



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

**Regular Board Meeting
Wednesday, June 19, 2019**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

Wednesday June 19, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. 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. Approve DRAFT minutes of regular meeting for June 5, 2019.
2. Approve Register of District Invoices.
3. Approve the extension of the HERWIT Engineering Contract for services into Fiscal Year 2019-2020.
4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2019-2020, Accept Engineer's Report and Adopt Resolution No. 2019-05.
5. Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2019-2020.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. PRESENTATIONS

1. Proclamation 19-02 – Proclaiming July 2019 Parks and Recreation Month – Parks Make Life Better.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May.

G. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution No. 2019-06, for consideration of Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2019-06, close the public hearing and consider adopting Resolution No. 2019-06.
2. Discussion and Possible Action Regarding Establishing a Public Works Contracts Policy and Approve Resolution No. 2019-07.
3. Discussion and Possible Action Regarding Contracting with CPS HR Consulting for Executive Recruitment Services for Finance Manager.
4. Discussion and Possible Action to Approve the Notice of Completion and Final Payment for Well 4A and Well 2 Rehabilitation and Pump Upgrade Contracts.

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED (Information Only)

1. Received – Contra Costa County Aviation Advisory meeting minutes for April 11, 2019.
2. Received – Contra Costa County Aviation Advisory meeting minutes for May 9, 2019.
3. Received – East Contra Costa Fire Protection District meeting minutes for May 8, 2019.
4. Received – State Route 4 Bypass Authority meeting minutes for May 9, 2019.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the regular meeting on July 17, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

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

Wednesday June 5, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Vice-President Pease.
3. Roll Call – All Present.

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

Public Comment Regarding:

- District Mission Statement, Zone 8, current revenue, Hofmann money, a community survey regarding the large pool.
- Speed enforcement and Highway 4 and Discovery Bay Boulevard Intersection.

C. 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. Approve DRAFT minutes of regular meeting for May 15, 2019.
2. Approve DRAFT minutes of special Budget meeting for May 22, 2019.
3. Approve Register of District Invoices.
4. Approve Resolution No. 2019-04 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2019/20.

Motion by: Vice-President Pease to approve the Consent Calendar.

Second by: Director Leete.

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – Deputy Chief of Staff Lea Castleberry provided the details regarding the traffic updates; (Vasco Road) and Byron Highway (traffic safety). There was discussion regarding the traffic updates and Code Enforcement (tagging boats and trailers).
2. Sheriff's Office Report - Lieutenant Foley – Provided the details of the Sheriff Report regarding the reported activity for the month of May. There was discussion regarding the License Plate Readers (wiring issue). Robert Nelson Special Assistant to Sheriff David Livingston introduced himself; will work on community outreach. There was discussion regarding the License Plate Readers (wiring issue) to report back to Sheriff David Livingston.
3. CHP Report - Officer Thomas provided an update for the month of May (DUI's and citations). There was discussion regarding the number of DUI's.
4. East Contra Costa Fire Protection District Report – No report.

E. LIAISON REPORTS

None.

F. PRESENTATIONS

1. HERWIT Engineering – Wastewater Update.

District Engineer Harris – Provided an update regarding the Master Plan; land use map (community of Discovery Bay service area), Pantages, Newport Pointe, and other empty lots within Discovery Bay.

Stantec Senior Principal Water – Steve Beck – Provided additional details regarding the Master Plan; flows and lows, water conservation, organic loading, and the testing results of the BOD. There was discussion regarding the testing results from the lab and a seasonal variance.

2. Luhdorff and Scalmanini – Water Update.

District Water Engineer Shobe – Provided a presentation and an update regarding the Overview of the Water System & Current Projects:

- Water System Overview
- Well 2 and Well 4A Rehabilitations
- Well 8 Alternatives Study
- Laguna Court Pipeline Crossing Break
- PLC and SCADA Upgrades for Newport Drive WTP

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve the Official Election Ballot for the 2019 Board of Directors Election for the Special District Risk Management Authority (SDRMA).

General Manager Davies – Provided the details regarding the 2019 Board of Directors Election for the Special District Risk Management Authority (SDRMA).

Motion by: Director Leete to approve and authorize the Board President to cast official ballot votes for three separate candidates running for the SDRMA Board of Directors: Bob Swan (incumbent), Sandy Seifert-Raffelson (incumbent) and Patrick O'Rourke.

Second by: Vice-President Pease.

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

2. Discussion and Possible Action regarding the Fiscal Year 2019-20 Preliminary DRAFT Operating, Capital and Revenue Budgets.

Finance Manager Breitstein – Provided the details regarding the Fiscal Year 2019-20 Budget.

Public Comment Regarding:

- Zone 8 Budget – Community Center revenue and expenses.
- Town of Discovery Bay liabilities, revenue bonds, dissolve the Public Financing Authority, assets.

Motion by: Vice-President Pease to approve the Preliminary DRAFT Operating, Capital, and Revenue Budgets.

Second by: Director Graves.

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

H. MANAGER'S REPORT

None.

I. DIRECTORS' REPORTS

1. Standing Committee Reports.

- a. Finance Committee Meeting (Committee Members Robert Leete and Bill Mayer) June 5, 2019 – Director Leete provided the details of the Finance Committee meeting regarding financing of Solar Panels.
- b. Internal Operations Committee Meeting (Committee Members Kevin Graves and Robert Leete) June 5, 2019 – Director Leete provided the details of the Internal Operations Committee meeting regarding the Bylaws and the Public Works Contract Policy.
- c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) June 5, 2019 – Vice-President Pease provided the details of the Water and Wastewater Committee meeting regarding the presentation from District Engineer Harris and District Water Engineer Shobe.

2. Other Reportable Items – Director Gutow – Provided the details of the Summer Jam Event; largest turnout with no issues, and General Manager Davies assisting at the gate entry.

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided details of Water Technician Matt Bevers who assisted in putting a fire out, and an update regarding the Electronic Message Board.

K. CORRESPONDENCE RECEIVED

1. Received – Byron Municipal Advisory Council meeting minutes for March 26, 2019.

L. FUTURE AGENDA ITEMS

The regular meeting adjourned at 8:20 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Pinasco - The Town of Discovery Bay will adjourn to Closed Session to consider the item addressed on the Agenda identified as N-1.

N. CLOSED SESSION:

1. Conference with Legal Counsel - Existing Litigation pursuant to Government Code Section 54956.9(a).
Name of Case and Case Number: Nancy Diguadio v. Town of Discovery Bay Community Service District.
Contra Costa Sup. Ct. No, C19-0041

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Pinasco - Reporting from Closed Session on item N-1 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 8:30 p.m. to the next regular meeting of June 19, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-07-19

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 286,529.30

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 2018/2019.

AGENDA ITEM: C-2

For The Meeting On June 19, 2019
Town of Discovery Bay CSD
For Fiscal Year's 7/18 - 6/19

Veolia Water North America	\$135,058.44
Town Of Discovery Bay CSD	\$35,400.38
Neumiller & Beardslee	\$19,260.51
U.S. Bank Corporate Payment System	\$16,746.94
Luhdorff & Scalmanini	\$15,229.50
CaliforniaChoice Benefit Admin	\$14,554.28
J.W. Backhoe & Construction, Inc.	\$11,970.27
Stantec Consulting Services Inc	\$5,879.00
Badger Meter	\$5,488.63
Contra Costa Health Services	\$3,308.00
Gemini Group L.L.C.	\$3,213.16
Brentwood Press & Publishing	\$2,100.00
Tee Janitorial & Maintenance	\$2,054.00
Univar	\$1,817.79
County of Contra Costa Public Works Dept	\$1,304.11
Bill Brandt Ford	\$1,199.54
Karina Dugand	\$1,132.50
Watersavers Irrigation Inc.	\$995.42
Verizon Wireless	\$892.47
Matrix Trust	\$840.90
Kidz Love Soccer	\$819.00
Mt. Diablo Resource Recovery	\$789.56
Bill Pease	\$690.00
Bryon Gutow	\$690.00
Kevin Graves	\$690.00
Brentwood Ace Hardware	\$678.01
William Mayer	\$575.00
Comcast	\$464.43
Lucia Peters	\$405.00
Koff & Associates	\$360.00
Aaron Goldsworthy	\$355.93
Robert Leete	\$345.00
MailFinance	\$214.58
Discovery Bay River Otters Booster Club	\$160.00
Water Utility Customers	\$156.84
ReliaStar Life Insurance Company	\$150.00
UniFrist Corporation	\$129.72
Department of Justice	\$98.00
Denalect Alarm Company	\$96.00
Cintas	\$84.99
Safety Drivers Ed, LLC	\$58.50
County Of Contra Costa, Dept of Info Tec	\$54.00
Office Depot	\$18.90
	<hr/>
	\$286,529.30



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Approve the extension of the HERWIT Engineering Contract for services into Fiscal Year 2019-2020.

Recommended Action:

Approve the Contract with HERWIT Engineering to continue to provide Contract Engineering Services for the Wastewater Division of the Town of Discovery Bay.

Executive Summary:

HERWIT Engineering provides the District with the needed Engineering work for the Wastewater Services Division of the Town of Discovery Bay. In the coming Fiscal Year the Capital Improvement Project list request services from HERWIT to perform and provide support for a number of projects under the following categories:

- Annual Lift Station Improvements
- Wastewater Treatment Plant 1 Refurbishment
- Improvements-Wastewater System & Maintenance
- Denitrification Project
- Mainline Pipe Replacement

Enclosed is HERWIT's proposed Scope of Work and Fee Schedule for continuation of General Engineering Services for FY 2019/20. A main component of work under the General Engineering Services has been to provide assistance to the District with the Wastewater Treatment Plant Refurbishment, Denitrification and the Wastewater Master Plan Update as well as other various capital improvement projects. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 2019/20.

The attached documents provide the basis for the budget estimate. The budget estimate is considered appropriate and as a not-to-exceed amount unless specifically approved in advance and in writing by the District. The proposed amount of \$75,000 includes HERWIT's labor rates and miscellaneous expenses. HERWIT will continue to bill monthly for labor and materials, only as incurred, in accordance with HERWIT's fee schedule.

HERWIT's Fee Schedule has increased \$5 per hour for fiscal year 19/20. In general, HERWIT keeps Discovery Bay's rate \$5 per hour below his standard rate to all other clients which is \$195 an hour.

Fiscal Impact:

Amount Requested \$75,000

Sufficient Budgeted Funds Available?: Budgeted in FY 19/20

Prog/Fund # Category: Contract Services

Previous Relevant Board Actions for This Item:

Attachments:

Exhibit A Fee Schedule.

AGENDA ITEM: C-3

HERWIT
ENGINEERING

FEE SCHEDULE

7/1/19 - 6/30/20

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$190.00
Drafting, Word Processing	\$95.00
Other Direct Costs	
Travel, \$/mi	Federal Reimbursement
Subconsultants	Cost + 10%
Internal Printing	@ direct cost
Misc. travel and other indirect expenses	@ direct cost



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2019-2020, Accept Engineer's Report and Adopt Resolution No. 2019-05.

Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2019-05 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2019-2020 and set the Public Hearing for July 17, 2019 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2019-02, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Final Assessment Engineer's Report to District Staff on June 13, 2019. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$707.00 which is the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$707.00 are: maintaining our reserve amount with 1.3 years of funds, adequate funds for operations, and completion of the planned Ravenswood Park Capital Improvement Project. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance in regards to the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment upholds the Fiscal Year 2019-2020 budget and prudently maintains the reserve balance.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required; then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the Levy of the annual assessment will be held on the July 17, 2019 at the regular scheduled Board meeting.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2019-02 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2019-2020.

Attachments

Resolution 2019-05.
Final Assessment Engineer's Report by HERWIT Engineering, Dated June 2019.

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2019-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2019-2020**

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

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

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

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

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2019-2020 year will be held at 7:00 p.m., on July 17, 2019 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JUNE 2019

Bill Mayer
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on June 19, 2019, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

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

For Fiscal Year 2019-2020

**Prepared by
HERWIT Engineering**

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

JULY 2019

Town of Discovery Bay Community Services District

Director and President

Bill Mayer

Director and Vice President

Bill Pease

Director

Kevin Graves

Director

Robert Leete

Director

Bryon Gutow

General Manager

Mike Davies

Finance Manager

Dina Breitstein

Parks & Landscape Manager

Brian Miller

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2019

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

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this “Assessment Engineers Report” for the 2019-2020 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

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

PART B. Estimate of Cost

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

PART C. Method of Apportionment of Assessment

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

PART D. District Diagram of Assessment

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

PART E. Property Owner List & Assessment Roll

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

Engineers Assessment Report for 2018-2019 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 147,000	Annual assessments & investment revenue was received
\$ 163,815	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<u>\$ 282,067</u>	Fund total after 2018-2019 annual expenses.

Note: The expenses were higher for the 2018-2019 fiscal year than the previous fiscal year due to increases in O&M and Capital expenditures. The expenses for the 2018-2019 fiscal year were greater than the assessment and revenue collected, resulting in an overall decrease in the District’s reserve account.

Current Assessment

The 2018-2019 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$658.50 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2019, the same CPI index is reported as 294.80. Based upon the change in the CPI, the new maximum assessment allowed for the 2019-2020 fiscal year is \$ 707.00.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2019-2020 fiscal year is \$ 707.00. This assessment is equally assessed to 203 parcels for an annual total of \$ 143,521.00. Therefore, the maximum Reserve Account Balance is \$ 287,042.00. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2019-2020 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District will incur higher than normal charges for capital improvements to rehabilitate existing park facilities this fiscal year. The estimated budget for 2019-2020 is \$ 321,150. This equates to \$ 1,582.02 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 707.00 per parcel, or \$ 143,521.00 maximum assessment.

Based on this report, the assessment for 2019-2020 tax year should be \$ 707.00 to minimize the decrease in the reserve fund balance. The assessment for the 2019-2020 fiscal year is then \$ 707.00 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Approve the Extension of Luhdorff and Scalmanini Contract Engineers for Services into FY 2019-2020.

Recommended Action:

Approve the Contract with Luhdorff and Scalmanini Contract Engineers (LSCE) to continue to provide Contract Engineering Services for the Water Division of the Town of Discovery Bay.

Executive Summary:

Luhdorff and Scalmanini Contract Engineers provides the District with the needed engineering work for the Water Services Division of the Town of Discovery Bay. In the coming fiscal year the Capital Improvement Project list request services from LSCE to perform and provide support for a number of projects under the following categories:

- Water Supply Capacity,
- Upgrades and Maintenance to the Existing Water Supply,
- Water Distribution System,
- Ground Water Basin Management,
- Water Distribution & Maintenance System upgrades, and the
- Master Plans

Enclosed is LSCE's proposed Scope of Work, Fee Schedule and Budget for continuation of General Engineering Services for FY 2019/20. A main component of work under the General Engineering Services has been to provide assistance to the District with the design and construction oversight of Well #8, pipeline repairs, as well as other various capital improvement projects. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 2019/20.

The attached documents provide the basis for the budget estimate. The proposed amount of \$75,309 includes LSCE's labor rates and miscellaneous expenses. LSCE will continue to bill monthly for labor and materials, only as incurred, in accordance with LSCE's fee schedule.

Fiscal Impact:

Amount Requested \$75,309
Sufficient Budgeted Funds Available?: Budgeted in FY 19/20
Prog/Fund # Category: Contract Services

Previous Relevant Board Actions for This Item:

Attachments:

Exhibit A Scope of Work, Budget and Fee Schedule.

AGENDA ITEM: C-5

Fiscal Year 2019/20 General Services – Possible Engineering Tasks

Task	Title	
1	Meetings	
a	Board meetings	6 Board Meetings- includes staff reports, presentations, etc.
b	Committee meetings	12 Committee Meetings- includes preparation, materials, presentations, etc.
2	Regulatory Assistance	
a	General Oversight and Coordination	<ul style="list-style-type: none"> - Regular coordination with District staff/Veolia - Report to the General Manager - Updates on upcoming regulations - Review guidelines for 2020 UWMP and AWIA
b	CASGEM Well Monitoring and State Reporting	<ul style="list-style-type: none"> - Twice per year well level reporting - Coordinate shutdowns with Veolia - Transducer data download, - Database update and reporting to State DWR
c	SB555 Water Audit and State Reporting	<ul style="list-style-type: none"> - Water Audit due Oct 1 - Prepare audit with District input - Validate audit, submit to State DWR
d	Cross-Connection Control Program Development (CIP Item #: TBD)	<ul style="list-style-type: none"> - Tech Memo describing options - Develop draft regulations - Develop draft survey forms - Develop internal staff policy - Hold workshops (x2) - Final Regulations, Adoption - Letter to State
3	CIP Project Engineering Services	
a	6-in pipeline replacement Lakeview Business Park (CIP Item #: TBD)	<ul style="list-style-type: none"> - Project Management - Basemap preparation (surveying not included) - Design drawings (70% and 100%) with plan and profile sheets - Permit agency and District Reviews - Bidding (notice, meeting, addendum) - Construction (tech. assistance and 4 site visits) - As-Builts
b	Pipeline replacement Edgeview, St. Andrews/Clubhouse (CIP Item #: TBD)	(Combined project with 4.a, above)

c	Lake Crossing Repair or Replacement - Laguna Ct. (CIP Item #: TBD)	<ul style="list-style-type: none"> - Project Management - Basemap preparation (surveying not included) - Design Memo: replacement alternatives, pricing options, logistics, special permitting, recommendations - Design Drawings (70% and 100%) with plan and profile sheets - Permit agency and District Reviews - Bidding (notice, meeting, addendum) - Construction (tech. assistance and 4 site visits) - As-Builts
d	Stabilization Soils - Willow Lake WTP (CIP Item #: TBD)	<ul style="list-style-type: none"> - Coordinate Geotechnical Investigation - Review Geotechnical Recommendations - Tech Memo: identify issues, improvement options, and recommendations
e	Upgrade Well 4A Station and Drainage Piping (CIP Item #: TBD)	<ul style="list-style-type: none"> - Delineate station pipe upgrade needs - Calculations for drainage pipe upgrades - Prepare drawing to obtain contractor quotes (site plan, station pipe, and details) - Oversee installation and punchlist
f	Well 4A Replace 18 yr old motor (CIP Item #: TBD)	<ul style="list-style-type: none"> - Obtain pump contractor pricing and schedule - Coordinate installation with Veolia - Site visit for installation - Final testing and report
g	Chemical Spill Containment at Newport & Willow (CIP Item #: TBD)	<ul style="list-style-type: none"> - Code requirements for spill containment - Calculations and Design drawings for Willow and Newport WTP chemical room spill containment and re-plumbing - Obtain contractor quotes - Oversee installation and punchlist
h	Undefined Engineering Services (contingency)	30 hours contingency for undefined engineering design services

4	Planning and Asset Management	
a	2019 Bi-Annual Well and Pump Testing	<ul style="list-style-type: none"> - Field prep, equipment and forms - Two (2) field testing visits - Data compilation, calculations, figures and tables - Final Report and Recommendations
b	Summer 2019 Peak Demand/pressure Monitoring	<ul style="list-style-type: none"> - Coordinate hourly production monitoring by Veolia during peak Summer 2019 usage - Install pressure transducers for long-term system pressure monitoring (3 field visits for placement and download). - Review data, prepare calculations, figures and tables. - Summary report of findings
c	Undefined planning services (contingency)	40 hours contingency for planning assistance

Separate Scope of Works in FY 2019/20

- Well 8 - Siting Exploration, CEQA and Drilling
- Water Master Plan & Pipeline Asset Management Plan

Exhibit A

Client: Discovery Bay Community Services District Project: General Engineering Services FY19/20 Estimated By: J Shobe Date: June, 13, 2019		COST ESTIMATE WORKSHEET									
Task	CIP #	Billing Level	LSCE				LSCE Subtotal Costs	Direct Expenses		Outside Sub-Contractors	Totals
			Supervising Engineer	Staff Engineer	ACAD Drafting	Clerical Support		Travel	Copies Equipment		
		Billing Rate (\$/hr)	\$210	\$135	\$130	\$75		Lump	Lump		
Task 1		Hours									
Meetings		- 1.a. Board Meetings (attend 6 per year)	18			3	\$4,005			\$4,005	
		- 1.b. Committee Meetings (attend 12 per year)	78			6	\$16,830	\$1,056	\$50	\$17,936	
		Total Hours	96	0	0	9					
		Subtotals (cost)	\$20,160	\$0	\$0	\$675	\$20,835	\$1,056	\$50	\$0	\$21,941
Task 2		Hours									
Regulatory Assistance		- 2.a. Regulatory updates and general assistance	12		12		\$4,080			\$4,080	
		- 2.b. CASGEM Monitoring Program	8	30			\$5,730	\$176	\$100	\$6,006	
		- 2.c. SB 555 Water Audit - Prepare and Validate	8	24			\$4,920			\$4,920	
		- 2.d. Cross-Connection Control Program	58	42			\$17,850			\$17,850	
		Total Hours	86	96	12	0					
		Subtotals (cost)	\$18,060	\$12,960	\$1,560	\$0	\$22,770	\$176	\$100	\$0	\$32,856
Task 3		Hours									
CIP Project Engineering Services		3.a. 6-in pipeline replacement Lakeview Business Park	30	36	50	2	\$17,810	\$352	\$250		\$18,412
		3.b. Pipeline replacement Edgemoor, St. Andrews/Clubhouse	30	36	50	2	\$17,810	\$352	\$250		\$18,412
		3.c. Lake Crossing Repair or Replacement - Laguna Ct.	64	22	45	2	\$22,410	\$176	\$150		\$22,736
		3.d. Stabilization Soils - Willow Lake WTP	15	5	5		\$4,475	\$176	\$50		\$4,701
		3.e. Upgrade Well 4A Station and Drainage Piping	18		15		\$5,730	\$0	\$50		\$5,780
		3.f. Well 4A Replace 18 yr old motor	10	15			\$4,125	\$0			\$4,125
		3.g. Chemical Spill Containment at Newport & Willow	15	16	15		\$7,260	\$88	\$50		\$7,398
		3.h. Undefined Engineering Services (contingency)	10	10	10		\$4,750	\$176	\$50		\$4,976
		Total Hours	192	140	190	6					
			Subtotals (cost)	\$40,320	\$18,900	\$24,700	\$450	\$12,010	\$1,320	\$850	\$0
Task 4		Hours									
Planning and Asset Management		- 4.a. 2019 Bi-Annual Well and Pump Testing	26	60			\$13,560	\$176		\$1,500	\$15,236
		- 4.b. Summer 2019 Peak Demand/Pressure Monitoring	24	46			\$11,250				\$11,250
		- 4.c. Undefined Planning Services (contingency)	20	20			\$6,900				\$6,900
		Total Hours	70	126	0	0					
		Subtotals (cost)	\$14,700	\$17,010	\$0	\$0	\$18,150	\$176	\$0	\$1,500	\$33,386
Totals		LSCE (hours)	444	362	202	15					1023
		LSCE (cost)	\$93,240	\$48,870	\$26,260	\$1,125					\$169,495
		Sub-Consultant (cost)								\$1,500	\$1,500
		Direct Expenses (cost)						\$2,728	\$1,000		\$3,728
		Total General Engineering Services FY 19/20									\$174,723
	CIP Project Engineering Services Totals									\$99,414	
	General Engineering Services Totals									\$75,309	

CIP Budget Analysis			
CIP Budget Total	Proposed Engineering Services Contract	Budget Remaining	Description of Work for Remaining Budget
N/A			
N/A			
\$40,000	\$17,850	\$22,150	Contingency for Outside Specialist Services
\$290,000	\$18,412	\$271,588	Surveying, Permitting and Pipeline Construction
\$300,000	\$18,412	\$281,588	Surveying, Permitting and Pipeline Construction
\$400,000	\$22,736	\$377,264	Surveying, Permitting and Pipeline Construction
\$150,000	\$4,701	\$145,299	Geotechnical Investigation and Possible Improvements
\$75,000	\$5,780	\$69,220	Pipe Fabrication and Installation Above Ground and Below Ground
\$80,000	\$4,125	\$75,875	Pump Contractor New Motor Procurement and Installation
\$25,000	\$7,398	\$17,602	Concrete Installation and Plumbing in Chemical Rooms
N/A			
\$1,360,000	\$99,414	\$1,260,586	



Client: Discovery Bay Community Services District
 Project: General Engineering Services FY19/20
 Estimated By: J Shobe
 Date: June, 13, 2019

COST ESTIMATE WORKSHEET

Task	CIP #	Billing Level	LSCE				LSCE Subtotal Costs	Direct Expenses		Outside	Totals
			Supervising Engineer	Staff Engineer	ACAD Drafting	Clerical Support		Travel	Copies Equipment	Sub-Contractors	
		Billing Rate (\$/Hr)	\$210	\$135	\$130	\$75					
							Lump	Lump			
Task 1		Hours									
	-	1.a. Board Meetings (attend 6 per year)	18			3	\$4,005			\$4,005	
	-	1.b. Committee Meetings (attend 12 per year)	78			6	\$16,830	\$1,056	\$50	\$17,936	
		Total Hours	96	0	0	9					
		Subtotals (cost)	\$20,160	\$0	\$0	\$675	\$20,835	\$1,056	\$50	\$0	\$21,941
Task 2		Hours									
	-	2.a. Regulatory updates and general assistance	12		12		\$4,080			\$4,080	
	-	2.b. CASGEM Monitoring Program	8	30			\$5,730	\$176	\$100	\$6,006	
	-	2.c. SB 555 Water Audit - Prepare and Validate	8	24			\$4,920			\$4,920	
	TBD	2.d. Cross-Connection Control Program	58	42			\$17,850			\$17,850	
		Total Hours	86	96	12	0					
		Subtotals (cost)	\$18,060	\$12,960	\$1,560	\$0	\$22,770	\$176	\$100	\$0	\$32,856
Task 3		Hours									
	TBD	3.a. 6-in pipeline replacement Lakeview Business Park	30	36	50	2	\$17,810	\$352	\$250	\$18,412	
	TBD	3.b. Pipeline replacement Edgeview, St. Andrews/Clubhouse	30	36	50	2	\$17,810	\$352	\$250	\$18,412	
	TBD	3.c. Lake Crossing Repair or Replacement - Laguna Ct.	64	22	45	2	\$22,410	\$176	\$150	\$22,736	
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	TBD	3.e. Upgrade Well 4A Station and Drainage Piping	18		15		\$5,730	\$0	\$50	\$5,780	
	TBD	3.f. Well 4A Replace 18 yr old motor	10	15			\$4,125	\$0		\$4,125	
	TBD	3.g. Chemical Spill Containment at Newport & Willow	15	16	15		\$7,260	\$88	\$50	\$7,398	
	-	3.h. Undefined Engineering Services (contingency)	10	10	10		\$4,750	\$176	\$50	\$4,976	
		Total Hours	192	140	190	6					
		Subtotals (cost)	\$40,320	\$18,900	\$24,700	\$450	\$12,010	\$1,320	\$850	\$0	\$86,540
Task 4		Hours									
	-	4.a. 2019 Bi-Annual Well and Pump Testing	26	60			\$13,560	\$176		\$1,500	\$15,236
	-	4.b. Summer 2019 Peak Demand/Pressure Monitoring	24	46			\$11,250				\$11,250
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		Total Hours	70	126	0	0					
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Totals		LSCE (hours)	444	362	202	15					1023
		LSCE (cost)	\$93,240	\$48,870	\$26,260	\$1,125					\$169,495
		Sub-Consultant (cost)								\$1,500	\$1,500
		Direct Expenses (cost)						\$2,728	\$1,000		\$3,728
			Total General Engineering Services FY 19/20								
		CIP Project Engineering Services Totals									\$99,414
		General Engineering Services Totals									\$75,309



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT Proclamation No. 19-02

A PROCLAMATION OF THE TOWN OF DISCOVERY BAY PROCLAIMING JULY 2019 AS PARKS AND RECREATION MONTH **Parks Make Life Better!**

WHEREAS, Town of Discovery Bay is a small town in east Contra Costa County; and

WHEREAS, Parks and Recreation makes lives better and are an integral part of vibrant communities; and

WHEREAS, Parks provide energizing places for families and friends, individuals and groups, and are the places anyone can be active, live healthier, connect with nature and celebrate together; and

WHEREAS, Residents value recreation as it provides positive alternatives for children and youth to reduce crime and mischief especially during non-school hours; and

WHEREAS, Children, adults and seniors benefit from a wide range of services, facilities and program provided by the Town of Discovery Bay; and

WHEREAS, The Town of Discovery Bay urges all its residents to recognize that parks and recreation enriches the lives of its residents and visitors as well as adding value to the community's homes and neighborhoods; and

WHEREAS, July is celebrated across the nation as *Parks and Recreation Month*;

NOW THEREFORE BE IT RESOLVED, that the Town of Discovery Bay Board of Directors do hereby proclaim July 2019 as ***Parks & Recreation Month***, and ***Parks Make Life Better***, and in doing so, urge all its citizens to use and enjoy its parks, trails, open space, facilities, and recreation opportunities.

APPROVED AND ADOPTED THIS 19th Day of June 2019.

Bill Mayer, Board President
Town of Discovery Bay

**Town of Discovery Bay, CA
Water & Wastewater**

MONTHLY OPERATIONS REPORT

May 2019

3565 Days of Safe Operations
175,349 worked hours without a recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Ergonomics**
 - **Working outside**

- **Operation**
 - **None this month**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

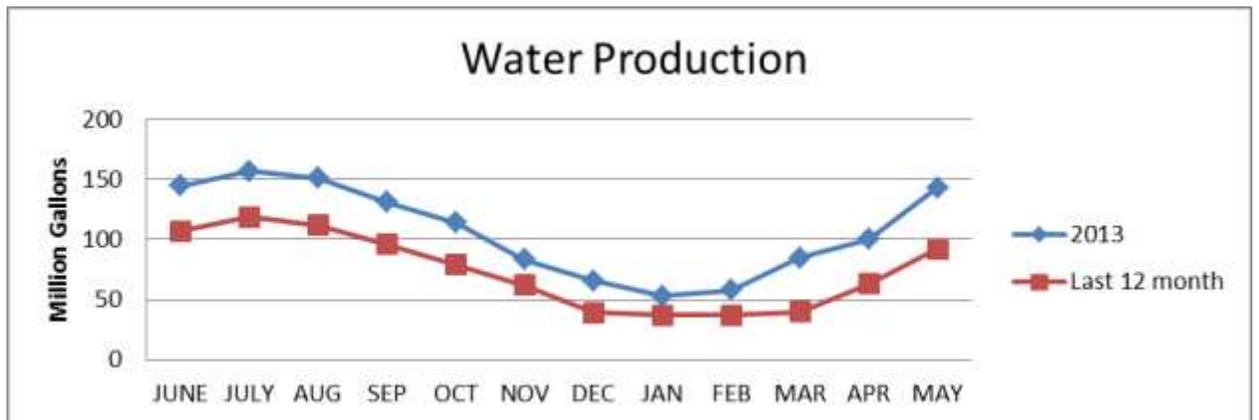
WATER SERVICES

Groundwater Well:

- 1B - Active
- 2 – Under rehab
- 4 – Under rehab
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
37	37	40	63	92	
July	August	September	October	November	December





Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 4

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Apr Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		34	37
Flow, MG Daily Influent Flow, avg.	N/A	1.2	1.2
Flow, MG Daily Discharge Flow, avg.	2.35	1.0	1.0
Effluent BOD ₅ , lbs/d, monthly avg.	350	14	10
Effluent TSS, lbs/d, monthly avg.	200*	14	5
Effluent BOD ₅ , mg/L, monthly avg.	20	1	1
Effluent TSS, mg/L, monthly avg.	10*	1	1
Total Coli form 7 day Median Max	23	ND	ND
Total Coli form Daily Maximum	240	2	ND
% Removal BOD ₅ , monthly avg.	85% min.	99%	99%
% Removal, TSS, monthly avg.	85% min.	99%	99%
Electrical Conductivity, umhos/cm annual avg.	2100	2215	2280

*New TSS Limit went into effect

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• N/A	• N/A	• N/A

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 32

Performed weekly lift station inspections

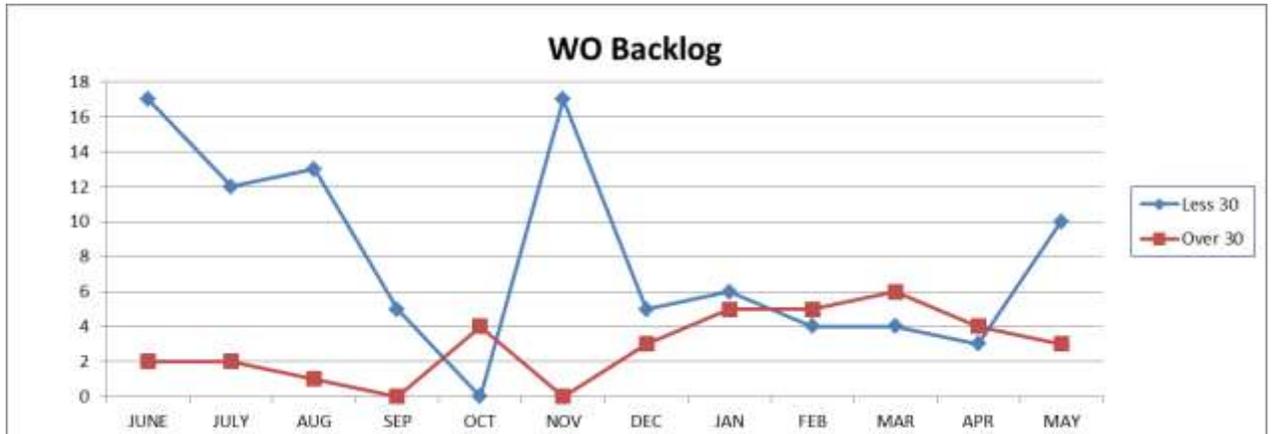
Sewer System:

- Continue collection sanitary sewer line assessment
- Flushed/CCTV will be performed after assessment
- Manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Response

Call Outs	Emergencies
7	1

Regular Hours	Overtime
1560	41

TERMS

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Consideration of Annual Fiscal Year 2019-20 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2019-06.

Recommended Action

Adopt the FY 2019-20 Operating, Capital and Revenue Budgets and Adopt Resolution 2019-06.

Executive Summary

At the Budget Workshop on May 22, 2019, the Board of Directors were presented with the fiscal year 2019-20 preliminary budget to review and provide input to staff regarding the Town of Discovery Bay's revenue and spending plans for the coming Fiscal Year. At that meeting, the Board walked through the presentation of the various components of the budget, including the programs, goals, and milestones. All changes that were made to the budget at the meeting have been incorporated into the current budget document.

For this coming fiscal year, the budget document continues to reflect the same two-year forecast as has been the case for the past budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. While the Board is presented with a two year budget, only the upcoming fiscal year budget will be adopted. Each successive year's budget will result in the adoption of that year's budget prior to the next fiscal year.

Administration, Water & Wastewater Division

The FY 2019-20 projected Operations and Maintenance (O&M) expenditures are \$7,899,040 and the projected Capital Improvement Projects (CIP) total \$4,390,000.

Lighting & Landscaping Divisions

The FY 2019-20 projected Zone #8 O&M budget is \$885,450 with a CIP budget of \$485,000.

The FY 2019-20 Lighting & Landscaping Zone #9 O&M budget is \$148,150 with a CIP budget of \$173,000.

Staff is available to address any questions at this time.

Adoption of the FY 2019-20 Operating, Capital and Revenue Budgets is recommended.

Fiscal Impact:

Amount Requested:

Sufficient Budgeted Funds Available?:

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Presentation of the Preliminary Budget May 22, 2019

Presentation of the Proposed Budget June 5, 2019

"Continued to the next page"

Attachments

1. FY 2019-20 Operating, Capital Improvement Program, and Revenue Budgets.
2. Notice of Public Hearing re Budget FY2019-20.
3. Resolution 2019-06.

AGENDA ITEM: G-1



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



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR 2019-2020 ADOPTED BUDGET

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DRAFT

Discovery Bay at a Glance

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

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are four (4) gated communities; Clipper Estates, The Country Club, Lakeshore and The Lakes.

Town of Discovery Bay Community Services District (District) is approximately 9 square miles and was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the District the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

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

Population

The census report states the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over fifty (50) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing seven million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total

water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.2 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, and secondary treatment facilities using oxidation ditches, sand filters, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia North America. under a multi-year agreement with the District.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the District, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8

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

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood)

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

Contra Costa County Landscape & Lighting Zone #35

Zone 35 is owned by Contra Costa County but is maintained by the Town of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian

pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57

Zone 57 is owned by Contra Costa County but is maintained by Town of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61

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

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Community Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay, and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

DRAFT

Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping, parks and recreation. While the District does not have the jurisdiction or authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Robert Leete, Bill Pease, Bill Mayer, Kevin Graves, Bryon Gutow

Board Position and Term

President Bill Mayer	12/2016 to 12/2020
Vice-President Bill Pease	12/2016 to 12/2020
Director Kevin Graves	12/2018 to 12/2022
Director Robert Leete	12/2018 to 12/2022
Director Bryon Gutow	12/2018 to 12/2022

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of local government known as a Community Services District, or “CSD.” In unincorporated areas such as Discovery Bay, basic services like water, sewer, security and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential local services.

The Town of Discovery Bay Community Services District provides domestic water supply, treatment, and delivery, as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads. I’m certain you’ve seen our Town vehicles as our staff is constantly improving the beauty of our community. Our Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there’s a lot happening here in Discovery Bay! There are numerous community-based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, crab feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town. I encourage you to get out and see what floats your boat!

Discovery Bay is a great place to not only “Live Where You Play,” but it’s also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business “mixers” at different locations around town to show off the local business community. Check the Chamber’s website at <http://discoverybaychamber.com/index.html> for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$13.9 million for the Fiscal Year 2019-20. The Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where we can enjoy the many qualities we all like in a small town. Please join us at one of our Board of Directors’ meetings that are held the first and third Wednesday of the month at 7:00 p.m. Regular meetings are held at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd.

If you would like to discuss Discovery Bay and any issue you may have as a resident, please be sure to contact the District Office by calling (925) 634-1131.

Sincerely,

Michael R. Davies, General Manager

Town of Discovery Bay CSD

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Finance Services Department

The Town of Discovery Bay CSD Finance Services Department operates under the Board of Directors who are the policy-making body of the District. The General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting, and records maintenance system that provides financial information to management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. The Finance Services Department also has the responsibility for coordinating all external auditing functions.

The finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB).

The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider to assure compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit findings
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ 2012 and 2017 Bond Reporting

Goals

- Ensure expenditures are consistent with adopted policies.
- Move towards paperless documentation. Continue implementation and training on ancillary software modules.



Water & Wastewater Services Department

WATER

This Program provides water production, treatment and distribution to approximately 6,000 homes and businesses. Specifically, the Water Program includes information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's water systems. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue water misuse observed in the field. The program also assists with the development of water quality educational materials and outreach.

The Water Utility function maintains and operates the new automated water meters for the District's 6,000 water accounts. The new technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows you to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> has been launched, and account holders can see daily water usage data and learn ways to conserve.

WASTEWATER

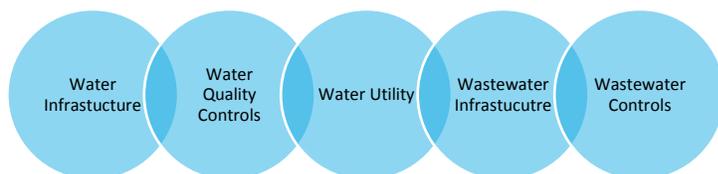
The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town's wastewater matters. In general, the wastewater program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. This program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Pipeline Assessments
- ✓ Infrastructure maintenance plan and review of the 10-year master plans

Goals

- Update the ten (10) year Water & Wastewater Master Plans
- Scout location for Well 8, begin design & construction plan
- Design for denitrification



Lighting and Landscaping Services Department

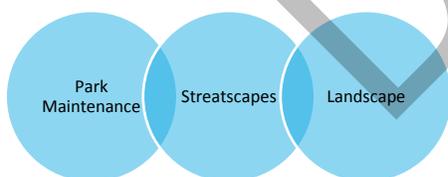
The Parks and Landscaping Program provides for the planning, maintenance and capital needs of the parks and landscaping network in Discovery Bay. Specifically, the Parks and Landscaping Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town's parks and landscaping matters. This program offers a comprehensive maintenance and rehabilitation program for five (5) parks and the streetscapes inside Discovery Bay. The maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park and Ride. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces plants and trees to provide health, vitality and visual appeal as well as manage annual inventory lists to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Front Entrance Repairs
- ✓ Shade Structures at Slifer Park

Goals

- Community Center Swimming Pool
- Rebuild the Swimming Pool Chemical Equipment Enclosure
- Remove and replace the play structure at Ravenswood Park
- Dog Park improvements



Recreation Services Department

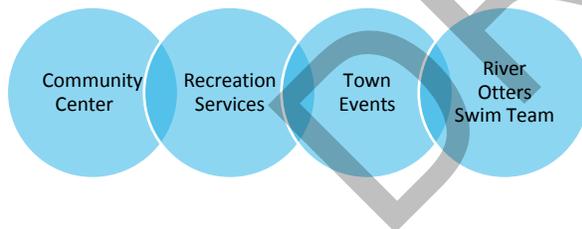
Recreation Services provides community-based and age-appropriate recreational programming. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Continued development and implementation of community based and age appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- ✓ Completed a second Recreation Services Department Annual Report.
- ✓ Continued and refined the partnership with the Discovery Bay Lions Club for a second summer in hosting community-wide concert series and a “Paws on Parade” dog event generating a two year total of over \$26,000 for improvement projects to the Discovery Bay Community Center.

Goals

- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings.
- Continue the development and expansion of community relationships with local groups and organizations such as the Discovery Bay Lions Club, the River Otters Parent Booster Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff’s Office in expanding community-wide programming and special events at the Discovery Bay Community Center.
- Examine current pricing and cost recovery practices related to the Town’s Recreation programming and facility usage fees and developed a methodology that results in fair and consistent cost recovery.



General Counsel

Outsourced –Law Office of Neumiller & Beardslee

The District’s General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The General Counsel investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director, General Counsel may initiate litigation to enforce the District’s rights or to protect the public health, safety or welfare. The General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices. <http://neumiller.com/>

Key Achievements

- ✓ Assisted the General Manager and District Managers with the negotiation and preparation of various contracts, agreements, and notices.
- ✓ In consultation with the District Engineers, reviewed and updated of bid documents and contracts for capital improvement construction projects.
- ✓ Reviewed and assisted in drafting necessary ordinances to comply with state laws and guides staff in the development and adoption of District ordinances.
- ✓ Coordinated with the General Manager, to timely respond to claims against the District and limit the District’s involvement in costly litigation.

Water & Wastewater Engineering

Outsourced – Lohdorff & Scalmanini Consulting Engineers (Water)

Lohdorff & Scalmanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resource problems.

Key Achievements

- ✓ Water SCADA System upgrades
- ✓ Refurbished to Well 2 and Well 4A

<http://lsce.com/>

Outsourced – Herwit Engineering (Wastewater)

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

Key Achievements

- ✓ Continued work on the Operations & Maintenance Manual
- ✓ Continued development of the Wastewater Master Plan

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals, and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules.

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Budget Message

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the District's financial plan for the fiscal period July 1, 2019, through June 30, 2020. The annual Revenue, Operating, and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

This budget states program goals for each department, considering the desires of the Board, the expectations of the public, the needs of the department, and available resources. Each supervisor was given the opportunity to directly participate in the budget process, allowing them to share their expertise and to offer options and solutions. Adoption of a budget that includes specified program goals ensures a unified effort and sets forth a work plan for the year.

Several major projects are expected to continue or commence this year, including a water well; the denitrification state-mandated project, mainline pipe replacements, lift station upgrades, and the expansion of the equipment cover at wastewater treatment plant #2. The District will also be rehabilitating the office building located near well 1B on Discovery Bay Blvd. The Lighting and Landscaping department will be working on the Community Center pool project, landscape drainage plan, dog park enhancements, roadway median improvements, and a new play structure and ground cover replacement at our Ravenswood Park. District security continues to be an ongoing project to ensure our cybersecurity and assets are protected.

From an operational standpoint, the District continues to operate efficiently and in a manner that is financially prudent. The water and wastewater departments continue to refine their perspective capital plans into the future to enable timely replacement and funding of aging infrastructure. The community center continues to grow recreation services by offering community-based age-appropriate programs, activities, and special events as well as focusing on future program development.

I am pleased to present a budget where the District's operating and infrastructure necessities are met while offering a strategic look at the overall assets of the District. Staffing levels continue to meet projected needs; ongoing training continues to improve service levels and financial management policies continue to guide the District in decision-making that is grounded and consistent over time.

I would like to thank the District staff for their contributions toward producing the budget. I am delighted to work with employees that care deeply about the Town of Discovery Bay. I, along with staff, look forward to serving the community, executing the District's capital projects, and working together to build and maintain long-term fiscal sustainability.

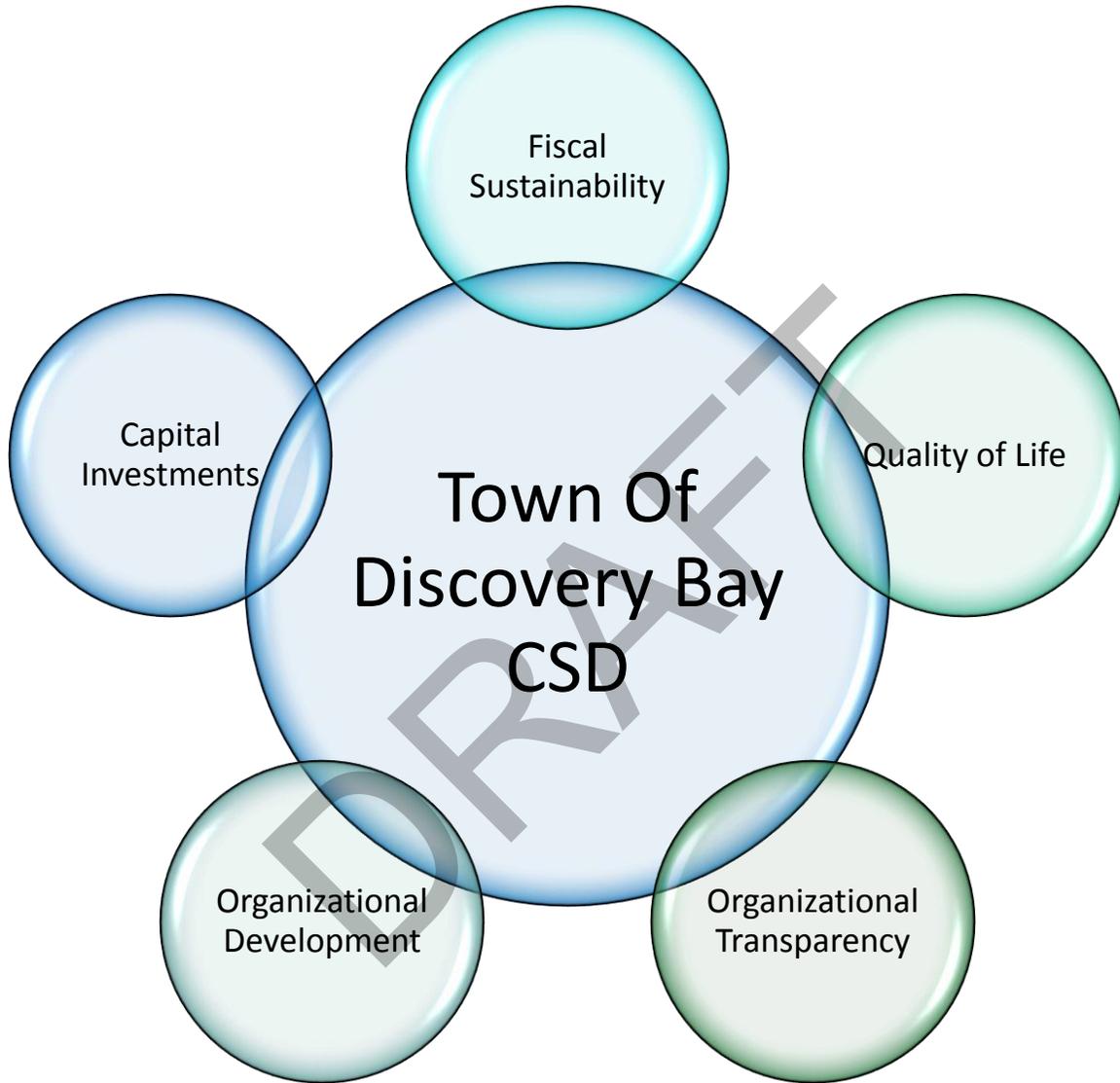
I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future, I expect that the District will continue to remain resourceful, innovative, and successful.

Respectfully submitted,

Dina Breitstein, Finance Manager

Strategic Goals

Below is the result of the Town of Discovery Bay's Strategic Planning Meeting annually held in January.



Goals, Objectives, and Action

Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct quarterly review and make adjustments needed
Quality of Life	<ul style="list-style-type: none"> • Focus on key services, programs, and activities for seniors and youth. • Partner with service clubs to promote community-wide events. • Maintain and expand parks throughout the community. 	<ul style="list-style-type: none"> • Provide quarterly reports on activities for youth, seniors, and park & recreation programs.
Organizational Transparency	<ul style="list-style-type: none"> • Post key information on the District's website. • Use social media to inform and engage the public. • Prepare the budget in a user-friendly, informative & transparent format. 	<ul style="list-style-type: none"> • Post all agendas, reports, and contracts on the District's website. • Post all policy documents and resolutions on the website. • Prepare the budget in a user-friendly, informative & transparent format.
Organizational Development	<ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services. • Provide training and resources to sustain a talented workforce. • Maintain accountability and recognition of employees. 	<ul style="list-style-type: none"> • Prepare a long-term staffing plan. • Develop training of key management and supervisory staff. • Uphold and maintain safety training.
Capital Investments	<ul style="list-style-type: none"> • Prioritize and evaluate needed capital investments. 	<ul style="list-style-type: none"> • Deliver capital projects on time and within budget. • Seek funding opportunities to fund infrastructure projects. • Continuous updates to District master plans.

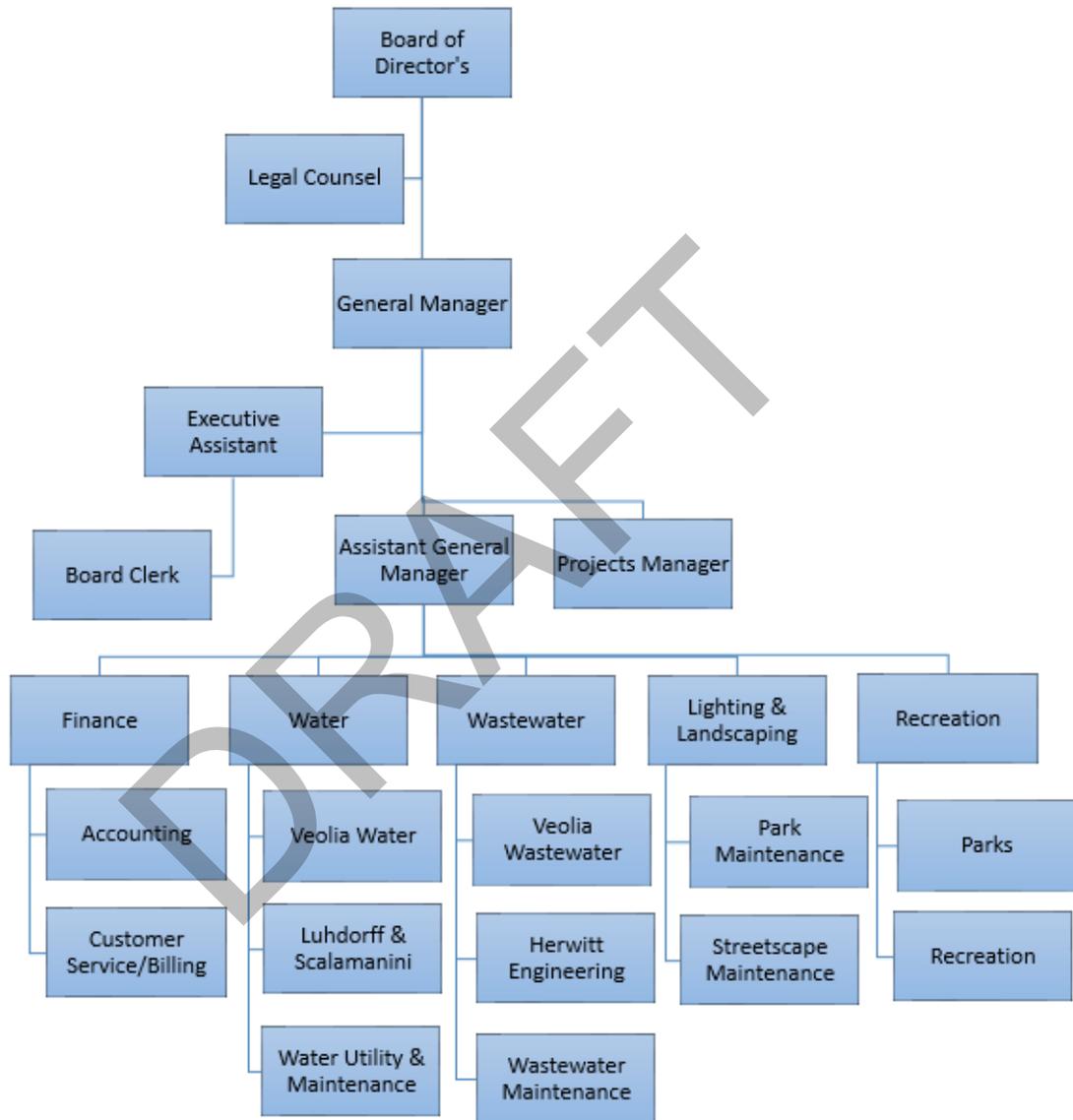
Authorized Positions

Current Positions

Position Title	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
Office Assistant	2	2	2	2
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Project Analyst	1	0	0	0
Accountant	1	1	1	1
Water Services Technician I	1	1	1	1
Water Services Technician II	1	1	0	0
Parks & Maintenance Worker I	0	1	1	1
Parks & Maintenance Worker II	4	3	3	3
Parks & Maintenance Worker III	0	1	1	1
Recreation Programs Supervisor	1	1	1	1
Parks & Landscape Manager	1	1	1	1
Water & Wastewater Manager	1	1	1	1
Finance Manager	1	1	1	1
Projects Manager	0	0	1	1
Assistant General Manager	0	0	1	1
General Manager	1	1	1	1
Total	17	18	19	19

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Organizational Chart by Department



Salary & Wages

	Range #	Bottom Step Hourly	Biweekly	Monthly	Top Step Hourly*	Biweekly	Monthly
100 Series – Temporary/Intermittent Staff:							
Recreation Leader I	100	\$12.00	\$960	\$2,080	\$12.20	\$976	\$2,115
Recreation Leader II	105	\$12.25	\$980	\$2,123	\$12.45	\$996	\$2,158
Lifeguard	110	\$12.50	\$1,000	\$2,167	\$12.90	\$1,032	\$2,236
Lifeguard/Swim Instructor and Recreation Leader III	115	\$13.00	\$1,040	\$2,253	\$14.45	\$1,156	\$2,505
Pool Supervisor	125	\$14.60	\$1,168	\$2,531	\$15.56	\$1,245	\$2,697
200 Series - Non Management Staff	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Park/Landscaper/Maintenance I	220	\$19.91	\$3,451	\$41,409	\$22.52	\$3,904	\$46,850
Park/Landscaper/Maintenance II	235	\$23.68	\$4,104	\$49,249	\$26.79	\$4,643	\$55,721
Park/Landscaper/Maintenance III	250	\$26.12	\$4,528	\$54,338	\$29.56	\$5,123	\$61,478
Office Assistant/Customer Service Representative A	225	\$20.40	\$3,536	\$42,435	\$23.08	\$4,001	\$48,011
Office Assistant/Customer Service Representative B	230	\$22.51	\$3,902	\$46,825	\$25.47	\$4,415	\$52,978
Account Clerk	240	\$24.27	\$4,206	\$50,472	\$27.45	\$4,759	\$57,105
Administrative Assistant/Park-Recreation Assistant A	245	\$24.85	\$4,308	\$51,695	\$28.12	\$4,874	\$58,488
Administrative Assistant/Park-Recreation Assistant B	260	\$27.44	\$4,756	\$57,068	\$31.04	\$5,381	\$64,567
Sr. Account Clerk	255	\$26.79	\$4,643	\$55,714	\$30.31	\$5,253	\$63,035
Accountant I	275	\$29.72	\$5,151	\$61,808	\$37.12	\$6,434	\$77,202
Executive Assistant A	270	\$31.06	\$5,384	\$64,603	\$35.14	\$6,091	\$73,092
Executive Assistant B	280	\$34.29	\$5,944	\$71,329	\$38.80	\$6,725	\$80,703
Water Tech I	210	\$21.44	\$3,716	\$44,597	\$24.26	\$4,205	\$50,458
Water Tech II	270	\$31.06	\$5,384	\$64,603	\$35.14	\$6,091	\$73,092
Water Tech III	280	\$35.14	\$6,092	\$73,098	\$38.38	\$6,724	\$80,687
Series 300: Management Staff	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Recreation Programs Supervisor	300	\$31.06	\$5,384	\$64,603	\$38.79	\$6,724	\$80,687
Managers: Finance; Water/Wastewater	350	\$38.96	\$6,752	\$81,026	\$48.64	\$8,432	\$101,180
Manager: Parks/Landscape	350	\$38.21	\$6,624	\$79,483	\$47.72	\$8,271	\$99,253
Series 400: Senior Management Staff	Range #	Bottom Step Hourly	Monthly	Annual	Top Step Hourly	Monthly	Annual
Assistant General Manager	400	\$46.75	\$8,103	\$97,232	\$58.38	\$10,119	\$121,429
Projects Manager	425	\$70.00					

Minimum Wage Adjustment January 2020

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Temporary & Intermittent Staff Salary Range Table.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Recreation Leader I	\$13.00	\$13.05	\$13.10	\$13.15	\$13.20	
Recreation Leader II	\$13.25	\$13.30	\$13.35	\$13.40	\$13.45	
Lifeguard	\$13.50	\$13.60	\$13.70	\$13.80	\$13.90	
Lifeguard/Swim Instructor & Rec Leader III	\$14.00	\$14.10	\$14.20	\$14.30	\$14.40	
Assist. Pool Supervisor	\$14.50	\$14.60	\$14.70	\$14.80	\$14.90	
Pool Supervisor	\$15.50	\$15.60	\$15.70	\$15.80	\$15.90	

- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

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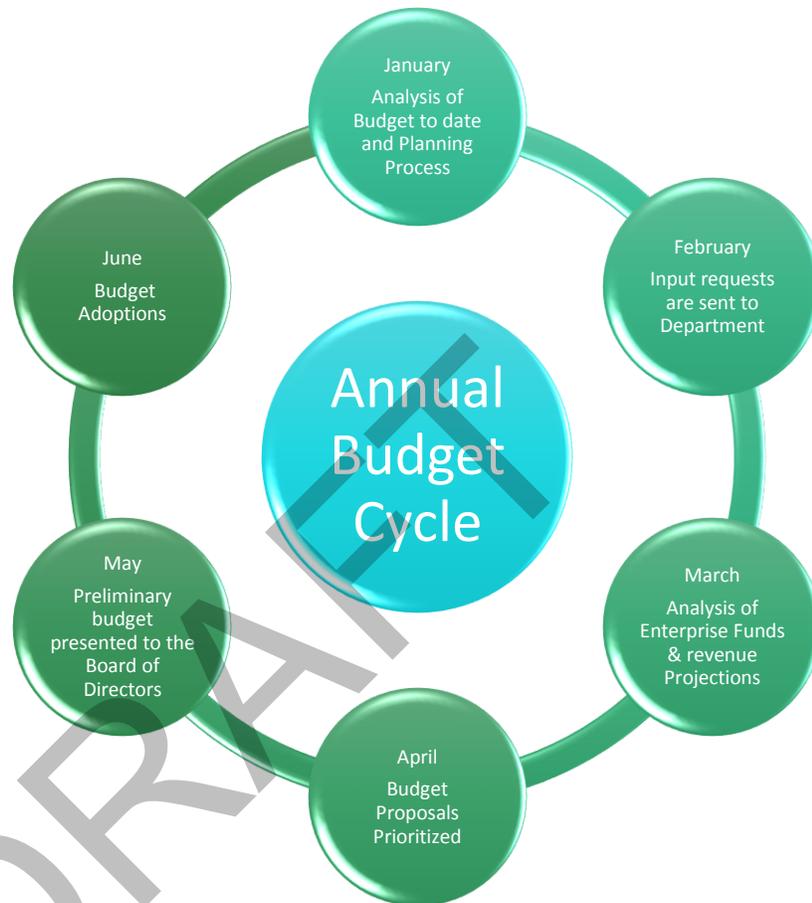
The Budget Process

Fiscal Year 2017-2019

2 Year Budget Build

The Budget is a spending management plan for the District's financial resources. Through the use of these resources, services are provided to meet the needs of the Town of Discovery Bay's residents.

The District's annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year's budget, which helps to determine the base budget for the following year.

February: Budget guidelines and instructions distributed to each Department Head.

March: Department Managers meet with the Finance Manager to discuss their budget requests.

April: Department Managers meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, and compiled into the preliminary budget to bring to the Board of Directors.

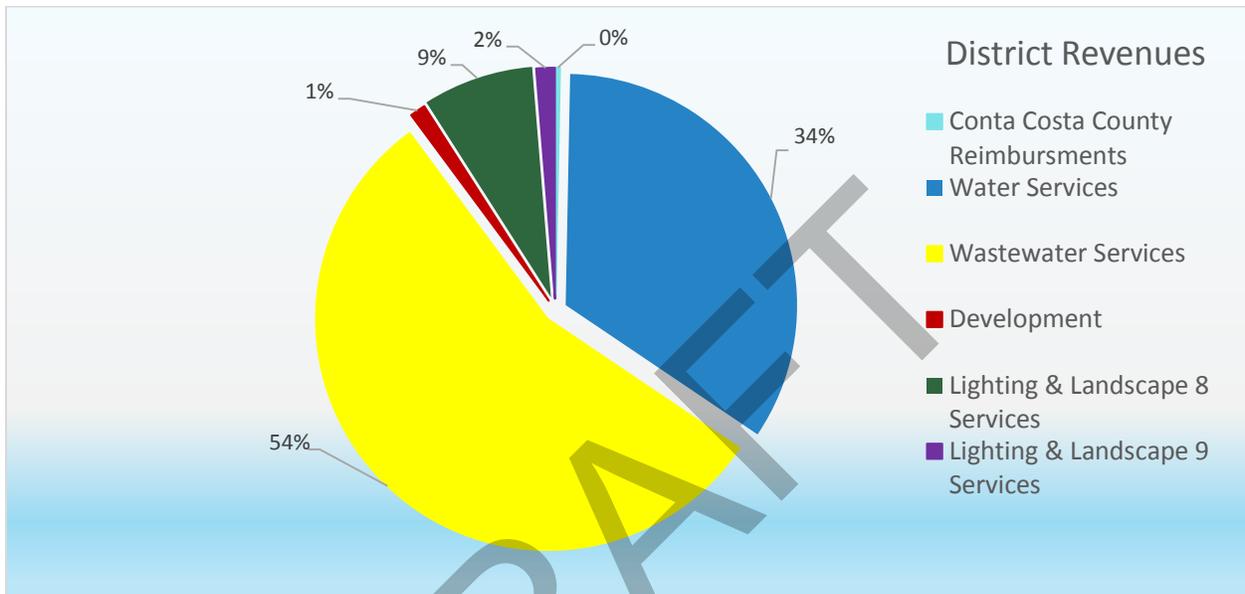
May: The preliminary budget is presented to the Board of Directors requesting any comments or recommendations.

June: The final budget is presented and adopted by the Board of Directors.

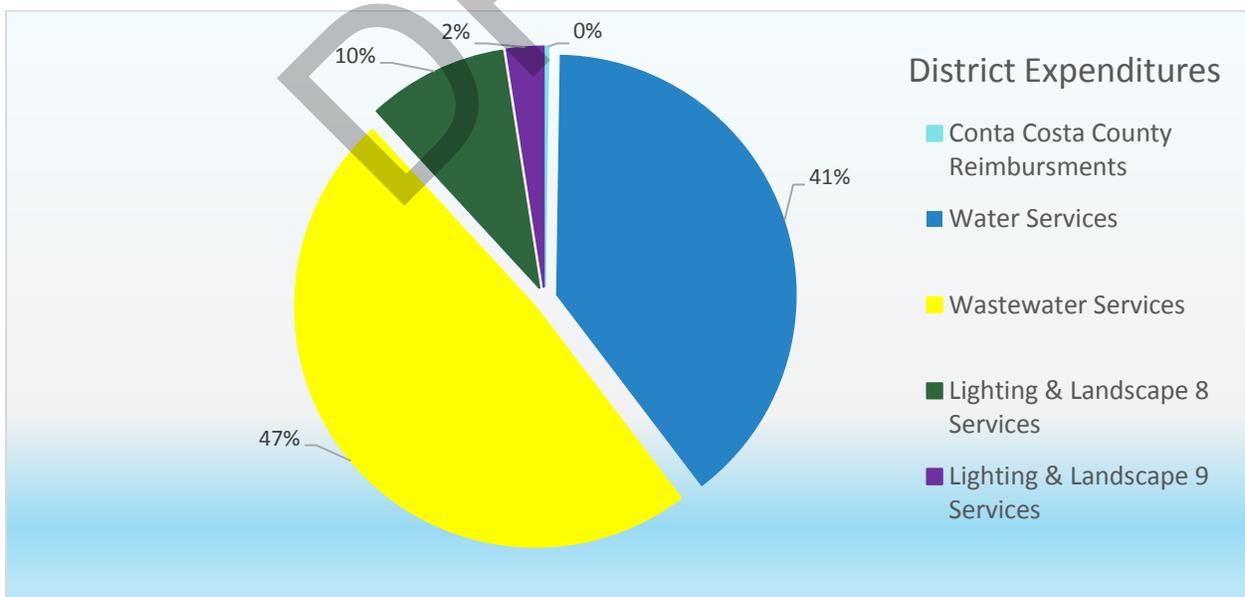
Budget Overview

The Town of Discovery Bay supports the 3 County owned Lighting and Landscape Zones through a maintenance agreement, the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2019-2020

District Revenue



District Expenditures



Administration Services Revenue, Operations & Maintenance, and Capital Improvements

The Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive and two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Revenue

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
10-31-5150	Landscape Related Payroll Reimbursements	0	165,000	0	0	0
10-31-5151	L&L Vehicle Reimbursements	67,552	84,000	28,524	0	0
10-31-5226	Landscape Reimbursable	63,564	34,000	20,754	35,000	35,000
10-31-5243	Other	526	0	0	0	0
10-31-6046	Permit Fee	750	0	0	0	0
	Total	\$132,391	\$283,000	\$49,278	\$35,000	\$35,000

Expenditures

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
10-41-7000	Salary & Wages	0	165,000	0	0	0
10-41-7271	Consulting Services	0	0	24,750	0	0
10-41-7393	Vehicle & Equipment Sup & Rep	0	84,000	0	0	0
10-41-7529	Landscape Related Reimbursable	51,127	34,000	42,630	35,000	35,000
	Total	\$51,127	\$283,000	\$67,380	\$35,000	\$35,000

Capital Improvements

There are no capital improvements planned for Zones 35, 57 and 61 in the fiscal year 2019-2020.

Administration Services Notations

Contra Costa County decreased the budgets for the above Landscaping & Maintenance Zones \$5,000 from the 2018/2019 budget. The District is continuing with its review of these zones and the sustainability to financially maintain them.

Due to systematic issues, the Payroll and Vehicle budgets for the year ending 2019 and 2020 have been moved to the wastewater department. The expenses will be paid out of wastewater. Therefore, the reimbursement revenue will be received in wastewater.

The Contra Costa Final Engineers Report 2019/2020 is located at this web address:

<http://www.contracosta.ca.gov/DocumentCenter/View/58502/Preliminary-Engineers-report-FY-1920?bidId=>

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Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that are anticipated during the next fiscal year. The primary source of the water revenue is derived from monthly volume water usage.

Revenue Details

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
20-31-5100	SEC Collections Water	386,592	0	16,896	0	0
20-31-5102	SEC Collections Account Charge	1,004,515	1,249,000	1,192,681	1,361,000	1,484,000
20-31-5145	Meter Installation Fee	16	0	279,528	5,000	5,000
20-31-5163	TODB Sponsored Events	2,656	0	0	0	0
20-31-5177	Reimbursements	2,576	4,200	0	0	0
20-31-5179	Misc.-Water Service Fees	21,692	0	15,851	10,000	10,000
20-31-5226	Water Meter Rental	450	0	200	0	0
20-31-5243	Other	23,138	1,100	56,599	2,000	2,000
20-31-6000	Water Charges	1,910,913	2,221,000	1,747,329	2,421,000	2,639,000
20-31-6030	Connection Fees CIP	9,800	10,000	2,800	10,000	10,000
20-31-6045	Capacity Fee CIP	475,300	20,000	135,800	20,000	20,000
20-31-6046	Permit Fee	4,150	5,000	1,400	5,000	5,000
20-31-6047	Inspection Fee	15,680	5,000	4,480	5,000	5,000
20-31-6086	Meter Charge	65,276	69,000	59,075	69,000	69,000
	Total	\$3,922,754	\$3,584,300	\$3,512,640	\$3,908,000	\$4,249,000

Expenditure Details

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
20-41-7000	Salary & Wages	335,032	435,000	284,041	455,000	500,000
20-41-7001	Overtime	0	2,000	0	2,000	2,000
20-41-7002	Payroll Accrual	0	0	0	0	0
20-41-7003	ER Taxes	26,162	0	0	0	0
20-41-7030	Group Insurance	80,011	100,000	73,360	110,000	121,000
20-41-7045	Workers Comp	12,682	22,000	0	22,000	25,000
20-41-7060	457 B Plan	9,357	13,000	8,838	13,000	13,000
20-41-7150	Temporary Employees	5,565	3,000	0	3,000	3,000
20-41-7152	Temporary EE YE Accrual	0	0	0	0	0
20-41-7165	Board of Directors Compensation	9,798	16,560	7,406	14,400	14,400
20-41-7180	Training Conferences Travel	0	0	0	30,000	31,000
20-41-7181	Travel & Meetings - BOD	2,291	2,400	1,203	0	0
20-41-7182	Travel	3,445	3,200	1,973	0	0
20-41-7196	Training & Education - BOD	1,252	800	716	0	0
20-41-7197	Train, Meet & Education	2,851	6,000	2,011	0	0
20-41-7210	Dues & Subscriptions	0	1,060	0	1,200	1,200
20-41-7225	Memberships	5,692	7,200	4,438	8,000	8,000

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
20-41-7255	TODB Sponsored Events	0	2,400	0	2,400	2,400
20-41-7271	Consulting Services	342,812	107,000	58,768	167,000	167,000
20-41-7272	Water Service Contract	591,240	636,540	597,110	655,700	676,000
20-41-7275	Preventative & Corrective	20,056	30,000	20,692	30,000	30,000
20-41-7276	Contract Mailing	28,694	39,000	29,705	39,000	41,000
20-41-7277	Veolia W Large Replacement	8,508	28,000	13,598	25,000	25,000
20-41-7286	Legal - General	64,442	32,000	28,729	47,000	47,000
20-41-7288	Legal - Litigation	13,127	18,800	8,604	18,800	18,800
20-41-7301	Annual Audit Services	15,563	16,500	0	25,000	25,000
20-41-7316	Election Expense	0	4,000	3,289	0	10,000
20-41-7317	Advertising	3,080	2,000	372	2,000	2,000
20-41-7318	Public Relations	5,558	6,000	5,612	6,000	6,000
20-41-7319	Internet Website	3,520	4,800	0	4,800	4,800
20-41-7345	Public Communications and Notices	4,916	2,400	0	2,400	2,400
20-41-7361	Telephone - general	4,468	8,400	4,078	5,500	5,500
20-41-7362	Telecom - networking	4,703	1,080	4,305	5,000	5,000
20-41-7363	Telephone - cellular	3,562	5,000	2,846	6,000	6,000
20-41-7376	Road/Construction Materials	11,300	10,000	7,356	10,000	10,000
20-41-7391	Diesel Fuel	0	1,500	0	1,500	1,500
20-41-7392	Vehicle & Equipment - Fuel	5,181	6,500	3,918	6,500	6,500
20-41-7393	Vehicle & Equipment Sup & Rep	5,388	4,400	1,097	4,400	4,400
20-41-7404	Water Meter and Registers	114,709	93,000	78,670	93,000	93,000
20-41-7405	General Repairs - Pumps	15,198	30,000	20,558	30,000	30,000
20-41-7406	General Repairs	401,582	350,000	220,510	300,000	300,000
20-41-7408	Special Equipment	555	1,200	646	1,200	1,200
20-41-7409	Info System - Maintenance	7,395	10,000	5,359	10,000	10,000
20-41-7410	Equipment Maintenance	2,449	3,600	1,618	3,600	3,600
20-41-7411	Software Hosting	27,824	12,000	14,006	12,000	12,000
20-41-7412	Computer Equipment & Supplies	2,419	2,400	1,801	3,500	3,500
20-41-7413	Miscellaneous Small Tools	1,863	2,000	1,325	2,000	2,000
20-41-7414	Equipment Repair	0	400	0	400	400
20-41-7415	Computer Software	442	4,000	555	4,000	4,000
20-41-7417	Instrument & Controls	0	12,500	1,757	12,500	12,500
20-41-7422	Minor Equipment/Furniture	0	0	3,409	2,000	2,000
20-41-7423	Office Furniture	287	0	679	0	0
20-41-7424	Postage	2,182	1,000	712	1,000	1,000
20-41-7425	Office Supplies	6,616	4,400	10,231	10,000	10,000
20-41-7437	Rent Public Meetings	0	200	0	200	200
20-41-7438	Building Rent	13,200	13,200	13,200	13,200	13,200

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
20-41-7439	Equipment Rental/Leasing	343	2,000	257	2,000	2,000
20-41-7440	Facility Maintenance - Landscaping	0	1,600	0	1,600	1,600
20-41-7441	Building Maintenance	28,590	6,000	5,571	6,000	6,000
20-41-7451	Insurance Liability & Property	23,739	24,200	53	59,000	65,000
20-41-7453	Insurance - Property	0	13,200	0	0	0
20-41-7466	Permits & Fees	32,745	16,000	26,003	45,000	45,000
20-41-7469	Personal Protective Equipment	828	680	1,330	3,000	3,000
20-41-7470	Safety Equipment & Supplies	471	1,400	245	1,400	14,000
20-41-7481	Utilities/Electrical Cost	449,560	400,000	356,200	425,000	435,000
20-41-7483	Utilities/Waste Cost	972	0	0	0	0
20-41-7495	Chemicals	26,377	25,000	20,914	26,000	32,000
20-41-7510	Freight	0	800	0	800	800
20-41-7511	UPS/Courier	608	320	229	320	320
20-41-7526	Miscellaneous Bank Charges	14,660	12,000	14,545	12,000	12,000
20-41-7527	Miscellaneous Services & Supplies	1,462	1,200	3,534	1,200	1,200
20-41-7528	Miscellaneous Reimbursable	0	400	0	400	400
20-41-7530	Unrecoverable Charges	0	1,000	0	1,000	1,000
20-41-7532	Miscellaneous	0	2,000	0	2,000	2,000
20-41-7533	Bad Debt	19,365	5,000	7	5,000	5,000
20-41-7534	Special Expense	769	2,000	968	2,000	2,000
20-41-7535	Credit Memo	5,574	5,000	5,574	5,000	5,000
20-41-7537	Debt Service	153,474	257,904	143,911	259,000	260,000
20-41-7538	Inspection Fee	0	0	0	0	0
20-41-7542	Taxes & Assessments	0	400	0	400	400
20-41-7544	Reimbursement for County Admin	368	0	0	0	0
20-41-7545	Revenue Collection	1,083	2,400	0	2,400	2,400
20-41-7547	Payroll Wire Transfer Fee	246	1,040	226	1,040	1,040
20-41-7548	Accounting (A/P, A/R, GL)	0	800	0	800	800
20-41-7549	Public Works - Permits	19,505	10,000	9,013	20,000	20,000
20-41-7550	Property Taxes	2,961	1,200	155	1,200	1,200
20-41-7555	Interest Expense	3,892	0	0	0	0
20-41-7585	Gain or Loss Disposal/Sale of	6,333	0	0	0	0
20-41-7587	Developer Deposit Reimbursement	0	0	556	0	0
		\$3,020,905	\$2,911,984	\$2,138,390	\$3,104,760	\$3,232,660

Capital Improvement Details

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
20-1156	CIP for Water Supply Capacity (Source, Treatment and Storage)		400,000	179,324	700,000	2,575,000
20-1170	Upgrades and Maintenance for Existing Water Supply Facilities		292,173		325,000	0
20-1170	Water Distribution System/Pipeline Replacements		50,000		990,000	0
20-1170	Additional Capital Improvements - Water Distribution System & Maintenance		20,000		25,000	0
20-1170	Master Plans		400,000		250,000	33,000
20-1135/20-1120	Water/WW Combined Project Total (trucks, building repairs, equipment)		75,000		124,000	160,000
	Total	\$1,426,537	\$1,237,173	\$179,324	\$2,414,000	\$2,768,000

In fiscal year 2019/2020, the District will begin the Capital Improvement Projects which include:

- the design and site acquisition for a new well named Well #8,
- major pipeline replacements at Laguna Court and Edgeview, St. Andrews/Clubhouse and,
- an urban water master management plan which is state mandated and a cross connection survey and plan

District Staff and the Board of Directors will continue to discuss and plan to fund Well #8 in fiscal year 2019/2020. For a complete listing of capital projects, scheduled year and associated costs please see page 48.

Budgeted Fund Summary

Water Fund Summary	Year End Fund Balance FY 17/18	Budgeted Revenues FY 18/19	Budgeted Expenses FY 18/19	Budgeted Fund Balance FY 18/19	Estimated Revenues FY 19/20	Estimate Expenses FY 19/20	Estimate Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21
Beginning Fund Balance(Carryover)		4,403,477			3,838,620			2,227,860		
O&M Funds	639,757	2,911,984	2,911,984	639,757	3,104,760	3,104,760	639,757	3,232,660	3,232,660	639,757
Capital Improvement Funds	2,051,166	422,316	1,237,173	1,236,309	553,240	2,374,000	(584,451)	766,340	2,768,000	(2,586,111)
Revolving Funds	512,154	250,000	0	762,154	250,000	40,000	972,154	250,000	0	1,222,154
Reserve Funds	1,200,400	0	0	1,200,400	0	0	1,200,400	0	0	1,200,400
YE Fund Balance	\$4,403,477	\$7,987,777	\$4,149,157	\$3,838,620	\$7,746,620	\$5,518,760	\$2,227,860	\$6,476,860	\$6,000,660	\$476,200

The water revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Water Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of water volume use and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the water infrastructure system, pumps, generators facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the water utility system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District will begin the process of a rate study to properly plan for the costs of these future projects.

Water Utility Rate

A Water rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.todb.ca.gov/>.

WATER Residential Unmetered	Current		Proposed FY 2016/17		Proposed FY 2017/18		Proposed FY 2018/19		Proposed FY 2019/20		Proposed FY 2020/21	
	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)
Parcel Size (Square Fee/DU)												
Condos w/irrigation	\$32.86	\$394.28	\$36.55	\$438.60								
Condos w/o irrigation	\$21.52	\$258.18	\$23.91	\$286.92								
Under 5,000	\$32.86	\$394.28	\$36.55	\$438.60								
5,000 - 10,000	\$41.56	\$498.66	\$46.03	\$552.36								
10,001 - 15,000	\$50.25	\$603.02	\$55.51	\$666.12								
Over 15,000,	\$50.25	\$603.02	\$55.51	\$666.12								
Vacant	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00	\$14.67	\$176.00
Plus Each Additional 1,000	\$2.90	\$34.80	\$3.21	\$38.54								
WATER All Metered	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Non-irrigation Account Charge:												
5/8 inch Meter	\$9.98		\$13.85		\$16.20		\$18.02		\$20.06		\$22.35	
1 inch Meter	\$9.98		\$13.85		\$16.20		\$18.02		\$20.06		\$22.35	
1 1/2 inch Meter	\$19.98		\$26.73		\$31.43		\$35.07		\$39.16		\$43.74	
2 inch Meter	\$31.96		\$42.15		\$49.68		\$55.50		\$62.04		\$69.37	
3 inch Meter	\$63.91		\$83.29		\$98.34		\$109.99		\$123.06		\$137.72	
4 inch Meter	\$99.86		\$129.58		\$153.09		\$171.30		\$191.71		\$214.63	
6 inch Meter	\$199.72		\$258.15		\$305.18		\$341.60		\$382.43		\$428.26	
Irrigation Account Charge:												
5/8 inch Meter	\$3.02		\$13.08		\$15.29		\$17.00		\$18.92		\$21.07	
1 inch Meter	\$3.02		\$13.08		\$15.29		\$17.00		\$18.92		\$21.07	
1 1/2 inch Meter	\$6.04		\$25.18		\$29.60		\$33.03		\$36.87		\$41.18	
2 inch Meter	\$9.67		\$39.68		\$46.76		\$52.23		\$58.38		\$65.27	
3 inch Meter	\$19.34		\$78.35		\$92.50		\$103.45		\$115.73		\$129.52	
4 inch Meter	\$30.21		\$121.86		\$143.97		\$161.08		\$180.27		\$201.81	
6 inch Meter	\$60.42		\$242.73		\$286.93		\$321.17		\$359.54		\$402.62	
Metered Usage Charge:												
All Usage		\$1,512		\$1,580		\$1,799		\$2,015		\$2,257		\$2,528

DU = Dwelling Unit
ccf = 100 cubic feet = 748 gallons

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Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that can be anticipated during the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment, and discharge of treated effluent.

Revenue

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
21-31-5101	SEC Collections Wastewater	5,340,501	5,499,000	5,438,649	5,875,195	6,110,203
21-31-5163	TODB Sponsored Events	10,623	0	0	0	0
21-31-5177	Reimbursements	215	6,300	0	6,300	6,300
21-31-5179	Miscellaneous	969	0	8,334	0	0
21-31-5243	Other	105,913	1,100	378	1,000	1,000
21-31-6015	Sewer Charges	150,069	147,000	117,608	153,000	157,000
21-31-6030	Connection Fees CIP	9,800	10,000	2,800	10,000	10,000
21-31-6045	Capacity Fee CIP	514,524	65,000	149,973	65,000	65,000
21-31-6046	Permit Fee	0	8,000	0	5,000	5,000
21-31-6047	Inspection Fee	15,680	5,000	4,480	5,000	5,000
21-31-6086	CO ZONES VEHICLE REIMBURSABLE	0	0	31,913	81,000	81,000
21-31-6087	CO ZONES PAYROLL REIMBURSABLE	0	0	159,751	162,000	162,000
	Total	\$6,148,294	\$5,741,400	\$5,913,886	\$6,363,495	\$6,602,503

Expenditures

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
21-41-7000	Salary & Wages	396,150	480,000	245,042	557,000	641,000
21-41-7001	Overtime	0	3,000	0	2,000	2,000
21-41-7003	ER Taxes	30,809	0	0	0	0
21-41-7030	Group Insurance	120,016	149,000	110,039	164,000	180,000
21-41-7045	Workers Comp	19,022	30,000	0	30,000	33,000
21-41-7060	457 B Plan	14,035	19,000	13,347	19,000	19,000
21-41-7150	Temporary Employees	7,795	5,000	0	5,000	5,000
21-41-7152	Temporary EE YE Accrual	0	0	0	0	0
21-41-7165	Board of Directors Compensation	14,697	24,840	11,109	22,000	22,000
21-41-7180	Training Conferences Travel	0	0	0	30,000	30,000
21-41-7181	Travel & Meetings - BOD	3,326	3,600	1,804	0	0
21-41-7182	Travel	2,314	4,800	3,438	0	0
21-41-7196	Training & Education - BOD	1,878	1,200	1,074	0	0
21-41-7197	Train, Meet & Education	1,577	8,000	3,271	0	0
21-41-7210	Dues & Subscriptions	140	1,590	0	1,600	1,600
21-41-7225	Memberships	7,958	7,200	5,276	12,000	12,000

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
21-41-7255	TODB Sponsored Events	11,278	3,600	0	3,600	3,600
21-41-7270	Environmental Studies	4,651	0	0	0	0
21-41-7271	Consulting Services	94,269	102,000	66,562	180,000	180,000
21-41-7272	Wastewater Service Contract	887,967	983,000	895,664	1,043,000	1,075,000
21-41-7275	Preventative & Corrective	75,204	50,200	57,412	65,000	70,000
21-41-7277	Veolia WW Large Replacement	63,120	38,000	75,613	100,000	110,000
21-41-7286	Legal - General	45,386	73,000	36,202	106,000	106,000
21-41-7288	Legal - Litigation	31,264	25,000	12,906	25,000	25,000
21-41-7301	Annual Audit Services	23,345	20,000	0	30,000	30,000
21-41-7316	Election Expense	0	5,000	4,933	15,000	0
21-41-7317	Advertising	3,893	3,000	50	3,000	3,000
21-41-7319	Internet Website	5,280	600	0	600	600
21-41-7345	Public Communications and Notices	0	3,600	0	3,600	3,600
21-41-7361	Telephone - general	13,008	15,000	11,129	15,000	0
21-41-7362	Telecom - networking	9,667	15,000	8,966	15,000	0
21-41-7363	Telephone - cellular	3,151	6,000	3,659	6,000	0
21-41-7376	Road/Construction Materials	636	1,800	2,851	3,000	3,000
21-41-7391	Diesel Fuel	0	5,000	0	5,000	5,000
21-41-7392	Vehicle & Equipment - Fuel	3,210	6,000	1,498	6,000	6,000
21-41-7393	Vehicle & Equipment Sup & Rep	26,412	6,000	26,825	30,000	30,000
21-41-7405	General Repairs - Pumps	1,751	30,000	73,533	30,000	30,000
21-41-7406	General Repairs	47,191	100,000	17,429	100,000	100,000
21-41-7407	NTR/SIP Testing - RWQCB	0	5,000	0	5,000	5,000
21-41-7408	Special Equipment	7	3,000	970	3,000	3,000
21-41-7409	Info System - Maintenance	11,166	15,000	8,283	15,000	15,000
21-41-7410	Equipment Maintenance	6,317	5,400	2,708	5,400	5,400
21-41-7411	Software Hosting	23,877	6,000	3,072	6,000	6,000
21-41-7412	Computer Equipment & Supplies	2,328	3,600	2,604	6,000	6,000
21-41-7413	Miscellaneous Small Tools	1,420	3,000	665	3,000	3,000
21-41-7414	Equipment Repair	0	600	0	600	600
21-41-7415	Computer Software	683	6,000	567	1,500	1,500
21-41-7416	UV Parts	43,599	50,000	1,700	50,000	50,000
21-41-7417	Instrument & Controls	11,051	47,000	14,756	47,000	47,000
21-41-7422	Minor Equipment/Furniture	0	0	5,114	0	0
21-41-7423	Office Furniture	224	0	1,018	0	0
21-41-7424	Postage	1,445	1,500	1,177	1,500	1,500
21-41-7425	Office Supplies	7,639	6,000	6,264	10,000	10,000
21-41-7437	Rent Public Meetings	0	300	0	300	0
21-41-7438	Building Rent	19,800	19,800	19,800	19,800	19,800

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
21-41-7439	Equipment Rental/Leasing	515	3,000	386	3,000	3,000
21-41-7440	Facility Maintenance - Landscape	0	2,400	0	2,400	2,400
21-41-7441	Building Maintenance	8,536	12,000	8,164	12,000	12,000
21-41-7451	Insurance – Liability & Property	49,473	30,300	80	69,000	76,000
21-41-7453	Insurance - Property	0	18,480	0	0	0
21-41-7466	Permits & Fees	39,825	36,000	21,754	36,000	36,000
21-41-7468	NPDES Permits & Fines	49,220	70,000	56,950	70,000	70,000
21-41-7469	Personal Protective Equipment	435	1,020	482	1,020	1,020
21-41-7470	Safety Equipment & Supplies	475	3,000	1,097	3,000	3,000
21-41-7481	Utilities/Electrical Cost	490,042	500,000	459,976	575,000	640,000
21-41-7483	Utilities/Waste Cost	1,642	4,000	953	4,000	0
21-41-7495	Chemicals	58,209	30,000	11,556	31,000	33,000
21-41-7510	Freight	0	1,000	0	1,000	1,000
21-41-7511	UPS/Courier	0	0	71	0	0
21-41-7526	Miscellaneous Bank Charges	480	4,000	110	1,000	1,000
21-41-7527	Miscellaneous Services & Supplies	1,313	4,500	2,049	4,500	4,500
21-41-7528	Miscellaneous Reimbursable	0	600	0	600	600
21-41-7530	Unrecoverable Charges	0	1,000	0	1,000	1,000
21-41-7531	G.F. Expenditures	0	0	0	0	0
21-41-7532	Miscellaneous	0	2,000	0	2,000	2,000
21-41-7533	Bad Debt	545	5,000	0	5,000	5,000
21-41-7534	Special Expense	1,750	3,000	1,272	3,000	3,000
21-41-7535	Credit Memo	12,290	2,000	12,290	2,000	2,000
21-41-7537	Debt Service	1,096,058	1,101,028	1,206,952	1,102,000	1,102,000
21-41-7542	Taxes & Assessments	0	17,000	0	1,000	1,000
21-41-7543	Inter-fund Investment Prop Tax	0	0	178	0	0
21-41-7544	Reimbursement for County Admin	552	0	0	0	0
21-41-7545	Revenue Collection	4,986	5,000	5,308	6,500	6,500
21-41-7547	Payroll Wire Transfer Fee	370	1,560	339	1,560	1,560
21-41-7548	Accounting (A/P, A/R, GL)	0	1,200	0	1,200	1,200
21-41-7549	Public Works - Permits	0	2,000	334	2,000	2,000
21-41-7550	Property Taxes	15,466	8,500	11,697	17,000	17,000
21-41-7555	Interest Expense	25,203	0	0	0	0
21-41-7585	Gain or Loss Disposal/Sale of	445,487	0	0	0	0
21-41-7587	Developer Deposit Reimbursement	0	0	3,886	0	0
	Total	\$4,402,826	\$4,270,818	\$3,564,215	\$4,759,280	\$4,927,980

Capital Improvements

Account Code	Capital Improvements	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
	Annual Wastewater Lift Station Improvements				280,000	
	Clarifier Rehabilitation-Wastewater System				160,000	
	Wastewater Treatment Plant 1 Refurbishment					1,526,000
	Additional Capital Improvements - Wastewater System & Maintenance			9,245	650,000	1,000,000
	Denitrification Project			31,596	450,000	5,500,000
	Mainline Piping Replacement				250,000	
	Master Plans			73,112		
	Water/WW Combined Project Total (trucks, building repairs, equipment)				186,000	240,000
	Total	\$2,003,967	\$2,319,000	\$113,953	\$1,976,000	\$8,266,000

In fiscal year 2019/2020, the District will begin the Capital Improvement Projects which include multiple wastewater treatment plant 2 modifications such as:

- Denitrification,
- UV disinfection improvements,
- Step Screen Headworks and;
- 4 Lift Station upgrades.

District Staff and the Board of Directors will continue to discuss and plan to fund Denitrification in fiscal year 2019/2020. For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

Wastewater Fund Balance Summary	Year End Fund Balance FY 17/18	Budgeted Revenues FY 18/19	Budgeted Expenses FY 18/19	Budgeted Fund Balance FY 18/19	Estimated Revenues FY 19/20	Estimate Expenses FY 19/20	Estimate Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21
Beginning Fund Balance		10,951,419			10,103,001			9,731,216		
O&M Funds	952,310	4,270,818	4,270,818	952,310	4,759,280	4,759,280	952,310	4,927,980	4,927,980	952,310
Capital Improvement Funds	6,391,083	1,195,582	2,319,000	5,267,665	1,329,215	1,976,000	4,620,880	1,399,523	8,266,000	(2,245,597)
Revolving Funds	1,807,426	275,000		2,082,426	275,000		2,357,426	275,000		2,632,426
Reserve Funds	1,800,600			1,800,600	0	0	1,800,600	0	0	1,800,600
YE Fund Balance	\$10,951,419	\$16,692,819	\$6,589,818	\$10,103,001	\$16,466,496	\$6,735,280	\$9,731,216	\$16,333,719	\$13,193,980	\$3,139,739

The wastewater revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Wastewater Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are District revenues and expenses needed for capital improvements of the water distribution systems. These funds are generally budgeted revenues comprised of rate payers and capacity and connection fees.

Revolving Funds are for the future maintenance or improvements of the wastewater infrastructure system, pumps, generators facilities, and vehicles replacements.

Reserve Funds have been established for emergency use for the wastewater system. This reserve is 30% of the water operating budget.

As of fiscal year 20/21, the District will need to identify funding opportunities to complete the necessary capital projects. In fiscal year 19/20, the District will begin the process of a rate study to properly plan for the costs of these future projects.

Wastewater Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.todb.ca.gov/>.

WASTEWATER	Current		Proposed FY 2016/17		Proposed FY 2017/18		Proposed FY 2018/19		Proposed FY 2019/20		Proposed FY 2020/21	
	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)	Monthly (\$/DU)	Yearly (\$/DU)
Residential Unmetered												
Single Family - Each DU	\$61.95	\$743.36	\$68.76	\$825.13	\$76.32	\$915.89	\$79.38	\$952.53	\$82.55	\$990.63	\$85.85	\$1,030.26
Multiple Family/Condos - Each DU	\$46.46	\$557.56	\$51.57	\$618.89	\$57.25	\$686.97	\$59.54	\$714.45	\$61.92	\$743.03	\$64.40	\$772.75
Vacant	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00	\$18.67	\$224.00
Nonresidential Metered	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	\$4.303		\$4.776		\$5.302		\$5.514		\$5.734		\$5.964	
Restaurants/Bars/Dining Facilities	\$12.601		\$13.987		\$15.526		\$16.147		\$16.793		\$17.464	
Schools	\$3.873		\$4.299		\$4.772		\$4.963		\$5.161		\$5.368	
Other Domestic Strength Users	\$4.303		\$4.776		\$5.302		\$5.514		\$5.734		\$5.964	

DU = Dwelling Unit
ccf = 100 cubic feet = 748 gallons

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Lighting & Landscaping, Community Center Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #8 (Zone 8) receives its revenues from property taxes (appropriations limit set by the California Department of Finance); and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales, community center events and from River Otter Swim Team administrative services charges.

Revenue

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
40-31-5106	Current Secured Property Tax	631,819	644,137	632,880	672,615	684,000
40-31-5148	Advertising Revenue	0	800	0	800	800
40-31-5149	Community Center Program Fees	46,433	33,000	0	75,000	75,000
40-31-5150	Community Center Events	15	3,000	0	3,000	3,000
40-31-5151	Landscape Related Reimbursable	0	6,000	0	6,000	6,000
40-31-5226	CCC Vehicle Reimbursement	55,884	14,200	0	55,000	55,000
40-31-5243	Other	0	0	656,763	131,275	131,275
40-31-6000	Recreation Revenue	9,179	0	120,001	0	0
40-31-6690	Swim Team	37,750	38,000	0	60,000	60,000
40-31-6695	Rentals	42,432	38,000	0	38,000	38,000
40-31-6996	Community Center Apparel	366	100	0	300	300
40-31-6997	Community Center Food	672	100	0	100	100
40-31-6998	Community Center Beverage	584	500	0	500	500
40-31-6999	Community Center Pool Fee	4,499	7,500	0	7,500	7,500
	Total	\$829,632	\$785,337	\$1,409,643	\$1,050,090	\$1,061,475

Expenditures

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
40-41-7000	Salary & Wages	131,582	160,000	83,081	160,000	168,000
40-41-7003	ER Taxes	10,592	0	0	0	0
40-41-7180	Training Conferences					
40-41-7180	Travel	0	0	0	3,000	3,000
40-41-7182	Travel	0	1,000	0	0	0
40-41-7197	Train, Meet & Education	3,275	1,500	100	0	0
40-41-7210	Dues & Subscriptions	0	200	0	200	200
40-41-7225	Memberships	60	525	0	525	525
40-41-7240	Auto Allowance	0	0	0	0	0
40-41-7271	Consulting Services	95	0	553	0	0
40-41-7286	Legal - General	2,033	1,000	452	1,000	1,000
40-41-7301	Annual Audit Services	2,200	2,200	0	2,200	2,200

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
40-41-7317	Advertising	305	50	0	50	50
40-41-7361	Telephone - general	0	1,125	0	1,125	1,125
40-41-7362	Telecom - networking	1,876	900	1,639	900	900
40-41-7363	Telephone - cellular	1,509	2,000	1,081	2,000	2,000
40-41-7376	Road/Construction Materials	0	500	0	500	500
40-41-7392	Vehicle & Equipment - Fuel	5,210	4,000	4,272	5,000	5,000
40-41-7393	Vehicle & Equipment Sup & Rep	1,959	2,000	2,848	3,000	3,000
40-41-7406	General Repairs	8,526	0	0	0	0
40-41-7409	Info System - Maintenance	114	800	0	800	800
40-41-7410	Equipment Maintenance	1,385	3,000	363	3,000	3,000
40-41-7412	Computer Equipment & Supplies	0	150	0	150	150
40-41-7413	Miscellaneous Small Tools	1,676	3,000	1,009	1,500	1,500
40-41-7414	Equipment Repair	1,450	750	900	1,000	1,000
40-41-7421	Cleaning Supplies	0	1,000	0	1,000	1,000
40-41-7422	Minor Equipment/Furniture	0	150	0	150	150
40-41-7424	Postage	0	150	0	150	150
40-41-7425	Office Supplies	537	1,200	342	1,200	1,200
40-41-7438	Building Rent	6,500	9,000	7,800	9,000	9,000
40-41-7439	Equipment Rental/Leasing	38	2,000	0	2,000	2,000
40-41-7440	Facility Maintenance- Landscape	34,529	50,000	35,100	50,000	50,000
40-41-7441	Building Maintenance	16,345	8,000	12,934	8,000	8,000
40-41-7451	Insurance - Liability	6,742	1,700	1,865	1,700	1,700
40-41-7467	Special Expense	0	0	8,323	0	0
40-41-7469	Personal Protective Equipment	4,654	3,000	1,891	3,000	3,000
40-41-7470	Safety Equipment & Supplies	19	0	23	0	0
40-41-7481	Utilities/Electrical Cost	97,170	80,000	85,276	90,000	90,000
40-41-7482	Utilities/Water Cost	36,925	35,000	39,236	40,000	40,000
40-41-7483	Utilities/Waste Cost	6,475	5,000	12,409	5,000	5,000
40-41-7526	Miscellaneous Bank Charges	3,026	0	778	0	0
40-41-7527	Miscellaneous Services & Supplies	245	2,000	606	2,000	2,000
40-41-7534	Special Expense	0	1,000	0	1,000	1,000
40-41-7536	Operating Transfer Out	55,884	0	0	0	0
40-41-7542	Taxes & Assessments	0	2,000	0	2,000	2,000
40-41-7543	Inter-fund Investment Prop Tax	0	300	0	300	300
40-41-7544	Reimbursement for County Admin	1,176	500	0	500	500
40-41-7545	Revenue Collection	5,404	2,000	5,348	2,000	2,000
40-41-7548	Accounting (A/P, A/R, GL)	2,256	0	0	0	0

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
40-41-7549	Public Works - Permits	0	500	0	500	500
40-41-7550	Property Taxes	911	2,000	3,379	3,000	3,000
40-41-7551	CCC DB Sign Replacement	18,800	5,000	216	5,000	5,000
40-41-8000	Salary & Wages	198,968	230,000	201,230	265,000	279,000
40-41-8003	ER Taxes	15,784	0	0	0	0
40-41-8180	Training Conferences Travel	0	0	0	2,500	2,500
40-41-8182	Travel & Meetings	274	700	200	0	0
40-41-8197	Train, Meet & Education	1,086	1,500	425	0	0
40-41-8210	Dues & Subscriptions	0	300	175	300	300
40-41-8225	Memberships	620	0	1,192	500	500
40-41-8255	Donation Expenditures	0	0	5,347	0	0
40-41-8256	Events	10,283	0	5,793	3,000	3,000
40-41-8271	Consulting Services	2,595	0	1,584	0	10,000
40-41-8286	Legal - General	3,318	1,500	12,056	1,500	1,500
40-41-8301	Annual Audit Services	1,000	1,000	0	1,000	1,000
40-41-8317	Advertising	13,422	16,000	9,646	16,000	16,000
40-41-8319	Internet Website	0	0	0	0	0
40-41-8361	Telephone - general	4,466	2,000	4,091	5,000	5,000
40-41-8362	Telecom - networking	2,511	700	2,232	3,000	2,000
40-41-8363	Telephone - cellular	214	1,200	591	1,200	1,200
40-41-8392	Vehicle & Equipment - Fuel	0	100	0	100	100
40-41-8406	General Repairs	0	2,500	0	5,000	5,000
40-41-8408	Special Equipment	0	100	765	100	0
40-41-8409	Info System - Maintenance	3,502	2,000	110	2,000	0
40-41-8410	Equipment Maintenance	0	800	100	800	0
40-41-8411	Software Hosting	4,525	4,000	3,879	5,000	0
40-41-8412	Computer Equipment & Supplies	0	0	180	1,500	1,500
40-41-8413	Miscellaneous Small Tools	0	0	84	500	500
40-41-8422	Minor Equipment/Furniture	0	0	46	0	0
40-41-8423	Office Furniture	0	0	0	0	0
40-41-8424	Postage	2,878	3,000	4,052	6,000	6,000
40-41-8425	Office Supplies	3,369	2,500	3,571	4,000	4,000
40-41-8438	Rent & Facility Expense	0	0	53	0	0
40-41-8439	Equipment Rental/Leasing	0	1,000	0	1,000	1,000
40-41-8440	Facility Maintenance-Landscape	5,806	15,000	12,169	15,000	15,000
40-41-8441	Building Maintenance	12,797	10,000	13,739	15,000	16,000
40-41-8442	Pool Maintenance	6,897	8,500	279	10,500	11,000
40-41-8451	Insurance - Liability	6,742	3,500	0	3,500	3,500
40-41-8453	Insurance - Property	0	1,000	270	1,000	1,000
40-41-8454	Insurance - Umbrella	0	0	0	0	0

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
40-41-8466	Permits & Fees	1,870	2,000	730	2,000	2,000
40-41-8469	Personal Protective Equipment	487	500	0	600	650
40-41-8470	Safety Equipment & Supplies	3,320	750	658	1,500	1,600
40-41-8481	Utilities/Electrical Cost	27,847	20,000	11,022	24,000	25,000
40-41-8482	Utilities/Water Cost	8,878	12,000	7,782	14,000	15,000
40-41-8483	Utilities/Waste Cost	7,270	6,000	6,048	6,000	6,000
40-41-8495	Chemicals	10,274	8,500	3,523	10,000	11,000
40-41-8526	Miscellaneous Bank Charges	3,293	2,500	2,588	2,500	2,500
40-41-8527	Miscellaneous Services & Supplies	1,602	1,000	49	1,000	1,000
40-41-8534	Special Expense	421	300	0	300	300
40-41-8535	Credit Memo	1,439	3,500	2,084	3,500	3,500
40-41-8539	COGS - Community Center	0	0	0	300	300
40-41-8540	Swim Team Expenses	3,430	0	2,970	0	0
40-41-8541	Food Expense	444	0	0	100	100
40-41-8542	Beverage Expense	0	0	0	500	500
40-41-8543	Program Fees	26,804	20,000	16,030	35,000	35,000
40-41-8548	Inter-governmental Charges	0	200	0	200	200
40-41-8550	Property Taxes	470	500	470	500	500
	Total	\$870,386	\$782,850	\$649,635	\$885,450	\$913,200

Capital Improvements

Account Code	Capital Improvements	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
	Landscaping/Streetscapes		100,000	83,950	150,000	
	Parks		250,000	92,230	335,000	75,000
	Building/Equipment		48,000			
	Total	\$18,015	\$398,000	\$176,180	\$485,000	\$75,000

Lighting and Landscaping, Community Center Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and also manages the Community Center park grounds. In fiscal year 19/20 plans are underway to complete;

- The Community Center Pool Project,
- Landscape Medians on Discovery Bay Boulevard and,
- Refurbishing the Dog Park

For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

Zone 8 Fund Balance Summary	Year End Fund Balance FY 17/18	Budgeted Revenues FY 18/19	Budgeted Expenses FY 18/19	Budgeted Fund Balance FY 18/19	Estimate Expenses FY 19/20	Estimate Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21	Year End Fund Balance FY 17/18
Beginning Fund Balance		683,661			288,148			(32,212)		
O&M Funds	156,570	782,850	782,850	156,570	885,450	885,450	156,570	913,200	913,200	156,570
Capital Improvement Funds	127,091	2,487	398,000	(268,422)	129,640	485,000	(623,782)	113,275	75,000	(585,507)
Revolving Funds	0			0	35,000		35,000	35,000		35,000
Reserve Funds	400,000			400,000			400,000			400,000
YE Fund Balance	\$683,661	\$1,468,998	\$1,180,850	\$288,148	\$1,338,238	\$1,370,450	(\$32,212)	\$1,029,263	\$988,200	\$6,063

The Zone 8 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 8 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 8 revenues and expenses needed for capital improvements of the landscaping and parks including the Community Center. These funds are generally budgeted revenues comprised of property taxes; and from cost recovery fees and charges derived from the recreational classes, facility rentals, donations, novelty/beverage/food sales, community center events and from River Otter Swim Team administrative services charges..

Revolving Funds are for the future maintenance or improvements of the Landscaping, Parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Lighting and Landscape Zone 8 Department. This reserve is 50% of the Zone 8 operating budget.

Lighting & Landscaping, Community Center Zone #8 Appropriations

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

Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2019.pdf>

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

ATTACHMENT A

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 619,784.89	3.69	1.0369	0.9	1.009	1.0462321
Year 18/19	\$ 644,137.32	3.67	1.0367	0.25	1.0025	1.03929175
Year 19/20	\$ 672,615.76	3.85	1.0385	0.55	1.0055	1.04421175

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2019

Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping Zone #9 (Zone 9) receives its revenues from an Assessment. Annually an engineering report is completed by Herwit Engineering. The District uses this engineering report to calculate the operating revenue needed to maintain and operate the Lighting and Landscaping Zone 9.

Revenue

Account Code	Revenue	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
41-31-5120	Assessment Income	133,676	134,000	130,058	143,521	146,391
41-31-5177	Reimbursements	0	500	0	0	0
41-31-5179	Miscellaneous	0	4,500	0	0	0
41-31-5226	CCC Vehicle Reimbursement	13,971	4,000	0	13,000	13,000
	Total	\$147,646	\$143,000	\$130,058	\$156,521	\$159,391

Expenditures

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
41-41-7000	Salary & Wages	29,471	61,000	30,871	61,000	64,000
41-41-7003	ER Taxes	2,305	0	0	0	0
41-41-7165	Board of Directors Compensation	0	0	230	0	0
41-41-7180	Training Conferences Travel	0	0	0	1,000	1,000
41-41-7181	Travel & Meetings - BOD	0	0	201	0	0
41-41-7182	Travel	0	500	0	0	0
41-41-7196	Training & Education - BOD	0	0	850	0	0
41-41-7197	Train, Meet & Education	100	300	475	0	0
41-41-7210	Dues & Subscriptions	0	200	0	200	200
41-41-7225	Memberships	28	400	127	400	400
41-41-7271	Consulting Services	0	3,900	0	3,900	3,900
41-41-7286	Legal - General	0	1,000	0	1,000	1,000
41-41-7301	Annual Audit Services	2,200	2,000	0	2,000	2,000
41-41-7317	Advertising	181	0	0	0	0
41-41-7361	Telephone - general	92	1,000	82	1,000	1,000
41-41-7362	Telecom - networking	168	700	86	700	700
41-41-7363	Telephone - cellular	1,679	1,200	1,082	1,200	1,200
41-41-7376	Road/Construction Materials	0	200	0	200	200
41-41-7392	Vehicle & Equipment - Fuel	4,880	5,000	3,831	5,000	5,000
41-41-7393	Vehicle & Equipment Sup & Rep	2,255	1,500	1,731	1,500	1,500
41-41-7406	General Repairs	0	100	0	100	100
41-41-7409	Info System - Maintenance	0	1,000	0	1,000	1,000
41-41-7410	Equipment Maintenance	918	1,500	157	1,500	1,500

Account Code	Expenses	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018-2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
41-41-7412	Computer Equipment & Supplies	0	750	0	750	750
41-41-7413	Miscellaneous Small Tools	341	900	2,274	3,000	3,000
41-41-7414	Equipment Repair	703	750	846	1,500	1,500
41-41-7421	Cleaning Supplies	0	500	0	500	500
41-41-7422	Minor Equipment/Furniture	0	500	0	500	500
41-41-7424	Postage	0	50	0	50	50
41-41-7425	Office Supplies	185	500	0	500	500
41-41-7438	Building Rent	4,760	9,000	7,800	9,000	9,000
41-41-7439	Equipment Rental/Leasing	0	1,000	0	1,000	1,000
41-41-7440	Facility Maintenance-Landscaping	(964)	12,750	16,593	17,000	17,000
41-41-7441	Building Maintenance	3,833	3,000	3,000	3,000	3,000
41-41-7451	Insurance - Liability	6,468	1,200	165	1,200	1,200
41-41-7469	Personal Protective Equipment	4,112	1,500	1,636	3,000	3,000
41-41-7470	Safety Equipment & Supplies	118	0	0	0	0
41-41-7481	Utilities/Electrical Cost	1,061	1,350	957	1,350	1,350
41-41-7482	Utilities/Water Cost	17,939	20,000	15,631	20,000	20,000
41-41-7483	Utilities/Waste Cost	1,155	1,500	1,771	1,500	1,500
41-41-7527	Miscellaneous Services & Supplies	500	500	0	500	500
41-41-7534	Special Expense	0	500	0	500	500
41-41-7536	Operating Transfer Out	13,971	0	0	0	0
41-41-7542	Taxes & Assessments	0	1,000	0	0	0
41-41-7545	Revenue Collection	423	600	423	600	600
41-41-7550	Property Taxes	0	0	0	1,000	1,000
41-41-7570	Depreciation Expense	12,129	0	0	0	0
		\$111,011	\$139,350	\$90,818	\$148,150	\$151,150

Capital Improvements

Account Code	Capital Improvements	Actual FY 2017-2018	Budgeted FY 2018-2019	Actuals to Date FY 2018- 2019	Budgeted FY 2019-2020	Budgeted FY 2020-2021
	Landscaping/Streetscapes					
	Parks		73,000		173,000	
	Building/Equipment		12,000			
	Total	\$1,630	\$85,000	\$0	\$173,000	\$0

Lighting and Landscaping Zone 9 is the Ravenswood area of Discovery Bay. In the next fiscal year, the department will be replacing the Play structure and ground cover for the Ravenswood Park. For a complete listing of capital projects and associated costs please see page 48.

Budgeted Fund Summary

Zone 9 Fund Balance Summary	Year End Fund Balance FY 17/18	Budgeted Revenues FY 18/19	Budgeted Expenses FY 18/19	Budgeted Fund Balance FY 18/19	Estimated Revenues FY 19/20	Estimate Expenses FY 19/20	Estimate Fund Balance FY 19/20	Estimated Revenues FY 20/21	Estimate Expenses FY 20/21	Estimate Fund Balance FY 20/21
Beginning Fund Balance (Carryover)		298,883			212,533			64,436		
O&M Funds	27,870	139,350	139,350	27,870	156,521	148,150	36,241	159,391	151,150	44,482
Capital Improvement Funds	191,013	3,650	85,000	109,663	(3,468)	173,000	(66,805)	8,241	0	(58,564)
Revolving Funds	5,000	0	0		0	0	20,000	0	0	20,000
Reserve Funds	75,000	0	0	75,000	0	0	75,000	0	0	75,000
YE Fund Balance	\$298,883	\$441,883	\$224,350	\$212,533	\$365,586	\$321,150	\$64,436	\$232,069	\$151,150	\$80,919

The Zone 9 revenue is distributed to the O&M Funds, the Capital Improvements Funds, the Revolving Funds and the Reserve Funds per the annual budget.

O&M Funds are District revenues and expenses needed to operate the Lighting & Landscaping Zone 9 Services Department. This fund maintains a balance of 20-22% of the O&M expenses for operational cash flow.

Capital Improvement Funds are Zone 9 revenues and expenses needed for capital improvements of the landscaping and parks. These funds are generally budgeted revenues comprised of the Engineering Report Assessment.

Revolving Funds are for the future maintenance or improvements of the landscaping, parks, and vehicles replacements.

Reserve Funds have been established for emergency use for the Zone 9 Lighting & Landscape Department. This reserve is 50% of the Zone 9 operating budget.

Lighting & Landscaping Zone #9 Engineer's Report

As part of the annual assessment process for the Ravenswood Improvement District (Zone 9), the Town of Discovery Bay Board of Directors adopt a Resolution annually, which directs HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer's Report to District Staff. In that report, HERWIT determines assessed costs per parcel based on the operating budget.

HERWIT Engineering lists all factors leading to any increased assessment as well as the funds needed to maintain the reserve amount, and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

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Capital Projects

The Capital Improvement Projects for Fiscal Year 2019/2020 are valued at \$5,075,967. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and equipment purchases.

Wastewater Capital Improvements and Structures & Replacements

For FY 2019/2020 the Wastewater CIP and Structures & Replacements represent eight (8) major projects with multiple components per project for a total combined cost of \$1,790,000. These costs are allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Denitrification Design, Wastewater Distribution System & Maintenance, and Mainline Piping Replacement.

Water Capital Improvements and Structures & Replacements

For FY 2019/2020 The Water CIP and Structures & Replacements includes nine (9) projects at a total combined cost of \$2,290,000. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities, upgrading of hypo tanks and a Water Meter Cross Connection Survey.

Equipment Capital

The District plans to purchase either a wood chipper or a firebox to dispose of green waste for a cost of \$50,000.

Vehicle Capital

The District plans to purchase a new truck in fiscal year 2019/2020 for an estimated cost at \$40,000.

Building and Improvements Capital

In fiscal year 2019/2020, the District plans to improve upon its security systems at our Water & Wastewater plant facilities. The District will be implementing new electronic gates and locks at all operations facilities for an estimated cost of \$120,000. The District will also be completing the needed upgrades and repairs to the building at 1037 Discovery Bay Boulevard for an estimated cost of \$150,000.

Revolving funds for Infrastructure Replacements and Maintenance

In fiscal year 2019/2020, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water, \$35,000 for Zone 8.

Lighting & Landscaping Zone #8, Community Center & Zone #9 Capital

Zone 8 Community Center Pool project is currently budgeted at a cost of \$260,000. Zone #9 will be replacing the play structure at Ravenswood Park for a total of \$173,000.

Capital Project Listing

Project #	Project Name	FY 19/20 Year (1)	FY 20/21 Year (2)	FY 21/22 Year (3)	FY 22/23 Year (3)	FY 23/24 Year (3)	Look-Ahead/Contingency FY 24 - FY 29 Years (6-10)
	CIP for Water Supply Capacity (Source, Treatment and Storage)						
52	Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well	\$700,000	\$2,500,000				
TBD	Abandon and Destroy Well 5A and Site Decommissioning		\$75,000				
61	Newport WTP Storage Tank - Site Acquisition Earthwork, Foundation, 275,000 gallon Tank, Pipe, Valves, Controls			\$1,000,000			
TBD	Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade				\$700,000		
TBD	Contingency for well construction						\$2,400,000
	Upgrades and Maintenance for Existing Water Supply Facilities						
TBD	Well 4A Rehab - Maintenance to remove water and lack of oil	\$100,000					
TBD	Stabilization Soils- Willow Lake WTP	\$150,000					
TBD	Contingency for Well Rehab and Pump			\$100,000			
TBD	Upgrade Well 4A Station Piping and Storm Drain Discharge Piping	\$75,000					
	Water Distribution System/Pipeline Replacements						
TBD	Mainline CIP Program Long-Term (budget to replace/upgrade 2-3 miles in Years 6-10)						\$2,700,000
TBD	Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd - verify schedule??			\$375,000			
TBD	Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd - verify schedule??			\$375,000			
TBD	6 inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park)	\$290,000					
TBD	Repair/Replace/Abandon? Underwater Crossing Laguna Ct	\$400,000					
TBD	Edgeview St. Andrews /Clubhouse	\$300,000					
	Additional Capital Improvements - Water Distribution System & Maintenance						

Project #	Project Name	FY 19/20 Year (1)	FY 20/21 Year (2)	FY 21/22 Year (3)	FY 22/23 Year (3)	FY 23/24 Year (3)	Look-Ahead/Contingency FY 24 - FY 29 Years (6-10)
TBD	Newport & Willow Lake Water Treatment Plant- Installation of spill containment curbing/diversion	\$25,000					
TBD	Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants			\$25,000			
TBD	Water Meter Cross Connection Survey/Plan						
	Master Plans						
TBD	Water Master & Asset Management Plans	\$250,000					
TBD	2020 Urban Water Management Plan (state mandated)		\$30,000				
TBD	America's Water Infrastructure Act (AWIA) Emergency Response & Emergency Preparedness Plans		\$3,000				
15	Annual Wastewater Lift Station Improvements						
	Lift Station R						
	Lift Station J						
	Lift Station S						
	Lift Station H						
	Lift Station A	\$70,000					
	Lift Station C	\$70,000					
	Lift Station D	\$70,000					
	Lift Station E	\$70,000					
112	Clarifier Rehabilitation- Wastewater System						
	Plant 2 Clarifier #3 Rehabilitation	\$150,000					
	Clarifier Launderers Cover Plant 2			\$300,000			
	Clarifier #4 Repair	\$10,000					
110	Wastewater Treatment Plant 1 Refurbishment						
	Ox Ditch 1 crack sealing & structural repair		\$150,000				
	Ox Ditch 2 Rotor repairs, recoat steal		\$150,000				
	Clarifier #1 & #2 rehab		\$300,000				
	MCC Replacement & MCC Standby Generator		\$661,000				
	Influent Pump station odor control system		\$120,000				
	Headworks coating, grating, instruments & misc.		\$75,000				
	Storm Drain Improvements		\$20,000				
	Pump Station W Valve/gate		\$50,000				
	Additional Capital Improvements - Wastewater System & Maintenance						
122	Plant 2 RAS & WAS Pumping System- Covering Structure Installation						
109	Replace Lagoon Dredge	\$50,000					
113	CCTV Van						

Project #	Project Name	FY 19/20 Year (1)	FY 20/21 Year (2)	FY 21/22 Year (3)	FY 22/23 Year (3)	FY 23/24 Year (3)	Look-Ahead/Contingency FY 24 - FY 29 Years (6-10)
114	Step Screen Headworks			\$250,000			
124	Outfall Diffuser Engineers report		\$1,000,000				
	Outfall Diffuser Repairs						
125	O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility	\$500,000					
TBD	Equipment Cover Expansion	100,000					
7	Filtration Project						
	Plant 2 Paving	\$94,000					
	Channel Road Plant 1- spot patching is needed	\$50,000					
87	Denitrification Project						
	Denitrification Project	\$450,000	\$5,000,000	\$2,600,000			
	Upgrade UV Disinfection		\$500,000				
	Methanol Plant				\$1,000,000		
129	Mainline Piping Replacement						
	235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)	\$250,000					
131	Master Plans						
	Wastewater Master Plan						
	Building Rehabilitation						
TBD	Island Building by Well 1 B (Virgil's office)	150,000					
	Relocate District Office						
	Move District Main Office Building to new site due to Willow Lake Storage Tank		250,000				
20	Vehicle & Equipment Purchases						
	Truck	40,000					
	Wood Chipper or Firebox	50,000					
130	District Security						
	Phase 1						
	Phase 2	120,000					
	Phase 3		150,000				
	Community Center						
80	Pool Refurbishment or New Pool - DECISION TO BE DETERMINED	260,000					
TBD	Tennis Courts		70,000				
TBD	Drainage Plan	30,000					
TBD	Kids Club						25,000
TBD	HVAC						25,000
TBD	Carpet						20,000
TBD	Tennis Court Lighting-courts 1-4						140,000
TBD	Property Fencing						10,000
TBD	Front Landscaping						35,000
TBD	Irrigation System Back of the Community Center						100,000
TBD	Front Parking Lot						96,000
TBD	Bathroom Remodel ADA						115,000
	Zone 8 Landscaping						
TBD	Medians landscape replacement	150,000					

Project #	Project Name	FY 19/20 Year (1)	FY 20/21 Year (2)	FY 21/22 Year (3)	FY 22/23 Year (3)	FY 23/24 Year (3)	Look-Ahead/Contingency FY 24 - FY 29 Years (6-10)
TBD	Master Plan						85,000
TBD	DB BLVD East Side Planting and Enhancements						65,000
TBD	Clipper Drive - Planting & Enhancements						275,000
TBD	Seal Way- Sprinkler System upgrades						115,000
TBD	Newport Dr. from Capstan to Clipper Planting & Enhancements						45,000
TBD	Sand Pt Planting, Sprinklers & Enhancements						35,000
TBD	Lido Circle- New Sprinklers and Plantings						29,000
TBD	Willow Lake Ct- Sprinklers & Planting						18,000
	Zone 8 Parks						
	Dog Park- PG&E Funds	32,000					
TBD	Cornell Park -Remodel Bathrooms						65,000
TBD	Baseball Field upgrades						85,000
TBD	Tree Work and Planting						45,000
	Zone 9 Parks						
TBD	Play structure & Ground Cover Replacement	173,000					

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Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

The JPA's mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there would be significant interest cost savings for financings associated with the JPA.

Debt Service

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below:

** to date all monies have been expended.*

2012 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Planning & Construction of Well #7	2012	\$1,500,000.00
Wastewater Project Improvements		\$250,000.00
UV Bank 4 Installation	2012	\$500,000.00
Lift Station F Rehabilitation	2012	\$1,050,000.00
Influent Pump station	2012	\$400,000.00
Re-Activate Pump Station W	2012	\$250,000.00
Emergency Storage Facilities	2012	\$6,050,000.00
Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators	2012	\$3,800,000.00
New Solar Dryer and Belt Presses	2012	\$300,000.00
Contingency	2012	
Total		*\$14,100,000.00

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$8.825M and \$8.900M.*

2017 Bonded Projects	Bond Year	Project Cost
Water Project Improvements		
Water Meter Completion Project	2017	\$1,500,000.00
Wastewater Project Improvements		
Filtration Project	2017	\$7,400,000.00
Total		*\$8,900,000.00

Debt Service Payments

Debit Service Payments	Bond	Date	Amount Paid
Deutsche Bank	2012	November 2012	\$139,167.40
Deutsche Bank	2012	April 2013	\$254,283.46
US Bank	2012	October 2013	\$559,355.55
US Bank	2012	April 2014	\$266,453.90
US Bank	2012	October 2014	\$561,456.04
US Bank	2012	April 2015	\$263,505.78
US Bank	2012	November 2015	\$586,505.15
US Bank	2012	April 2016	\$258,919.88
US Bank	2012	September 2016	\$568,886.14
US Bank	2012	April 2017	\$257,218.89
US Bank	2012	October 2017	\$567,173.50
US Bank	2017	October 2017	\$248,064.90
US Bank	2012	April 2018	\$255,010.04
US Bank	2017	April 2018	\$176,382.68
US Bank	2012	November 2018	\$570,155.47
US Bank	2017	November 2018	\$351,350.00
US Bank	2012	April 2019	\$252,651.47
US Bank	2017	April 2019	\$173,655.85
Total			\$6,310,196.10

Future Debit Service Payments	Bond	Date	Annual Amount
US Bank	2012	Fiscal Year 2019-2020	\$829,762.50
US Bank	2017	Fiscal Year 2019-2020	\$530,368.75

District Awards

The Town has earned District of Distinction, District Transparency Certificate of Excellence, and Special District Governance Gold-Level through *Special District Leadership Foundation (SDLF)*.

**(The District of Distinction was awarded in 2014, 2016 and 2018. The recertification process is every two years.)*

The Board of Directors and the General Manager of the Town of Discovery Bay have each achieved individual recognition in SDLF Special District Governance

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Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by Board of Directors.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Directors. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Directors for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, and overtime. Benefits include health, and life, Dental and Vision.

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Advertising Order Confirmation

NOTICE OF PUBLIC HEARING

June 19, 2019

FISCAL YEAR 2019-20 REVENUE, OPERATING AND CAPITAL BUDGETS

Notice is hereby given in accordance with California Government Code section 61110 that the Board of Directors of the Town of Discovery Bay Community Services District (CSD) has received for adoption a proposed final Revenue, Operating and Capital Budget for Fiscal Year 2019-20 and will hold a public hearing on June 19, 2019, at the Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, at 7:00 p.m. to consider adopting the final budget. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

A copy of the draft budget(s) can be reviewed at the District Office, 1800 Willow Lake Road, Discovery Bay, after June 5, 2019 during normal office hours.

ECT# 6349075 June 5, 2019

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
East Bay Times:ECT	Legals CLS	General Legal - 1076~	06/05/19	1
East Bay Times:EB Full	Legals CLS	General Legal - 1076~	06/05/19	1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

NOTICE OF PUBLIC HEARING

June 19, 2019

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A copy of the draft budget(s) can be reviewed at the District Office, 1800 Willow Lake Road, Discovery Bay, after June 5, 2019 during normal office hours.

Publish in East County Times on Wednesday, June 5, 2019.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2019-06

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2019-20**

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

WHEREAS, The Finance Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2019 and ending on June 30, 2020; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2019-20 draft budget, and as may be amended.

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

SECTION 1. The annual Operating, Capital and Revenue budgets for all operational functions of the Town of Discovery Bay Community Services District for FY 2019-20 is hereby adopted.

SECTION 2. The Budget Document for FY 2019-20 is incorporated herein and is made a part of this Resolution.

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

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JUNE 2019.

Bill Mayer
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 19, 2019, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action Regarding Establishing a Public Works Contracts Policy and Approve Resolution No. 2019-07.

Recommended Action

Approve the attached Public Works Contracts Policy and approve Resolution No. 2019-07.

Executive Summary

The Town of Discovery Bay enters into agreement with various contractors to perform a variety of public works maintenance and construction projects. State law requires that public works projects, depending on the type and cost, must comply with competitive bidding, prevailing wage and reporting requirements to the Department of Industrial Relations ("DIR"). These requirements can become confusing and fines can result if there is noncompliance.

The attached DRAFT Policy is intended to provide clarity to the legal requirements in play with various public works contracts, by walking staff through a decision tree format.

Staff recommends Board approval of the DRAFT Public Works Contract Policy and the accompanying Resolution No. 2019-07.

Previous Relevant Board Actions for This Item

Attachments

DRAFT Public Works Contracts Policy.
Resolution 2019-07.

AGENDA ITEM: G-2



Town of Discovery Bay

Program Area: Administrative	Policy Name: Public Works Contracts	Policy Number: 029
Date Established: June 19, 2019	Date Amended:	Resolution: 2019-07

POLICY

The Policy of the Town of Discovery Bay CSD is to comply with the legal obligations arising from public works projects with regard to competitive bidding, prevailing wage, and reporting requirements to the Department of Industrial Relations (“DIR”).

PROCEDURES

In determining the Town’s obligations with respect to competitive bidding, prevailing wage and DIR reporting requirements, staff is to consider, analyze and comply with the following procedural steps outlined below.

1. IS COMPETITIVE BIDDING REQUIRED?

- a. Is it a public works contract?
 - i. Is it a contract for erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including maintenance?¹ (PCC § 1101, LC 1773.)
 1. If yes, then go to 1(b)
 - i. If no, then it is not a public works contract
- b. Is the cost of the public works project more than \$25,000?² (PCC § 20682.5.)
 - i. If yes, then competitive bidding
 - ii. If no, then competitive bidding not required. Abide by Discovery Bay procurement procedures

¹ Maintenance means “Routine, recurring and usual work for the preservation, protection and keeping of any publicly operated facility (plant, building, structure, ground facility, utility system or any real property) for its intended purposes in a safe and continually usable condition for which it has been designed, improved, constructed, altered or repaired.” (8 CCR § 16000.)

² Public works projects amounts are based on the amount of the entire project, not a contractor’s subcontracted amount of the project.

2. IS PREVAILING WAGE REQUIRED?

- a. Is the public works project more than \$1,000? (LC § 1771.)
 - i. If yes, then prevailing wages are required
 - ii. If no, then prevailing wages are not required

3. WHAT IS THE TOWN'S RESPONSIBILITY REGARDING PREVAILING WAGE?

- a. Inform Prime Contractor of the following requirements (this can be accomplished in the call for bids or at a pre/post award conference with Prime Contractor):
 - i. That public works contract is subject to prevailing wage requirements and specify identified rates. (LC § 1771.1, 1771.4, 1773.2.)
 - ii. To use appropriate number of apprentices, which is at least one hour of apprentice work for every five hours of journeyman work. (LC § 1777.5)
 - iii. To keep accurate timecard records (LC § 1812)
 - iv. That payroll records may be inspected (LC § 1776)
- b. If the Town suspects public works prevailing wage violations, Town staff may search payroll reports submitted by the contractors on specific Town projects at: <https://efiling.dir.ca.gov/eCPR/pages/search>.

4. ARE CONTRACTORS REQUIRED TO BE REGISTERED WITH THE DIR?

- a. Is the public works project for construction? (LC § 1725.5.)
 - i. If yes, then go to 4(a)(i)(1) below. If no, then go to 4(b)
 1. Is the public works project more than \$25,000?
 - a. If yes, then the contractor must be registered by DIR. Go to 4(c).
 - b. If no, then the contractor is not required to be registered by DIR
- b. Is the public works contract for maintenance?
 - i. Is the public works maintenance project for more than \$15,000?
 1. If yes, then the contractor must be registered by DIR. Go to 4(c)
 2. If no, then contractor is not required to be registered by DIR
- c. Does the contractor need to be registered prior to accepting bid? (LC § 1771.1.)
 - i. Are federal funds being used on the project? (PCC § 10164, 20103.5.)
 1. If yes, then bidder is not required to be registered prior to Town accepting bid. But at the time the contract is awarded, the contractor shall be properly registered by DIR

2. If no, then go to 4(c)(ii)
- ii. Yes, the contractor is not qualified to bid on or be listed in a bid proposal without being registered by the DIR. (LC § 1771.1.)

5. WHEN DOES THE TOWN NEED TO REGISTER PROJECTS WITH THE DIR?

- a. Is the public works project for construction? (LC § 1773.3.)
 - i. If yes, then go to 5(a)(i)(1) below. If no, then go to 5(b)
 1. Is the public works project more than \$25,000?
 - a. If yes, then the Town shall provide notice to the DIR within 30 days of the award, but in no event later than the first day in which a contractor has workers employed upon the public work. The PWC-100 project registration form can be submitted electronically to the DIR at:
<https://www.dir.ca.gov/pwc100ext/>
 - b. If no, then Town is not required to register the public works project with the DIR
 - b. Is the public works project for maintenance?
 - i. Is the public works maintenance project for more than \$15,000?
 1. If yes, then Town shall provide notice to the DIR within 30 days of the award, but in no event later than the first day in which a contractor has workers employed upon the public work
 2. If no, then the Town is not required to register the public works project with the DIR



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2019-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A PUBLIC WORKS CONTRACTS POLICY**

WHEREAS, the Town of Discovery Bay Community Services District is a public agency in the state of California; and

WHEREAS, the Town of Discovery Bay Community Services District enters into agreements with contractors to perform various public works maintenance and construction projects; and

WHEREAS, the Town of Discovery Bay Community Services District desires to comply with the legal obligations arising from public works projects with regard to competitive bidding, prevailing wage and reporting requirements to the Department of Industrial Relations; and

WHEREAS, the proposed "Public Works Contracts" Policy, which is attached and made a part of this Resolution, complies with current state laws and regulations that are in place at the time this Resolution was approved.

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

SECTION 1. That the Public Works Contracts Policy is hereby adopted and is attached and made a part of this Resolution.

SECTION 2. That this action is effective immediately.

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

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JUNE 2019.

Bill Mayer
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 19, 2019, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action Regarding Contracting with CPS HR Consulting for Executive Recruitment Services for Finance Manager.

Recommended Action

Authorize the General Manager to enter into an agreement with CPS HR Consulting for Executive Recruitment Services for Finance Manager in an amount not to exceed \$25,000.

Executive Summary

Should the DRAFT FY19-20 Budget be approved by the Board on June 19, 2019, Finance Director Dina Breitstein will be promoted to Assistant General Manager effective July 1, 2019. Ms. Breitstein's promotion will leave the position of Discovery Bay Finance Manager vacant. No existing staff will be moved into that position.

The position of Finance Manager is an important and vital component to the overall success of Discovery Bay's operations and financial confidence. The new Finance Manager must be technically competent, creative, innovative, trustworthy, dedicated, detail oriented and articulate. This person will be someone who can work well independently and in groups, is an excellent supervisor/manager to his/her subordinates, thrives under pressure and deadlines, takes and follows direction, is intuitive, has a pleasant personality and demeanor, and is responsive to the Board, staff and community.

Proposals were solicited from three (3) Executive Search firms who have an excellent reputation in the public sector job market: CPS HR Consulting, Avery Associates, and Ralph Anderson. All proposals are in the same price range and provide essentially the same services and guarantees.

After review of the proposals, the General Manager's preference and recommendation is to contract with CPS HR Consulting effective no earlier than July 1, 2019.

Previous Relevant Board Actions for This Item

Attachments

CPS HR Consulting Proposal.

AGENDA ITEM: G-3

PROPOSAL

Town of Discovery Bay Community Services District

Executive Recruitment Services for Finance Manager

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

P: 916-471-3358

masher@cpsshr.us

Tax ID: 68-0067209

www.cpsshr.us



Your Path to Performance

May 23, 2019

Michael Davies, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Submitted via email to: mdavies@todb.ca.gov

Subject: Executive Recruitment Services for Finance Manager

Dear Mr. Davies:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Town of Discovery Bay Community Services District (CSD) with the recruitment of a new Finance Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with CSD to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact Melissa Asher at masher@cpshr.us or (916) 471-3358.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting (CPS HR) has been assisting organizations with their talent management needs for 34 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America.

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR is a public agency governed by regulations and public sector concerns. We understand what it is to work with and within government. Unlike other public sector organizations, CPS HR is self-supporting. We employ the strategy, innovation, and flexibility found in the private sector to the client's advantage. CPS HR's unique position in the public arena attracts professionals from both public and private sectors who are driven to help the client reach its organization's vision and mission. We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization "where it is" while also moving it to the next level.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 17 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies**

CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.

■ **Seasoned Executive Recruiters**

Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.

■ **Detailed Needs Assessments**

We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.

■ **Vast Pool of Public Agency Contacts**

CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.

■ **Success Recruiting Non-Job Seeking Talent**

We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.

■ **Diversity Sensitivity**

CPS HR encourages applicant diversity and incorporates a variety of activities to attract the best available candidates. We have successfully recruited and placed minority and female candidates for a variety of executive-level positions.

■ **Cost Effective**

The combination of CPS HR's seasoned recruitment management and highly qualified staff enable us to reliably deliver successful results on time and on budget.

■ **Satisfied Clients**

Our executive search client satisfaction rating averages 4.6 on a scale of 5. While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

■ **Strong Base of Repeat Clients**

We make sure we understand our client's challenges and customize our process to fit their needs. As a result, we have a long and growing list of returning clients who seek our services for multiple engagements.

■ **Retention/Success Rate**

CPS HR continues all executive recruitments until a candidate is placed. Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

With more than 120 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Atlanta, GA; Austin, TX; Littleton, CO; and Orange County, CA.

Methodology

Key Stakeholder Involvement

The General Manager must be intimately involved in the search for a new Finance Manager. For this reason, our approach assumes his direct participation in key phases of the search process. Additionally, at the discretion of the General Manager, other key stakeholders may also be invited to participate in focus group sessions or round-table meetings to provide input for the development of the candidate profile.

CSD's Needs

A critical first step in a successful executive search is for the General Manager to define the professional and personal qualities required of the Finance Manager. CPS HR has developed a very effective process that will permit the General Manager to clarify the preferred future direction for CSD; the specific challenges CSD is likely to face in achieving this future direction; the working style and organizational climate the General Manager wish to establish with the Finance Manager; and ultimately, the professional and personal qualities required of the Finance Manager.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new Finance Manager. We will contact the General Manager and the newly appointed Finance Manager within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Scope of Work

Our proposed executive search process is designed to provide CSD with the full range of services required to ensure the ultimate selection of a new Finance Manager uniquely suited to the Town's needs.



Phase I: Our consultant will meet with the General Manager to ascertain CSD's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with CSD.

Phase II: The recruitment process is tailored to fit CSD's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for CSD. CPS HR will work with the General Manager to determine the process best suited to the Town of Discovery Bay Community Services District.

Phase I - Develop Candidate Profile and Recruitment Strategy

- Task 1 - Review and Finalize Executive Search Process and Schedule**
- Task 2 - Key Stakeholder Meetings**
- Task 3 - Candidate Profile and Recruitment Strategy Development**
- Task 4 - Develop Recruitment Brochure**

The first step in this engagement is a thorough review of CSD's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Finance Manager. Activities will include:

- Identifying key priorities for the new Finance Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the General Manager wishes to establish with the Finance Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new Finance Manager in light of the discussions above.

- Discussing recruitment and selection strategies for the General Manager’s consideration to best produce the intended results.

CPS HR will provide a summary to the General Manager stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the General Manager for review prior to printing. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpsr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 –General Manager Selects Finalists

CPS HR will prepare, submit for your approval, and publish advertisements (which will include a direct link to your brochure) in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

- Jobs Available
- LinkedIn
- Governmentjobs.com
- League of California Cities
- California City News
- Association of Government Accountants
- Municipal Management Association Northern California/Southern California
- California Society of Municipal Finance Officers
- California Municipal Treasurers Association
- Government Finance Officers Association
- California Society of Certified Public Accountants

Within the past three years, more than 40% of our executive level placements have been minority and/or female candidates.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

*Proposal to the Town of Discovery Bay Community Services District
Executive Recruitment Services for Finance Manager*

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the Finance Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of CSD. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to CSD or continuing to ensure the public confidence in the integrity of CSD.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes CSD is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the General Manager. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the General Manager to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the General Manager to review this process and discuss the preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the General Manager wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for CSD. A written (anonymous) summary of the reference checks is provided to CSD.
- **Conduct Background Checks:** We will arrange for a background check of a candidate's records on driving, criminal (upon conditional job offer) and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to CSD for further review.

- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Project Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new Finance Manager can be completed in 12 to 14 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads			➤													
Aggressive Recruiting							➤									
Final Filing Date							➤									
Preliminary Screening										➤						
Present Leading Candidates										➤						
Interviews												➤				
Reference/ Background Checks													➤			
Appointment														➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Executive Recruitment Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. The specific project manager will be determined based on our ability to meet all your customer service needs in a timely and effective manner. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the City. Their biographies follow.

Role/Project Assignment	Name	Phone	Email
Executive Recruiter	Teresa Webster	(916) 471-3462	twebster@cps hr.us
Executive Recruiter	Jill Engelmann	(916) 471-3378	jengelmann@cps hr.us
Executive Recruiter	Andrew Nelson	(916) 471-3329	anelson@cps hr.us

Team Biographies

Teresa Webster, Executive Recruiter

Teresa Webster joined CPS HR Consulting in October of 2000. She has over seventeen years of professional consulting and marketing experience in public sector human resources, including experience in the areas of project management, marketing communications, administration, and employee recruitment. She has worked as a CPS HR consultant for more than ten years, where she has managed or completed a wide variety of projects for CPS HR Consulting (CPS HR) subject matter experts and senior executive staff.

In her current role, Ms. Webster conducts executive and mid management level recruitments for public sector clients. She serves as a project manager and client liaison ensuring all phases of the recruitment are progressing in a manner satisfactory to the client. As part of the CPS HR Executive Search team, she writes advertisements, recruitment brochure text, does email outreach, builds target candidate lists based on candidate requirements, researches other sources for outreach and candidate pools, does screening interviews, helps facilitate candidate interviews, and conducts candidate reference checks. Her previous experience serving as a liaison for internal business units collaborating on recruitment marketing plans and strategies has enabled her to be able to work with clients creating a compelling recruitment strategy to successfully market the position and agency. She works closely with hiring managers, stakeholders, and staff to support the organization's mission and direction throughout the recruitment.

Ms. Webster's outreach commitment has allowed her to establish and maintain relationships with regional and local agencies as well as associations, such as CSDA, ACWA, MMANC. Ms. Webster served as a member on MMANC branding and conference initiatives and as Community Investment Fund coordinator for the Professional and Community Investment Fund (PCI). Acting

as an executive coach and instructor, Ms. Webster is a faculty member for NCCIPMA-HR chapter's Emerging Leaders Retreats. She has presented on interview techniques for candidates and given career coaching to participants of leadership academies and interested attendees at conferences.

Jill Engelmann, Executive Recruiter

Jill Engelmann joined CPS HR Consulting in September of 1997. She has over thirty years of professional and management experience in public sector Human Resources. Ms. Engelmann has extensive leadership experience in all areas of Human Resources including recruitment and selection, classification and compensation, training, employee relations, benefits, workers' compensation, personnel policy development and job analysis obtained through her recent work as Assistant Director of Human Resources for the County of El Dorado, Principal/Project Consultant for CPS HR Consulting, Human Resources Manager for El Dorado Hills Fire Department and Northern California Power Agency and Senior Human Resources Consultant for the California Independent System Operator, to name a few.

As a Principal Consultant, Ms. Engelmann managed the Merit System Services unit of CPS HR Consulting. Ms. Engelmann led and directed a team responsible for providing recruitment, selection, classification, and general guidance on HR related issues and policy/rule interpretation services to the Social Services/Human Services Departments and Child Support Services Departments in twenty-five counties throughout California. Her responsibilities included team leadership, training, interviewing and hiring employees, work assignment and review, completion of performance evaluations, project management, the establishment of unit goals and strategic direction, and serving as the liaison with the California Department of Human Resources, the California Welfare Director's Association, and the various counties served. While in this position, she also led projects to significantly change recruitment materials and strategies, revise the structure and rating of oral interview exams, and complete several system-wide job analyses and develop new written exams.

As a Principal/Project Consultant, Ms. Engelmann also conducted and managed a broad variety of human resources projects and assignments for public sector and non-profit organizations. In this role she managed teams of professional, technical, and support staff on numerous classification, total compensation, recruitment, selection, job analysis, personnel policy development, and performance management system projects.

Andrew Nelson, Executive Recruiter

Andrew Nelson brings an extensive background in government service to his role as Executive Recruiter at CPS HR Consulting through city administration, transportation planning, and court management as well as professional recruiter training from the U.S. military.

Mr. Nelson has significant experience with recruitments of professional and management positions for the public sector. Prior to joining CPS HR Consulting, Mr. Nelson served as City Administrator for the City of Kemmerer, WY and as director of the Casper Area Metropolitan Planning Organization. This hands-on experience gives Mr. Nelson perspective to the mindset and needs of senior public officials recruiting open positions.

Beyond recruitment, his duties included comprehensive administration of their human resources policies. This consisted of assessing job performance, approving job descriptions and their associated revisions, revising employee policies, leading collective bargaining negotiations for the city, assessing and investigating risk management claims, and continuing training for all employees.

Additionally, Mr. Nelson currently serves the United States Coast Guard as an Auxiliary Recruiter. His role is to provide a local presence in Las Vegas for the regional office in Phoenix. He received formal training in recruitment, including sales, marketing, and interviewing skills at the Coast Guard Training Center Cape May (New Jersey) and has received an Auxiliary Sustained Service award and a Coast Guard Meritorious Team Commendation as a direct result of his recruiting efforts.

References

Provided below is a partial list of clients we have recently worked with in providing executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
Florin Resource Conservation District (Elk Grove Water District) 9257 Elk Grove Blvd. Elk Grove, CA 95624 Finance Manager (2017)	Stefani Phillips, Human Resources Administrator (916) 685-3556 stefani@egwd.org
Alpine County PO Box 387 Markleeville, CA 96120 Assistant CAO to Budget & Finance (2017)	Carol McElroy, CAO/Director of Finance (530) 694-2287 cmcelroy@alpinecountyca.gov
City of Bozeman 121 N Rouse Avenue Bozeman, MT 59715 Director of Finance (2017)	Bethany Jorgenson, HR Director (406) 582-2346 bjorgenson@bozeman.net

*Proposal to the Town of Discovery Bay Community Services District
Executive Recruitment Services for Finance Manager*

CPS HR has broad experience with similar recruitments. Following is a brief list of similar executive recruitments.

Agency	Title	Year Completed
Contra Costa County Employment and Human Services Department	Chief Financial Officer	Current
City of Oxnard	Chief Financial Officer	2018
City of Fairfield	Finance Director	2018
Florin Resource Conservation District (Elk Grove Water District)	Finance Manager	2017/2014
City of Las Vegas	Chief Financial Officer	2017
City of Long Beach	Financial Systems Officer	2017
Alpine County	Assistant County Administrator to Budget and Finance	2017
City of Bozeman, MT	Director of Finance (Partial)	2017
City of Boulder, CO	Assistant Finance Officer and Controller	2017
California Department of Insurance	Deputy Commissioner – Financial Surveillance Branch	2016
City of Henderson	Director of Finance	2016
City of San Jose	Deputy Director of Finance/Treasury	2016
County of Dallas	Purchasing Director	2015
East Bay Municipal Utility District (EBMUD)	Finance Director	2015
Monterey Regional Water Pollution Control Agency	Chief Financial Officer	2015
Sacramento Housing and Redevelopment Agency	Chief Financial Officer	2015
City of San Jose	Deputy Director Treasury	2015
City of Davis	Finance Administrator	2014
East Bay Regional Park District	Chief Financial Officer/Controller	2014
City of San Jose	Assistant Finance Director	2014

Professional Fees, Expenses and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist CSD with finalist selection, and facilitate candidate interviews.

Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and **we will work proactively with CSD to ensure that dollars being spent for expenses are in keeping with CSD's expectations**. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

Professional Fixed Fee & Reimbursable Expenses*	
Professional Services Full Recruitment (Fixed Flat Fee)	\$18,000
Reimbursable Expenses <u>Approximate</u> recruitment costs include: <ul style="list-style-type: none"> ■ Brochure Design and Printing ■ Advertising ■ Background check for one candidate ■ Other recruitment expenses such as supplies, travel, and shipping 	NTE \$7,000
Not-to-Exceed Total	\$25,000

*Professional fees and reimbursable expenses would be billed and paid monthly.

Optional: Recruitment Video

In addition to the standard recruitment brochure, CPS HR can develop a recruitment video to attract a wider range of applicants. More than 63% of organizations are now using visual media to attract the attention of job seekers, convey the culture of the organization, and effectively expand the talent pool. For this approximately three-minute video, CPS HR will arrive onsite to film footage of the workplace and community, as well as conduct onsite interviews with selected employees. This video is optional and costs **\$3,500**, raising the Not-to-Exceed Total to **\$28,500**.

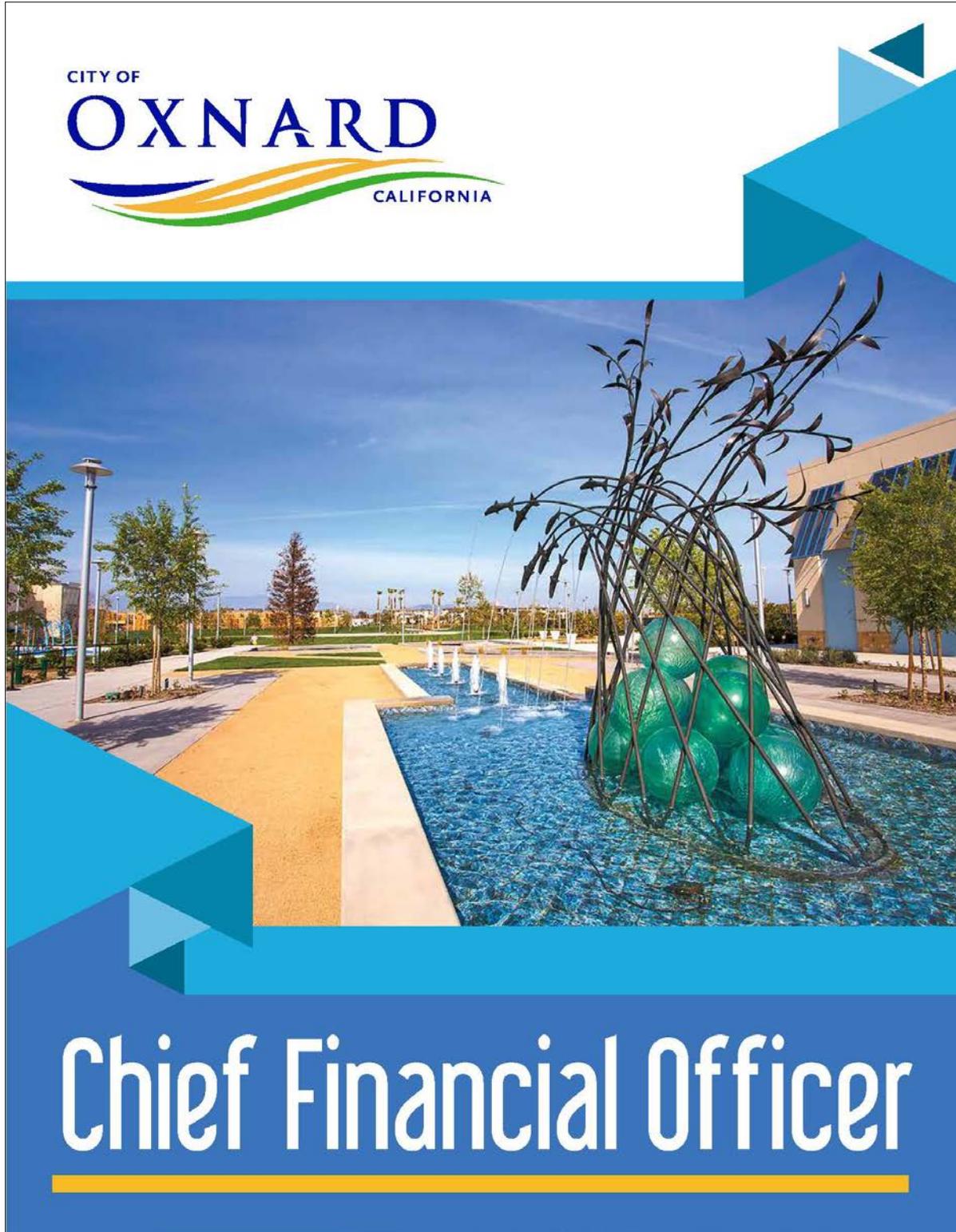
One-Year Guarantee

If the employment of the candidate selected and appointed by CSD as a result of a full executive recruitment (Phases I, II, and III) comes to an end before the completion of the first year of service, CPS HR will provide CSD with professional services to appoint a replacement. Professional consulting services will be provided at no cost. CSD would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the Town of Discovery Bay Community Services District in this important endeavor.

Appendix A: Sample Brochure



*Proposal to the Town of Discovery Bay Community Services District
Executive Recruitment Services for Finance Manager*



THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the largest and most populous city in the County of Ventura with over 200,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of agriculture, commercial and manufacturing development, tourism, and the U.S. Navy.

Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the clean air and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean

climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and four council members (expanding to six council members in December 2018) elected at large for four-year overlapping terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney.

Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change.

Oxnard has a current all-funds budget of over \$427.7 million, which includes the General Fund of almost \$134.4 million. The City employs over 1,300 authorized full-time equivalent employees and an additional 500 part-time seasonal and extra-help employees within 14 City departments and City Council.

THE DEPARTMENT

The Finance Department is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and Departments in providing City service to the community. The department programs include: General Accounting, Budget Management, Financial Resources, Grants Management, Purchasing, and Mail and Courier Services. Currently, there are 38 budgeted positions.

The mission of the Finance Department is to provide relevant and reliable financial information and assistance to all city programs in order to enhance the financial viability of the City for the benefit of those who reside, work, and invest in the community.

THE POSITION

The Chief Financial Officer (CFO) is a key financial strategist for the City and reports to and serves at the pleasure of the City Manager. The CFO is the leader and manager bringing stability and credibility to the Finance Department by



*Proposal to the Town of Discovery Bay Community Services District
Executive Recruitment Services for Finance Manager*



enforcing sound financial policies and procedures, implementing best practices and internal controls, and providing clear, concise, and readily understood financial reports and projections.

organization. This individual may come from the private sector, but a CPA, Big 4 experience, and a background in the public sector are ideal.

CHALLENGES AND OPPORTUNITIES

- Provide effective leadership and strong management.
- Continue to address and correct the 135 audit findings.
- Address budget challenges and work collaboratively on forecasting and solutions for a solid fiscal structure.
- Develop and implement 5-year Capital Improvement Program (CIP).
- Assist with improving the City's bond rating.
- Provide project management expertise for a new ERP implementation and collaborate on current and future technology projects.
- Work closely with Information Technology and Human Resources Departments to improve internal service operations.
- Develop a culture of high integrity, transparency, and professionalism that supports training, employee growth and development.
- Create and foster stability, succession planning and a department of high performance, accountability, and positive morale through leadership.

THE IDEAL CANDIDATE

The ideal candidate will be a bold and inspiring leader, have high energy, and be a collaborative problem solver and team player. Excellent communication and interpersonal skills are necessary to work well with staff, executive management, and City Council. The successful CFO will have the desire and confidence to work with new City leadership in a highly visible role to carry out the mission, vision, and needs of the City. The successful candidate will be committed to municipal transparency and accountability. This position will require flexibility, a willingness to exchange and encourage new ideas, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction. The new Chief Financial Officer for the City of Oxnard may be seasoned, or an up and comer, in either a large or small

SKILLS & ABILITIES

- Energetic, proactive, problem solver with a strong commitment to transparency and accountability.
- Leadership in developing and implementing financial strategies, programs, and policies.
- Skill in working through financial and regulatory complexities and financial markets.
- Understanding municipal finance and debt as they apply to a large portfolio.
- A collaborative management style with the ability to build and maintain relationships with internal and external stakeholders.
- Experience directing and establishing requirements for major information systems initiatives.
- A professional with experience working in the public sector possessing a solid foundation of government requirements and regulations.
- Project management skills.
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public.

KEY ATTRIBUTES AND CHARACTERISTICS

- Provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, performance, excellence, and safety.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, while involving others.
- Politically astute and diplomatic.
- Possession of the highest ethical standards and able to make difficult decisions.
- Able to build trust and confidence.

Proposal to the Town of Discovery Bay Community Services District
Executive Recruitment Services for Finance Manager

QUALIFICATIONS

- Bachelor's degree in finance, accounting, economics, public or business administration or a closely related field.
- A minimum of eight (8) years of progressively responsible experience in financial management and analysis, budget development, accounting, treasury, and debt and liability management.
- Three to five (3-5) years in management or supervisory capacity.
- Competent in managing, planning, organizing, directing and controlling a large financial/accounting organizational unit.
- A CPA license/designation is highly desirable.

COMPENSATION AND BENEFITS

The target annual salary range for the Chief Financial Officer is \$165,000 - \$200,000 annually depending on qualifications.

- The City provides \$525 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents.
- The City contributes \$66.80 monthly towards dental insurance.
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000.
- Auto allowance of \$161.54 per pay period.
- The City provides a long-term disability coverage plan.
- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 retirement formula. Classic members are required to pay 5% towards the employee's contribution. The City does not participate in Social Security.
- Paid Administrative Leave of 80 hours per fiscal year (pro-rated upon hire).
- Paid Annual Leave which accrues at the rate of 7.16 hours bi-weekly, or 186.16 hours annually for employees with less than two years of service.

- Twelve (12) paid holidays per year.
- Paid Bereavement Leave.
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses (e.g. health club membership).
- A Deferred Compensation Plan with a 3% City contribution.
- A Flexible Spending Plan.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Wednesday, October 10, 2018. To be considered, please submit a resume, cover letter, and six work-related references (who will **not** be contacted in the early stages of the recruitment) to:

<https://secure.cpshr.us/escandidate/JobDetail?ID=384>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:

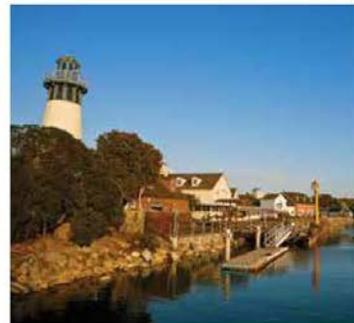


Frank Rojas
CPS HR Consulting
Phone (916) 471-3111

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.





Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 19, 2019

Prepared By: Justin Shobe, District Water Engineer, Luhdorff & Scalmanini Consulting Engineers
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action to Approve the Notice of Completion and Final Payment for Well 4A and Well 2 Rehabilitation and Pump Upgrade Contracts.

Recommended Action

Approve the Notice of Completion and authorize the General Manager to release final payments to the contractors on the project, Roadrunner Drilling and Pump Company, Inc., and Kirby's Pump and Mechanical, Inc.

Executive Summary

The Well 4A and Well 2 Rehabilitation and Pump Upgrade projects are now complete. There were two contractors that completed this work. The well rehabilitation work was completed by Roadrunner Drilling and Pump Company. The pump upgrade work was completed by Kirby's Pump and Mechanical, Inc.

All work required under the contracts has been completed by both contractors. Luhdorff & Scalmanini Consulting Engineers has provided a Notice of Completion and a Letter of Acceptance for all work provided under the contracts. Luhdorff & Scalmanini Consulting Engineers has also provided Staff with a summary report detailing the work completed and final testing results for both wells.

The total payments to the contractors required under the contract are as follows:

- Roadrunner Drilling and Pump Company, Inc.: \$62,489.25
- Kirby's Pump and Mechanical, Inc.: \$107,132.00

Staff recommends approval of the Notice of Completion and release of any final payments and retention due to the contractors.

Previous Relevant Board Actions for This Item

Attachments

Notice of Completion.
Letter of Acceptance.

AGENDA ITEM: G-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, a Political Subdivision of the State of California.
3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on 05/10/2019.
6. The name of the contractor(s) for such work of improvement are:
Kirby's Pump & Mechanical, Inc.
Roadrunner Drilling and Pump Company, Inc
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Newport Drive Water Treatment Plant
1800 Newport Drive
Discovery Bay, CA 94505
8. The work of improvement consists generally of:
 - A. Well rehabilitation and pump upgrades for municipal Well 4A and Well 2.

MICHAEL R. DAVIES, GENERAL MANAGER
FOR TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT



May 22, 2019
File No. 17-2-136

Dina Breitstein
Finance Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA

SUBJECT: Acceptance of Work on the Well 4A and Well 2 Rehabilitation Programs

Dear Ms. Breitstein:

Luhdorff & Scalmanini Consulting Engineers (LSCE) has reviewed the work conducted by the contractors for the Well 4A and Well 2 rehabilitations and pump upgrades in accordance with the contract requirements and bid schedules. LSCE is currently in the process of assembling the closeout documents for this project that will provide the District with the record of work conducted and the results of testing after rehabilitation. The Town of Discovery Bay Community Services District (District) had two contractors who conducted work on this project: Roadrunner Drilling and Pump Company, who conducted work on the well structures for the cleaning and rehabilitation; and, Kirby's Pump and Mechanical, who provided the upgrades to the pump equipment. A summary of the final contract prices for both contractors is enclosed based on the final agreed upon bid quantities and prices. LSCE recommends full payment to the contractors and release of retention at the stated contract prices.

Sincerely,

LUHDORFF & SCALMANINI
CONSULTING ENGINEERS

Justin Shobe, PE
Supervising Engineer

Enclosed (Contractor Final Contract Prices)

WELL CONTRACTOR BID PRICES and Final Quantities
Well 4A Rehabilitation and Well 2 Maintenance Programs - 2/21/19
Contractor: Roadrunner Drilling & Pump Company, Inc

BID SCHEDULE A - WELL 4A REHABILITATION	Units	Estimated Quantity	Final Quantity	Unit Price	Total Cost
#1 – Mobilization	Lump Sum	1	1	\$ 20,000.00	\$ 20,000.00
#2 – Chemical Mixing Tank (1,000 gal.)	Lump Sum	1	1	\$ 500.00	\$ 500.00
#3 – Chemical Mixing, Placement, Brushing and Bailing	Hours	45	45	\$ 195.00	\$ 8,775.00
#4 – Swab/Airlift Development	Hours	16	26	\$ 210.00	\$ 5,460.00
#5 – Hydrochloric Acid (material only)	Gallons	689	689	\$ 8.00	\$ 5,512.00
#6 – Well Renew (material only)	Gallons	70	70	\$ 72.00	\$ 5,040.00
#7 – Ammonium Bifluoride (material only)	Pounds	39	39	\$ 5.00	\$ 195.00
#8 – Soda Ash (material only)	Pounds	100	600	\$ 2.00	\$ 1,200.00
WELL 4A REHABILITATION TOTAL					\$ 46,682.00
BID SCHEDULE B – WELL 2 MAINTENANCE	Units	Estimated Quantity	Final Quantity	Unit Price	Total Cost
#1 – Mobilization	Lump Sum	1	1	\$ 8,000.00	\$ 8,000.00
#2 – Chemical Placement, Brushing and Bailing	Hours	16	19.75	\$ 195.00	\$ 3,851.25
#3 – Swab/Airlift Development	Hours	16	11.75	\$ 210.00	\$ 2,467.50
#4 – Hydrochloric Acid (material only)	Gallons	4	2	\$ 8.00	\$ 16.00
#5 – Sodium Hypochlorite 12-1/2 Percent (material only)	Gallons	16	14.5	\$ 5.00	\$ 72.50
ADD – Fencing removal/replacement and temp fencing.	Lump Sum	1	1	\$ 1,400.00	\$ 1,400.00
WELL 2 MAINTENANCE TOTAL					\$ 15,807.25
Roadrunner Drilling & Pump - Final Prices for Well 4A and Well 2					\$ 62,489.25

PUMP CONTRACTOR BID PRICES - Final Quantities and Selections (01/24/19)

Well 4A Pump Maintenance and Well 2 Pump Replacement

Contractor: Kirby's Pump & Mechanical

Well 4A Pump Maintenance (minimum required)	Units	Final Quantity	Unit Price	Total Cost
#1 Pump Removal and Inspection	Lump Sum	1	\$ 3,800	\$ 3,800
#2 Video Survey	Lump Sum	1	\$ 1,100	\$ 1,100
#3 Pump Re-installation (revised)	Lump Sum	1	\$ 5,000	\$ 5,000
<i>Well 4A Total minimum</i>				\$ 9,900
Optional Items	Units	Quantity	Unit Price	Total Cost
#4 Re-Build Bowl Assembly (ADD ON)	Lump Sum	0	\$ 6,238	\$ -
#5 All New Cable if old cable is unsuitable (ADD ON)	Lump Sum	0	\$ 7,120	\$ -
#6 Replace Column Pipe 10-inch x 20ft (ADD ON per piece)	each piece	11	\$ 1,310	\$ 14,410
#7 Coated Column Pipe for NSF 61 (ADD ON per piece)	Lump Sum	11	\$ 850	\$ 9,350
#8 (added) New 1800 gpm Bowl Assembly NSF 61 Certified	Lump Sum	1	\$ 13,304	\$ 13,304
#9 (added) splice cable for 40 feet extension	Lump Sum	1	\$ 575	\$ 575
Well 4A Total With Minimum + Optional Items				\$ 47,539
1. New Pump Bowl cost not provided (approx \$15K, possible lead time)				
2. New motor cost not provided; anticipating good condition (approx \$80K for new with possible lead time)				
Well 2 Pump Replacement (pump-only)	Units	Quantity	Unit Price	Total Cost
#1 Remove Pump and Bail Oil	Lump Sum	1	\$ 3,900	\$ 3,900
#2 Video Survey	Lump Sum	1	\$ 1,100	\$ 1,100
#3 New Bowl Assembly 850 GPM @ 200 ft TDH (NSF 61 compliant)	Each	1	\$ 8,478	\$ 8,478
#4 Column Pipe 8-inch: 21 x 10-ft pcs and 2 x 5-ft pcs, non-coated	Pieces	0	\$ 540	\$ -
#5 Lineshaft 416SS 1.5-inch x 220-ft and Spider Bearings (water lubricated)	Pieces	23	\$ 525	\$ 12,075
#6 Modify Discharge Head (convert oil-lube to water-lube)	Lump Sum	1	\$ 2,362	\$ 2,362
#7 Recondition Existing 100 HP Motor	Lump Sum	1	\$ 4,670	\$ 4,670
#8 Pump Installation	Lump Sum	1	\$ 4,200	\$ 4,200
#9 Pre-Lube System for Water Lubrication	Lump Sum	1	\$ 2,430	\$ 2,430
<i>Well 2 Total minimum (pump only)</i>				\$ 39,215
Optional Items	Units	Quantity	Unit Price	Total Cost
#10A Upgrade to Soft Start, Breakers and Heaters (ADD ON)	Lump Sum	0	\$ 23,649.00	\$ -
#10 Epoxy Coated Column Pipe for NSF 61 Certified (in lieu of #4)	Pieces	23	\$ 886	\$ 20,378
#11 New Electrical Panel, Soft Start, breakers (ADD ON)	Lump Sum	0	\$ 33,460	\$ -
#12 New Premium Eff. 60 HP Motor (in lieu of #7)	Lump Sum	0	\$ 6,170	\$ -
#13 New Discharge Head (in lieu of #6)	Lump Sum	0	\$ 5,125	\$ -
#14 Vesconite Bearing	Each	0	\$ 123	\$ -
#14 Remove and Dispose Diesel Engine	Lump Sum	0	\$ 4,670	\$ -
Well 2 Total With Minimum + Optional Items				\$ 59,593

Kirby's Pump & Mechanical - Final Prices for Well 4A and Well 2 Pump Upgrades \$ 107,132

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
APRIL 11, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport.

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Emily Barnett, Secretary, Member At-Large
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Keith McMahon, City of Concord
Ronald Reagan, District III
Russell Roe, District V
Roger Bass, District II
Donna Dietrich, Airport Neighbor – Pacheco

ABSENT: **Eric Meinbress**, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Cody Moore, Airport Business Association

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

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

There were a number of items brought up during public comment:

- The Collings Foundation will be hosting the Wings of Freedom Tour June 6-9, 2019, at Buchanan Field Airport
- Pacific States Aviation, Inc. will, in the next several months, have a credit card operated, self-service fueling station for aviation gasoline (100 Low Lead). The new service is expected to start around August/September 2019 timeframe

APPROVAL OF

3/14/19 MINUTES: Moved by **Emily Barnett**; seconded by **Ronald Reagan**. Yes: **Maurice Gunderson, Tom Weber, Keith McMahon, Donna Dietrich, Roger Bass, Russell Roe and Steven Starratt**. No: None. Abstained: None. Absent: **Derek Mims, Cody Moore, Eric Meinbress, and Dale Roberts**.

**APPROVAL OF
CONSENT ITEMS:**

Moved by; Russell Roe seconded by Emily Barnett. Yes: Ronald Reagan, Maurice Gunderson, Tom Weber, Keith McMahon, Donna Dietrich, Roger and Steven Starratt. No: None. Abstained: None. Absent: Derek Mims, Cody Moore, Eric Meinbress, and Dale Roberts.

PRESENTATIONS:

a. **Discuss the Northern Waterfront Economic Development Initiative Ad Hoc Committee meeting (Department of Conservation and Development)**

Amalia Cunningham, Department of Conservation and Development (DCD), presented an overview of the Northern Waterfront Initiative. The Northern Waterfront is a 60-mile corridor between Highway 4 and the Delta, from Hercules to Brentwood. Amalia discussed strategic goals of building partnerships with multiple groups, including Buchanan Field and Byron Airport, in an effort to bring more economic development and job opportunities in what is known as the “heart” of the Bay Area.

DISCUSSION/ACTION ITEMS:

a. **Discuss items pulled from consent**

No items were pulled from consent.

b. **Discuss the lease for the Byron Airport maintenance hangar located at 505 Eagle Court**

This agenda item was deferred to be discussed at the next AAC meeting in May.

c. **Discuss the new Aircraft Rescue and Firefighting replacement truck for Byron Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

d. **Discuss the Aircraft Owner and Pilot’s Association Fly-In event taking place at Livermore Airport June 21-22, 2019**

This agenda item was deferred to be discussed at the next AAC meeting in May.

e. **Discuss the Airport Layout Plan and narrative for Buchanan Field Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

f. **Discuss the Runway 14L/32R pavement rehabilitation project at Buchanan Field Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

g. **Discuss the 17-acre development at Buchanan Field Airport (Karl Higgins and Mark Heavey with Montecito Development Company)**

Montecito Development Company gave an update on the proposed development of 17-acres of vacant land on the west side of Buchanan Field Airport. The project is still in the early stages. Airport staff are

working closely with consultants Kimley-Horn and Associates to get Federal Aviation Administration (FAA) approval to release the land for non-aeronautical use. The process is expected to be lengthy but will bring significant revenues to the airport once the land is developed and in full operation.

h. Discuss the 3-acre development at Buchanan Field Airport (Adam Miles with Montecito Commercial Group)

Montecito Commercial Group gave an update on the 3-acre development project on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport. The developers are working closely with the Public Works Department to wrap up the environmental review process. The group will then work with DCD to apply for building permits and expect to break ground in June 2019. Project sponsors and Airport staff have been in multiple discussions with the mobile home park community on Marsh Drive about the development and plan to do more outreach as the project progresses.

i. Discuss the 36-acre development at Byron Airport (Tony Perino with Nearon)

Tony Perino with Nearon gave an update on the 36-acre proposed development project at Byron Airport. Airport staff are working with consultants Mead and Hunt to get FAA approval to release the land for non-aeronautical use. The developer is working closely with Airport staff on the general plan amendment (GPA) program and to negotiate a long-term lease to develop the land. Updates on the proposed project will be given as the project progresses.

j. Discuss the 4.6-acre development at Buchanan Field Airport (Karl Higgins and Mark Heavey with Montecito Commercial Group)

This property is located at the northwest corner of Marsh Drive and Solano Way. About 80% is within the City of Concord (City) and 20% is within the County. Montecito Commercial Group has been retained by the development group, Deutscher Properties Corporation and the Claremont Companies, to perform the land use entitlement process for the proposed development. The project is in the beginning stages and the partnership will be working closely with the City to submit a development application soon.

k. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

Airport staff are doing a GPA for Byron Airport in an effort to bring more economic development and job opportunities to the area. The consultant, Dudek, submitted an administrative draft of the Environmental Impact Report for County review. There are multiple concerns related to transportation and environmental sections given the airport's complex and rural location. Dudek is addressing all issues and is also working with a traffic subconsultant to revise the transportation section. Airport staff are reducing the list of desired uses to those most likely to proceed in order to have more realistic and obtainable mitigation measures. Estimated time of completion for this new subtask is by the end of June 2019.

FUTURE AGENDA ITEMS/COMMENTS

- Agenda items 6.b-6.f

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

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
MAY 9, 2019**



MEETING CALLED: Vice Chair Tom Weber called the meeting to order at 10:01 AM at Buchanan Field Airport.

PRESENT: **Emily Barnett, Secretary, Member At-Large**
Tom Weber, Vice Chair, District IV
Steven Starratt, Airport Neighbor – Byron Airport
Keith McMahon, City of Concord
Ronald Reagan, District III
Russell Roe, District V
Roger Bass, District II
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill

ABSENT: **Maurice Gunderson, Chair, Member At-Large**
Cody Moore, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF: Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports - Operations

COMMENTS BY CHAIR: Vice Chair Tom Weber welcomed the attendees.

PUBLIC COMMENT PERIOD:
There were no items brought up during public comment.

APPROVAL OF 4/11/19 MINUTES: Moved by Steven Starratt; seconded by Russell Roe. Yes: Tom Weber, Derek Mims, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan and Emily Barnett. No: None. Abstained: None. Absent: Maurice Gunderson, Cody Moore and Donna Dietrich.

APPROVAL OF CONSENT ITEMS: Moved by Roger Bass; seconded by Ronald Reagan. Yes: Tom Weber, Derek Mims, Eric Meinbress, Dale Roberts, Keith McMahon, Steven Starratt, Russell Roe and Emily Barnett. No: None. Abstained: None. Absent: Maurice Gunderson, Cody Moore and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

The March 2019 Noise Abatement Statistics Report was pulled. The AAC Vice Chair reported that at the Airport Committee's May 8th meeting, they had positive comments towards AAC and Airport staff about Buchanan Field's Noise Abatement Program. Staff stated we learned that our proactive community outreach approach is effective as it was not done for the Ford Tri-Motor Tour event that was held March 14-17, 2019 at Buchanan Field Airport which resulted in a higher volume of noise complaints.

b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

A General Plan Amendment for Byron Airport is underway in an effort to bring more economic development and job opportunities to the area. The Administrative Draft of the Environmental Impact Report (ADEIR) was submitted for County staff review in December 2018. The ADEIR was deficient in several areas – most notably in the transportation and biological sections. This will likely delay the project approximately six months. County staff plan to meet with the consultant, Dudek, to discuss the discrepancies and the best ways to resolve them.

c. Discuss the lease for the Byron Airport maintenance hangar located at 505 Eagle Court

Airport staff are working on the draft lease and anticipates having it scheduled for the Board of Supervisors' (BoS) consideration by mid-June.

d. Discuss the new Aircraft Rescue and Firefighting (ARFF) replacement truck for Byron Airport

Airport staff reported an ARFF truck was purchased and staff plans to place the truck at the Byron Airport once there is a structure to store it in. Staff anticipate the storage structure being ready by the end of summer.

e. Discuss and select two AAC members to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport

Roger Bass and Eric Meinbress, on the AAC, volunteered to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport.

f. Discuss the notice from the San Francisco Bay Regional Water Quality Control Board (State Water Board) regarding Polyfluoroalkyl (PFAS) substances

Airport staff were recently advised by the State Water Board via letter that firefighting foam, which is required by the FAA to be used at commercial service airports, contains Per and Polyfluoroalkyl substances (PFAS). There is concern these substances could be harmful health wise and could also infiltrate into the water system. The State Water Board has advised all 31 California commercial airports that they must produce a work plan which would include a ground water analysis to determine the presence of PFAS. Unless granted an extension, airports must submit a work plan within 60 days of receipt of the letter, with a full analysis performed in six months. Staff are working with County Counsel and consultants Mead & Hunt Associates to develop the work plan.

g. Discuss the JetSuiteX aircraft parking layout on the east side of the Buchanan Field Airport and associated removal of the former Calstar trailer

Staff at the Air Traffic Control Tower has had some issues with the current location/orientation of JetSuiteX's aircraft. JetSuiteX hopes to expand operations. As such, Airport staff will be changing the aircraft parking location orientation to provide three parking spaces once the former Calstar trailer is moved.

h. Discuss the Aircraft Owner Pilot's Association (AOPA) Fly-In event taking place at Livermore Airport June 21-22, 2019

The AOPA group will come in to assist with the setup for the AOPA Fly-In event at the Livermore Airport on June 21-22. The group will need additional volunteers. This will be a good learning opportunity for potentially hosting an AOPA Fly-In event at our airports in the future.

i. Discuss the Runway 14L/32R pavement rehabilitation project at Buchanan Field Airport

The Federal Aviation Administration (FAA) has tentatively approved the current plan to rehabilitate the Runway 14L/32R. A mill and overlay method will be used to rehabilitate the runway. The project will consist of a four-inch mill and overlay in the center 100 feet of the runway, and two inches mill and overlay on two 25-foot edges. Airport staff are currently in the process of creating a bid package. The project is likely to be pushed to next spring depending on the bidding process timeline.

j. Discuss the JetSuiteX traffic trends from 2016 to present

Airport staff presented a graph with JetSuiteX's passenger growth from 2016 to present. Staff discussed their substantial growth since 2016 and reported that numbers for March, April and May of 2019 will look lesser as this is due to the repositioning of one of their aircrafts to serve a specialized market for a short period. As of June 1st, JetSuiteX will go back to their regular schedule.

k. Discuss the Aviation Innovation Technology Attraction Program

Airport staff reported there are many changes and opportunities happening as it relates to UAS (drones)/tech industries. An Aviation Innovation and Business Attraction meeting will be convened on May 22nd to discuss ways to best position Buchanan Field and Byron Airports to attract these types of industries.

l. Discuss the Exclusive Negotiating Agreement with Montecito Development Company for 17-acres of development at Buchanan Field Airport

This parcel is located on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport. The developers are anxious to break ground and are in the final stages of the environmental review process. They plan to break ground this year, but that will ultimately depend on when the environmental review is complete and permits are issued.

FUTURE AGENDA ITEMS/COMMENTS

None specified.

ADJOURNMENT: The Vice Chair adjourned the meeting at 10:34 a.m..



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

Adam Langro

Carrie Nash

Brian Oftedal
President

Stephen Smith
Vice President

Joe Young

MEETING MINUTES Board of Directors Regular Meeting Wednesday, May 8, 2019

1. Call to Order: (4:03 pm)

Vice President Smith presided over the meeting in President Oftedal's absence.

2. Pledge of Allegiance: (4:04 pm)

Chief Helmick led the Pledge of Allegiance

3. Roll Call: (4:04 pm)

Directors Present: Langro, Nash, Smith, Young

Directors Absent: Oftedal

4. Workshop on Potential Taxes, Fees, Assessments or Other Revenue Enhancements: (4:04 pm)

Chief Brian Helmick introduced and led the Board in a workshop that included presentations by District consultants CliffordMoss and NBS. The Board recessed from the workshop at 5:33.

Start of Board of Directors Regular Meeting: (6:30 pm)

5. Oath of Office: (6:30 pm)

Swearing-In of Fire Marshal Steven Aubert

6. Public Comment: (6:48 pm)

There was one (1) Public Speaker – Mark Whitlock

7. Consent Calendar: (6:54 pm)

- 7.a. Approve Minutes of April 10, 2019 Board of Directors Regular Meeting
- 7.b. Authorize Execution of Agreement with City of Brentwood for Administrative Services
- 7.c. Authorize Execution of Agreement with City of Brentwood for Information Technology Services
- 7.d. Adopt Resolution Authorizing Access to State and Federal Criminal History Information

Motion by: Director Young to approve Consent Calendar Items: a, b, c & d

Second by: Director Langro

Vote Carried: 4:0

Ayes: Langro, Nash, Smith, Young

Noes:

Abstained:

Absent: Oftedal

8. New Business

No new business to report.

9. Report of the Fire Chief / Informational Staff Reports: (6:55 pm)

- 9.a. Surplus of District Real Property Update – Chief Brian Helmick
- 9.b. Grants Update – Battalion Chief Ross Macumber
- 9.c. Legislative Update – Chief Brian Helmick
- 9.d. Station 55 Update – Business Services Manager Regina Rubier
- 9.e. Type 1 Fire Apparatus Update - Battalion Chief Ross Macumber
- 9.f. Fire Prevention Bureau Update – Chief Brian Helmick
- 9.g. Operational Update – Battalion Chief Ross Macumber
- 9.h. Public Outreach and Education Activities Update – Battalion Chief Ross Macumber

10. Board Reports and Requests: (7:16)

Director Smith stated that he attended several events including the District's recognition for former volunteer firefighters, the Contra Costa County Special District's Association meeting,

the Fire Commissioners' meeting, several standing and ad hoc committee meetings, and the City of Brentwood's volunteer appreciation event.

No requests from the Board Members

11. Closed Session: (7:17 pm)

11.a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 (b)(1) - Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency designated representative: Board President

Title/Unrepresented Employee: Fire Chief

11.b. Conference with Legal Counsel - Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): One Case

No reportable actions were taken in closed session

12. Date and Place of Next Meeting: (9:46 pm)

Wednesday, June 12, 2019 6:30 p.m. at Brentwood City Council Chambers,
150 City Park Way, Brentwood Ca 94513

13. Adjourn: (9:46 pm)

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

May 9, 2019

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Sean Wright at 6:33 P.M.

ROLL CALL

PRESENT: Diane Burgis (Contra Costa County), Kevin Romick, Alternate for Doug Hardcastle (Oakley), Vice Chair Robert (Bob) Taylor (Brentwood), and Chair Sean Wright (Antioch)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Taylor, the Authority APPROVED the Consent Items by the following vote:

- A. APPROVED minutes of the March 14, 2019 meeting.
- B. SR4 Mokelumne Trail Bicycle/Pedestrian Overcrossing Project: APPROVED an amendment to the Consulting Services Agreement with Chapman and Patton, in a not-to-exceed amount of \$1,500, for a revised payment limit of \$26,000, for right-of-way appraisal services, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

AYES: Burgis, Romick, Taylor, Wright

NOES: None

ABSTAIN: None

ABSENT: None

DETERMINATION ITEM

- A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the Balfour Road Interchange project was essentially complete, Caltrans had completed a walk through on May 9, and punch list items would be addressed in the next few weeks. The Mokelumne Trail Bicycle/Pedestrian Overcrossing project was moving forward with the Authority taking the lead on right-of-way acquisition. Right of way acquisition was expected to be completed by spring 2020.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

ADJOURNMENT

Chair Wright adjourned the meeting of the State Route 4 Bypass Authority at 6:36 P.M. to Thursday, June 13, 2019 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk