; and

WHEREAS, the Board makes the following findings in support of the Negative Declaration:

1. The Board finds that in light of the whole record, there is no substantial evidence which would support a fair argument that the Project would have a significant effect on the environment.
2. This project will have a de minimis impact on fish and wildlife, and is therefore specifically exempt from payment of a fee pursuant to California Fish & Game Code Section 711.4.

NOW, THEREFORE, BE IT RESOLVED that the Discovery Bay Community Services District does the following:

1. Adopts the Negative Declaration as presented as well as the findings made in support thereof.
2. Authorizes the annexation of Subdivision 7595 to the Discovery Bay Community Services District and expansion of the District's sphere of influences pursuant to approval by the Contra Costa County Local Agency Formation Commission (LAFCO).
3. Authorizes the issuance of a letter to Charles Pringle indicating the willingness and ability to serve the parcels within Subdivision 7595 with sewer and water services.

PASSED AND ADOPTED this 7th day of July, 1999 by the following vote:

AYES: 4

NOES: 0

ABSTENTIONS: 0

ABSENT: 1

BOARD OF DIRECTORS
DISCOVERY BAY COMMUNITY
SERVICES DISTRICT

By: William Slifer
William Slifer, President

ATTEST:

By: Virgil Koehne
Virgil Koehne, Secretary

DISCOVERY BAY COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 99-09

**RESOLUTION ESTABLISHING A TRAVEL POLICY FOR THE
DISTRICT'S BOARD OF DIRECTORS AND DISTRICT'S EMPLOYEES**

WHEREAS, pursuant to Government Code §§ 61207, 61242 and 61244, the Board of Directors of Discovery Bay Community Services District (hereinafter "District") may adopt a travel policy to reimburse Directors and employees for expenses incurred.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached Travel Policy is adopted as the Travel Policy of the Discovery Bay Community Services District.

PASSED AND ADOPTED by the Board of Directors of the Discovery Bay Community Services District, at a regular meeting thereof, held on October 20, 1999, by the following vote:

AYES:	<u>3</u>		
NOES:	<u>0</u>		
ABSENT:	<u>2</u>	JK	
ABSTENTION:	<u>0</u>		JK

WILLIAM SLIFER



Chair, Board of Directors

ATTEST:


Secretary, Board of Directors

Discovery Bay Community Services District

DISTRICT TRAVEL and TRAVELING EXPENSES POLICY

1. General

The reference of "District" in this document shall be referenced to as Discovery Bay Community Services District. Any reasonable expense incurred by a Board member or employee on behalf of the "District" may be submitted for reimbursement. In no event may a Board member or employee, on behalf of the "District", obligate the "District" by the purchase of a product or service greater than (\$50) dollars without the specific approval of the General Manager, or the "District's" Board of Directors. Spouses of Directors and employees if traveling with them, are expected to cover their own expenses.

2. Meetings, Conferences & Conventions

All "District" Board members or employees must obtain advance approval from the current "District's Board" to attend any out of town meetings, outside of the normal day to day type of meetings. When a "District" Board member or employee is authorized and instructed to attend meetings, conferences, or conventions, on behalf of the "District", the following criteria will be used:

A. Meals

The "District" will pay for all meals associated with the attendance of authorized meetings. Meals up to fifteen (15) hours prior to the first meeting day and up to the close of the session as well as during the travel to home, will also be paid for. The reimbursement amount will be the actual reasonable amount of the meal including tax and tip, not to exceed \$50 per 24-hours, and evidenced by a receipt. In the event a meal is taken with a large group and an individual receipt is not available, or if for any reason a receipt is not available, the maximum reimbursement amount, unless specifically approved by the General Manager, or the Chairperson of the Board, is as follows:

Breakfast. \$10.00

Lunch. \$15.00

Dinner. \$25.00

B. Lodging

The "District" will pay actual and reasonable costs for a single room, or double room rate if the room is shared, for the required lodging of a District representative attending an approved "District" function. When the function is further than one hundred (100) miles from the "District's" office or travel limitations, such as traffic or weather conditions dictate, the "District" will also pay lodging the night before and / or the night following the completion of the scheduled function when necessary.

C. Travel

The "District" will pay actual and reasonable costs of coach travel, air, bus, or train, by the shortest route to and from the scheduled function. When a private vehicle is authorized to be used to attend a scheduled function, mileage reimbursement will be paid at the current I.R.S. rate. If the "District's" vehicle is used, only fuel cost will be reimbursed. If a District representative chooses to drive, when air travel is more economical, reimbursement equal to the

airfare may be made as opposed to actual mileage. Only vehicles that are fully insured with property and liability insurance will be authorized for use. When traveling by air, bus or train, the "District" representative should use a shuttle, or taxi, if possible, instead of a rental car.

D. Miscellaneous

The "District" will pay for all other actual and reasonable expenses related to attending scheduled functions such as; taxi, shuttle, bell hop, tips, parking, one personal telephone call per day to home, business related telephone calls, reasonable refreshments for scheduled social conference functions, and other similar related expenses.

E. Reimbursement Procedure

The "District" representative incurring the expense must submit a completed District Expense Report, with the appropriate receipts, within thirty (30) days after their return from the scheduled function. In the event the expense report is not completed in the appropriate time frame and a justifiable reason is not provided, any reimbursement due the "District's" representative will be forfeited. If any estimated reimbursement is due the "District", the representative will not be authorized to attend any subsequent functions until restitution is made to the "District".

The "District" reserves the right to not reimburse any expense that is not considered actual, reasonable, or necessary. All expense reports will be approved for payment by the General Manager or Board Chairperson.

F. Mileage Reimbursement

When an employee or Board member is required to use their personal vehicle for District business such as; traveling to the bank, errands, attending meetings, etc., reimbursement for mileage will be made at the I.R.S. authorized rate.

Mileage expense reports should be completed and submitted within ninety (90) days where possible from date expense was incurred. One expense report should be submitted per month.