



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, June 20, 2018

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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

Wednesday June 20, 2018

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. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

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 6, 2018.
2. Approve Register of District Invoices.
3. Approve the Extension of the HERWIT Engineering Contract for Services into Fiscal Year 2018-2019.
4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2018-2019, Accept Engineer's Report and Adopt Resolution No. 2018-07.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May 2018.

F. PRESENTATIONS

1. Proclamation 17-04 – Proclaiming July 2018 Parks and Recreation Month – Parks Make Life Better.

G. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution No. 2018-08, approving the proposed Final Revenue, Operating and Capital Budget for Fiscal Year 2018-19, close the public hearing and consider adopting Resolution No. 2018-08.

H. DIRECTORS' REPORTS

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

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

1. 20th Anniversary Celebration Pins and Shirts.
2. Cancellation of the 4th of July Board Meeting.

K. CORRESPONDENCE RECEIVED

1. Received – Contra Costa County Aviation Advisory Committee meeting minutes for April 12, 2018.
2. Received – Contra Costa County Aviation Advisory Committee meeting minutes for May 10, 2018.
3. Received – State Route 4 Bypass Authority meeting minutes for April 12, 2018.
4. Received – East Contra Costa Fire Protection District meeting minutes for April 19, 2018.
5. Received – East Contra Costa Fire Protection District meeting minutes for May 17, 2018.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next Regular Board meeting 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



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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

Wednesday June 6, 2018

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 Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Financial Audited Statements related to Prop 218 compliance.

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 16, 2018.
2. Approve DRAFT minutes of special Budget meeting for May 22, 2018.
3. Approve Register of District Invoices.
4. Approve Resolution No. 2018-06 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2018/19.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Leete.

Public Comment Regarding:

- Dollar amount for Veolia Water.

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 an update regarding the East Contra Costa Fire Protection District (ECCFPD) Town Hall in Discovery Bay (June 19, 2018 beginning at 6:00 p.m.), road safety improvements, E-Bart open, construction delays. There was discussion regarding Vasco improvements.

Public Comment Regarding:

- Letter sent regarding the P6 meetings.
2. Sheriff's Office Report – Crime Prevention Specialist Fontenot – Provided the details of the Sheriff Report regarding the reported activity for May 2018. There was discussion regarding scam caller ID, shopping center security, and license plate readers.
 3. CHP Report – No report.

E. LIAISON REPORTS

None

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action regarding the Annual Review of Board Policies.

General Manager Davies – Provided the details of the existing Board Policies; important requirements for the continuation of the Special District Leadership Foundation District of Distinction Recognition. There was discussion regarding the review of policies; new policies under development (initial review) will be presented to the related committee. The consensus of the Board is that the existing Board Policies have been reviewed and are found to be sufficient.

2. Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.

President Graves – Turned the meeting over to Vice-President Mayer due to conflict of interest.

General Manager Davies – Provided the background of acquiring the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274. Tract No. 6274 is not under Town ownership due to administrative oversight by the County. There was discussion regarding the maintenance of the parcels within Harbor Bay Condominiums.

Public Comment Regarding:

- Harbor Bay Homeowners properly charged in their property taxes (sewer) and will there be a cost (possibly legal fees of the transfer).
- Harbor Bay Homeowners HOA has scoped each manhole, pipes and have the reports available to the Town - President Graves speaking as a homeowner in the Harbor Bay Condominium Association.

Motion by: Director Steele to direct staff to investigate and report back to the Board the conditions and circumstances related to acquiring the ownership rights and maintenance responsibility of the sanitation facilities at Harbor Bay Condominiums Tract 6274 (aka, Lot 3).

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – Vice-President Mayer, Director Leete, Director Pease, Director Steele, NOES: 0, ABSTAIN: 1 – President Graves.

3. Discussion and Possible Action regarding the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.

Finance Manager Breitstein – Provided the details of the Fiscal Year 2018-10 Preliminary DRAFT Operating, Capital and Revenue Budgets related to changes requested by the Board from the May 22, 2018 Special Budget meeting.

Public Comment Regarding:

- Dollar amounts in the DRAFT budget, reserve funds, and the Community Center pool repair.

Staff is moving forward with the preparation of the final Budget for the June 20, 2018 Board meeting. The Board thanked the Finance Manager and Staff for the work involved in the preparation of the DRAFT Budget.

4. Discussion and Possible Action regarding the call for Vote for Special District Representative to the County Wide Redevelopment Agency.

General Manager Davies – Provided the details of the vote for the Special District Representative to the County Wide Redevelopment Agency; Staff recommends voting for Susan Morgan with Ironhouse Sanitary District.

Motion by: Director Pease to recommend Board President Graves be directed to cast a vote for candidate Susan Morgan as Special District Representative to the County Wide Redevelopment Agency; and direct staff to forward the signed ballot to the Contra Costa LAFCO office no later than June 30, 2018.

Second by: Director Leete

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

G. MANAGER'S REPORT

Water and Wastewater Manager Koehne – Provided the details of the Hazardous Waste Event, Saturday, June 16, 2018 and the water reduction report for the month of May is 35%.

Recreation Programs Supervisor Kaiser – Provided details regarding a successful Summer Jam and a video of a Monarch Butterfly at the Monarch Butterfly Waystation.

H. DIRECTORS' REPORTS

1. Standing Committee Reports

Director Steele – Commented on the Summer Jam Event; very well organized.

Vice-President Mayer – Provided the details of the June 4, 2018 ECCFPD meeting.

2. Other Reportable Items

I. GENERAL MANAGER'S REPORT

General Manager Davies – Provided details regarding the 20th Anniversary on June 23, 2018, and updated the Board that the 1st meeting in July (July 4th) will be cancelled due to Holiday.

J. CORRESPONDENCE RECEIVED

1. Received from the Byron Municipal Advisory Council DRAFT meeting minutes from March 28, 2018.

K. FUTURE AGENDA ITEMS

The regular meeting adjourned at 7:45 p.m. to the Closed Session.

L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Streeter – The Board is now adjourning into closed session regarding item M-1.

M. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
One Potential Case

N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Streeter – Reporting from Closed Session on item M-1 and there is no reportable action.

O. ADJOURNMENT

1. The meeting adjourned at 7:50 p.m. to the next regular meeting of June 20, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-07-18

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 20, 2018

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 \$ 256,159.60

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 2017/2018.

AGENDA ITEM: C-2

For The Meeting On June 20, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18

Veolia Water North America	\$131,493.02
The Weist Law Firm	\$20,000.00
Neumiller & Beardslee	\$19,676.00
City Of Brentwood	\$15,131.44
WorleyParsons Group, Inc.	\$14,421.78
U.S. Bank Corporate Payment System	\$12,652.30
Town of Discovery Bay, CSD	\$10,357.72
Office Team	\$6,466.67
Badger Meter	\$5,410.31
Freedom Mailing Service, Inc	\$2,717.60
Tee Janitorial & Maintenance	\$2,054.00
R & B Company	\$1,603.61
Leslie's Pool Supplies, Inc.	\$1,531.74
Big Dog Computer	\$1,453.75
Karina Dugand	\$1,335.00
Discovery Bay Designs	\$1,306.07
Univar	\$975.12
Brentwood Ace Hardware	\$873.75
Water Meter Installation Payment Return	\$819.90
Mt. Diablo Resource Recovery	\$789.56
Verizon Wireless	\$709.31
Paul E. Vaz Trucking, Inc.	\$567.56
Matrix Trust Co TPA# 207	\$521.87
American Retrofit Systems	\$465.00
Office Depot	\$430.55
Luhdorff & Scalmanini	\$306.25
Carol McCool	\$294.00
Department of Justice	\$294.00
ReliaStar Life Insurance Company	\$275.00
Cintas	\$271.49
Comcast	\$221.03
MailFinance	\$214.58
Big B Lumber	\$164.85
Discovery Pest Control	\$99.00
Denalect Alarm Company	\$96.00
Water Utility Customer	\$64.02
Michael Davies	\$35.97
Elizabeth Samano	\$35.22
Sue Heini	\$24.56
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$256,159.60



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

June 20, 2018

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 2018-2019.

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 Distribution System & Maintenance
- Filtration Project
- Wastewater SCADA Improvements

Enclosed is HERWIT’s proposed Scope of Work and Fee Schedule for continuation of General Engineering Services for FY 2018/19. A main component of work under the General Engineering Services has been to provide assistance to the District with the Wastewater Treatment Plant Refurbishment and the O&M manual 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 2018/19.

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 remains flat for fiscal year 18/19. In general, HERWIT keeps Discovery Bay’s rate \$10 below his standard rate to all other clients which is \$195 and hour.

Fiscal Impact:

Amount Requested \$75,000
Sufficient Budgeted Funds Available?: Budgeted in FY 18/19
Prog/Fund # Category: Contract Services

Previous Relevant Board Actions for This Item:

Attachments:

Exhibit A Scope of Work and Fee Schedule.

EXHIBIT A
SCOPE OF WORK
DISTRICT ENGINEER
ENGINEERING SUPPORT SERVICES
FOR THE
DISCOVERY BAY COMMUNITY SERVICES DISTRICT

The purpose of this Scope of Work is to provide engineering support services, on an as- needed consulting bases, as District Engineer for the Discovery Bay Community Services District.

CONSULTANT’S SERVICES

The CONSULTANT shall perform the following tasks in carrying out these services and shall perform all services in a manner consistent with the standards of the industry.

TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER

- 1.1. PLAN CHECKING: Consultant shall review all subdivision plans and construction documents for wastewater facilities ultimately owned by the District. Consultant shall review, and return signed copies of each submittal to the District for distribution to project applicants. Where possible, Consultant’s comments shall be summarized on a comment sheet attached to one submittal copy.
 - 1.1.1. Consultant shall review construction documents for construction materials and methods acceptable to the District as they relate to the construction of wastewater facilities only, including pipe lines, sewers systems, wastewater plants, wastewater pumping stations, as well as other ancillary facilities directly supporting wastewater facilities such as electrical and control buildings.
 - 1.1.2. The following submittals will not be reviewed by the Consultant: Temporary Construction Submittals including shoring submittals.
 - 1.1.3. The Consultant shall maintain a file of all project plans and submittals.
 - 1.1.4. The Consultant’s review of plans and submittals shall be completed, and review comments sent to the District within twenty-five (25) calendar days following the receipt of the submittal in the Consultant’s office. If for any reason the review cannot be performed within this twenty-five (25) day calendar day period, Consultant shall notify the District and give reason for the delay.
 - 1.1.5. The Consultant’s review is not intended as acceptance of the work if plans and

submittals contain errors, omissions, or inconsistencies not discovered by Consultant, nor is the review intended to relieve the submitting applicant of his full responsibility for proper engineering and design, nor is the review intended to ensure or guarantee lack of errors, omissions, or inconsistencies in submitted construction documents.

1.2. FIELD INSPECTIONS: Consultant shall provide field inspection services including the following:

1.2.1. The Consultant shall inspect the construction of wastewater facilities including sewers, manholes, pipelines, pump stations, treatment plants, and support facilities as requested by the District.

1.2.2. The Consultant shall be present during a single final project “walk-through” inspection with the District. Consultant shall participate in review and development of final inspection “punch-list.”

1.3. TESTING, REVIEW, and WITNESSING: The Consultant will perform review of procedures and witness testing of mechanical and electrical facilities including the following:

1.3.1. The Consultant shall witness the testing of wastewater facilities including mechanical and electrical equipment as requested by the District.

1.4. ATENDANCE AT MEETINGS: The Consultant shall attend meetings as District Engineer including the following

1.4.1. Construction Meetings. Consultant shall attend and participate in certain project meetings at project sites in order to keep abreast of construction activities and be involved in questions which may arise concerning construction quality as requested by the District. During construction site visits, Consultant shall observe construction progress and shall discuss with Construction Manager relevant construction issues.

1.4.2. Special Meetings. CONSULTANT shall attend special meetings to discuss and assist in resolving any construction issues as requested by the District.

1.4.3. District Board Presentations. Attend and update District Board as requested.

1.5. GENERAL ADMINESTRATIVE SERVICES. Consultant shall furnish general administrative services to remain current on District projects and to provide for organized execution of work and retrieval of information. Such services shall include the following:

- 1.5.1. Review and route, as appropriate, Project correspondence furnished by the Construction Manager and other entities. Maintain a logical and retrievable filing system.
 - 1.5.2. Serialize correspondence and other project documentation transmittals. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.
 - 1.5.3. Provide DISTRICT each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.
- 1.6. PROJECT DESIGN: The Consultant shall prepare plans and specifications for the construction of wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:
- 1.6.1. CONSULTANT shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.
 - 1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.
 - 1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.
 - 1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents, incorporating the District's comments.
 - 1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for the each project. Electronic files shall also be delivered to the District.
 - 1.6.6. CONSULTANT shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.
 - 1.6.7. Bid Period Assistance: Consultant shall assist the District prior to awarding construction contracts by:
 - 1.6.7.1. Responding to questions from prospective General Contractor's prior to OWNER awarding contract.

- 1.6.7.2. Preparing addenda.
- 1.6.7.3. OWNER shall be responsible for distribution of original documents and addenda to prospective General Contractor's.
- 1.6.8. Engineering Deliverables: Consultant shall provide the following deliverables as part of design services:
 - 1.6.8.1. 30 percent (30%) design plans and technical specifications (2 copies).
 - 1.6.8.2. 90 percent (90%) design plans and technical specifications (2 copies).
 - 1.6.8.3. One hundred percent (100 %) design plans and technical specifications (reproducible originals).
 - 1.6.8.4. Addenda to plans and specifications (reproducible originals).
- 1.7. PROCESS ASSISTANCE: Consultant shall inspect and make recommendations for improvements to wastewater collection and treatment systems as requested by the District.
- 1.8. PERMIT AND PUBLIC AGENCY ASSISTANCE: Consultant shall assist the District in negotiating with and permitting facilities through other public agencies as requested by the District. Such work to include Environmental Impact Report (EIR) review, permit negotiations, permit applications, and meetings and correspondence with other public agencies.
- 1.9. Assist the District with water facilities or other facilities as requested.

PROJECT PERSONNEL

- 2. Consultant shall assign the following project personnel to this project:
 - 2.1. Kurt A. Gardner, a registered civil engineer, shall serve as project manager for the Consultant and shall personally oversee the performance of Consultant's Services. Mr. Gardner shall be responsible for civil engineering services.
 - 2.2. Gregory P. Harris, a registered mechanical engineer, shall be responsible for mechanical engineering services and civil engineering services under the direction of the project manager.
 - 2.3. Subconsultants: Consultant shall hire subconsultants in other engineering disciplines as required to assist in performing support services under this contractor.

HERWIT
ENGINEERING

EXHIBIT A FEE SCHEDULE

7/1/17 - 6/30/19

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$185.00
Engineering (Electrical - Structural)	\$150.00
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 20, 2018

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 2018-2019, Accept Engineer’s Report and Adopt Resolution No. 2018-07.

Recommended Action

Accept Engineer’s Report and Adopt Resolution No. 2018-07 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 2018-2019 and set the Public Hearing for July 18, 2018 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 2018-03, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Final Assessment Engineer’s Report to District Staff on June 11, 2018. 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 \$658.50 which is below the allowable maximum assessment for Zone 9.

Factors leading to the assessment of \$658.50 (\$658.50 in FY 17/18, an increase of \$0.00) are: maintaining our reserve amount with 1.3 years of funds, and covers the cost of operations. 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 2018-2019 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 18, 2018 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 2018-03 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2018-2019.

Attachments

Resolution 2018-07
 Final Assessment Engineer’s Report by HERWIT Engineering, Dated June 2018

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2018-07

**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 2018-2019**

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 2018-2019 year will be held at 7:00 p.m., on July 18, 2018 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF JUNE 2018

Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on June 20, 2018, 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 2018-2019

**Prepared by
HERWIT Engineering**

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

JUNE 2018

Town of Discovery Bay Community Services District

Director and President

Kevin Graves

Director and Vice President

Bill Mayer

Director

Robert Leete

Director

Bill Pease

Director

Chris Steele

General Manager

Mike Davies

Finance Manager

Dina Breitstein

Parks & Landscape Manager

Brian Miller

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2018

**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 2018-2019 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 2017-2018 year

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

\$ 147,918 Annual assessments & investment revenue was received

\$ 145,541 Annual expenses grounds maintenance, capital improvements, and administrative expenses.

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

\$ 257,768 Fund total after 2017-2018 annual expenses.

Note: The expenses were higher for the 2017-2018 fiscal year than the previous fiscal year due to increases in O&M expenditures. The expenses for the 2017-2018 fiscal year were less than the assessment and revenue collected, resulting in an increase in the District’s reserve account.

Current Assessment

The 2017-2018 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 2018, the same CPI index is reported as 283.42. Based upon the change in the CPI, the new maximum assessment allowed for the 2018-2019 fiscal year is \$ 679.70.

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 2018-2019 fiscal year is \$ 679.70. This assessment is equally assessed to 203 parcels for an annual total of \$ 137,979.10. Therefore, the maximum Reserve Account Balance is \$ 275,958.20. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2018-2019 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 2018-2019 is \$ 229,350. This equates to \$ 1,129.80 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 679.70 per parcel, or \$ 137,979.10 maximum assessment.

Based on this report, the assessment for 2018-2019 tax year should be \$ 658.50 to minimize the decrease in the reserve fund balance. The assessment for the 2018-2019 fiscal year is then \$ 658.50 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

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

The 8th Year of Our Partnership

MONTHLY OPERATIONS REPORT

May 2018

3199 Days of Safe Operations
1545,439 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **PPE**
 - **Heat Stress**

- **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)**

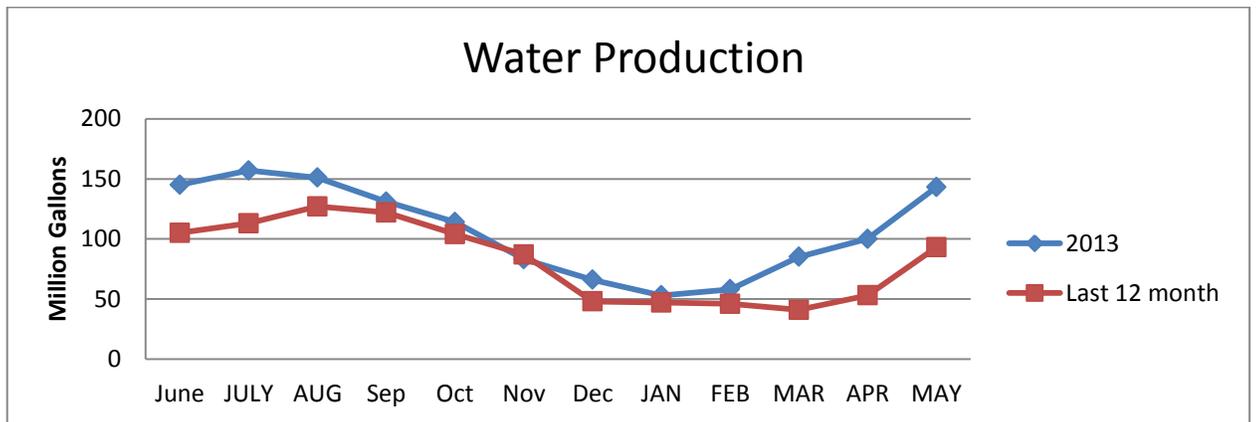
WATER SERVICES

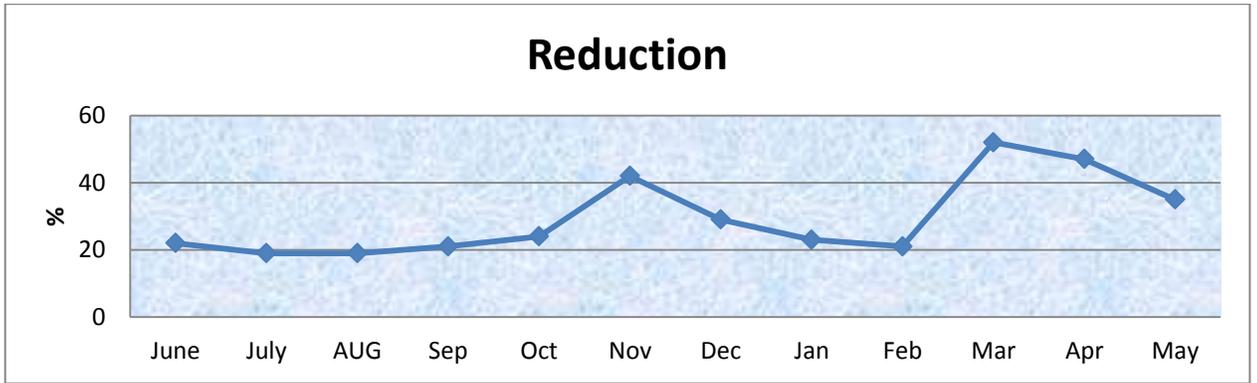
Groundwater Well:

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

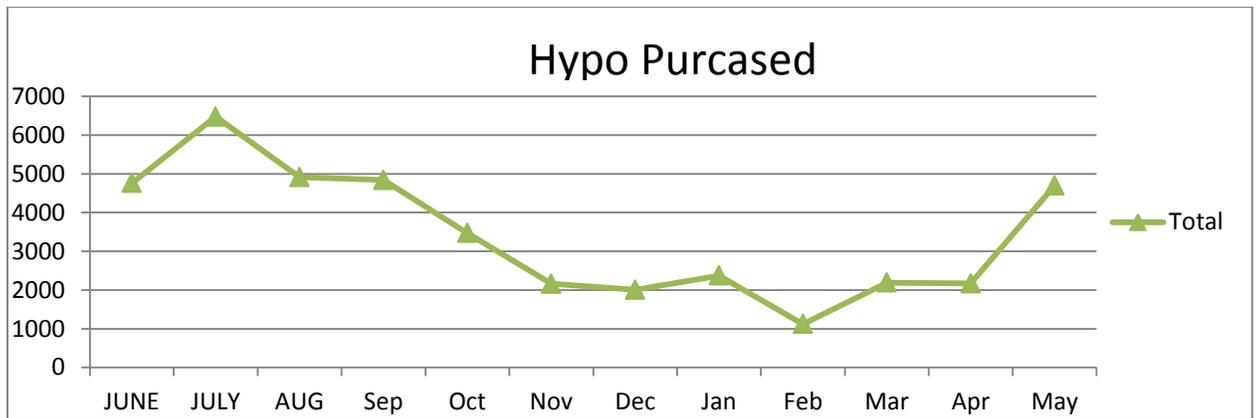
2018 Monthly Water Production Table (MG):

January	February	March	April	May	June
41	46	41	53	93	
July	August	September	October	November	December





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 20	• 0	• 0	• 0	• 1

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		41	42
Flow, MG Daily Influent Flow, avg.	N/A	1.4	1.4
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	11	12
Effluent TSS, lbs/d, monthly avg.	200*	11	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	ND	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	2170	2180

*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	• 42

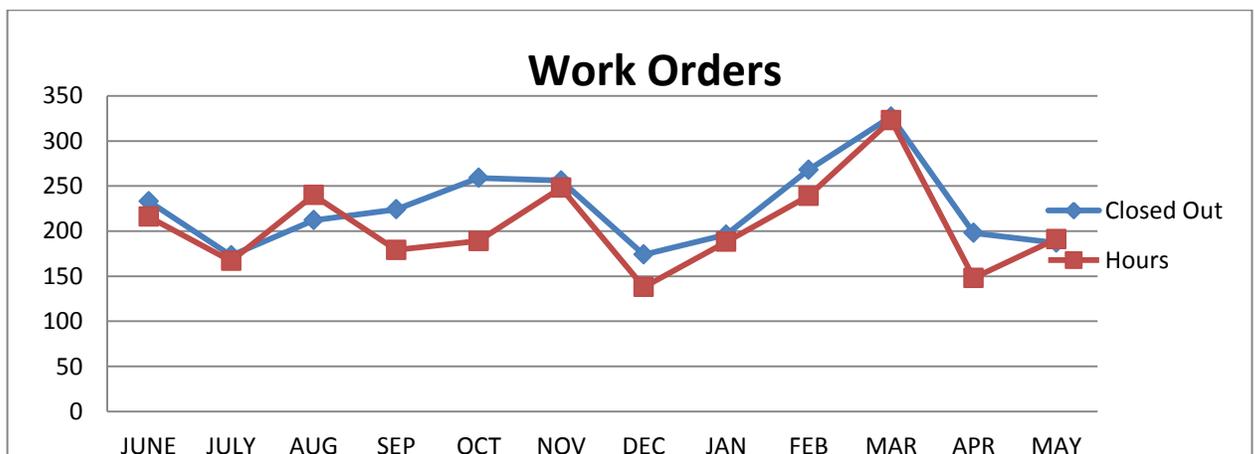
Performed weekly lift station inspections

Sewer System:

- Collection sanitary sewer line assessment scheduled for Aug.
- flushed/CCTV will be performed after assessment
- manhole & covers will be inspected during assessment.

MAINTENANCE

Preventive and Corrective:





Call & Emergency Responses

Call Outs	Emergencies
5	0

Regular Hours	Overtime
1925	15

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 COMMUNITY SERVICES DISTRICT 17-04

A PROCLAMATION OF THE TOWN OF DISCOVERY BAY PROCLAIMING JULY 2018 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 programs provided by the Town of Discovery Bay; and

WHEREAS, The Town of Discovery Bay urges all 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 I, Kevin Graves, President of the Board of Directors, along with my fellow Board Members, do hereby proclaim July 2018 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 20th Day of June 2018.

Kevin Graves, Board President
Town of Discovery Bay



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 20, 2018

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

MRD

Agenda Title

Consideration of Annual Fiscal Year 2018-19 District Operating, Capital and Revenue Budgets and Adoption of Resolution 2018-08.

Recommended Action

Adopt the FY 2018-19 Operating, Capital and Revenue Budgets and Adopt Resolution 2018-08.

Executive Summary

At the Budget Workshop on May 22, 2018, the Board of Directors were presented with the fiscal year 2018-19 proposed 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 two budget cycles. Staff has found the two-year budget process to be extremely beneficial for longer term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to more accurately plan for future capital expenses. 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 2017-18 projected O&M expenditures (including debt service) are \$7,465,802 and the projected Capital (CIP) projects total \$3,826,173.

The Five (5) Year Capital Improvement Program Budget was prepared using the Water and Wastewater Master Plans as the primary project list and the RWQCB mandated projects. For FY 2018-19, the proposed CIP is \$3,826,173 (less carryover encumbrances from prior year projects that will be re-budgeted). The District continues to fund the Infrastructure Reserve funds for future emergency and/or infrastructure replacement needs. This fiscal year the District will fund \$525,000 for the water and wastewater divisions.

Revenues for the enterprise funds are sufficient to provide operating capital into the coming year with a rate increase. For the FY 2018-19 year, the water rate increase is 12% and 4% for wastewater, these are consistent with the five-year rate structure in the adopted water and wastewater rate studies.

Lighting & Landscaping and Recreation Divisions

As always the Parks, Landscape and Recreation budgets will continue to be closely monitored. Lighting & Landscaping Zone #8 O&M budget is \$396,200 with a CIP budget of \$115,000. The Recreation Department's O&M budget is \$386,650 with a CIP budget of \$283,000.

"Continued to the next page"

Lighting & Landscaping Zone #9's O&M budget is \$139,350 with a CIP budget of \$105,000 including infrastructure replacement funds for future needs.

Staff is available to address any questions at this time.

Adoption of the FY 2018-19 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

Budget Workshop – May 22, 2018

Attachments

1. FY 2018-19 Operating, Capital Improvement Program, and Revenue Budgets
2. Notice of Public Hearing re Budget FY2018-19
3. Resolution 2018-08

AGENDA ITEM: G-1



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



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR'S 2018-2019 PROPOSED 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 and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (4) gated communities; Clipper Estates, The Country Club, Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) 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 TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

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

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 sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities

with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 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 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

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

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. 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 TODBCSD, 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 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 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.

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 and parks and recreation. While the District does not have authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay that is not within its jurisdiction. 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.



Bill Mayer, Kevin Graves, Robert Leete, Chris Steele, Bill Pease

Board Position and Term

President Kevin Graves	12/2014 to 12/2018
Vice-President Bill Mayer	12/2016 to 12/2020
Director Robert Leete	12/2014 to 12/2018
Director Chris Steele	12/2014 to 12/2018
Director Bill Pease	12/2016 to 12/2020

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of municipal 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 municipal services.

The Town of Discovery Bay Community Services District was formed in 1998 by a vote of the residents. The 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 \$11.2 million for the Fiscal Year 2018-19. The budget is balanced and presents a spending plan where revenues meet expenditures. Included in 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.

While we provide water, sewer, and parks and landscape and recreational services at this time, we do keep our ear to the pulse of what is happening around us. We also stay current on issues close to home, such as the ECCFPD funding problems and Delta water quality issues.

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. All 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 is comprised of the Finance and Water Utility functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy-making body, and 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. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. 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 and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

The Water Utility function maintains and operates the new automated water meters for the Districts 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.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit over the last six (6) years
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ Implemented new water meters and AMI system
- ✓ Eye On Water Customer Portal
- ✓ 2012 and 2017 Bond Reporting
- ✓ Water Meter Completion Project Funding and Project Management

Goals

- Ensure expenditures are consistent with adopted policies.
- Customer outreach once District-wide water meters are installed for new customer portal.
- Move towards paperless documentation. Continue implementation and training on ancillary software module.



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Water & Wastewater Services Department

WATER

This Program provides water production, treatment & 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 a well-informed decision in regards to the Town's water matters. 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 violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

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. Also, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. Also, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Filtration Project
- ✓ 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
- Water & Wastewater SCADA Improvements
- Manhole Maintenance



Lighting & Landscaping Services Department

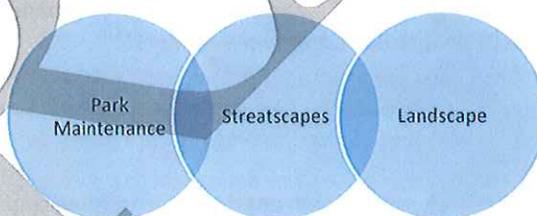
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision 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. Also, 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 all plants and trees to provide health, vitality and visual appeal as well as manage inventory lists annually to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Community Center Building Swimming Pool Renovation Project Approval
- ✓ Slifer Park shade Structure Project is now completed.

Goals

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



Recreation Services Department

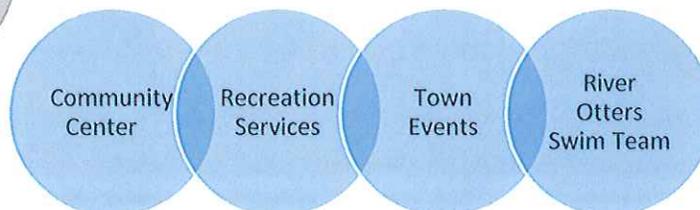
Recreation Services provides community-based and age-appropriate recreational programming for Discovery Bay resident's and non-resident's alike. The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational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

Key Achievements

- ✓ Continued development of community-based and age-appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- ✓ Completed the Town's first Recreation Services Department Annual Report.
- ✓ Partnered with the Discovery Bay Lions Club in hosting a second community-wide concert and a "Paws on Parade" event generating a total of \$15,000 for improvements projects to the Discovery Bay Community Center which included initial refurbishment work to the large community BBQ area and making a small improvement to the dog park.
- ✓ Developed and implemented written agreements between the Town of Discovery Bay and the following community organizations; Discovery Bay Lions Club; the Boy Scouts of America; and the River Otters Parents Booster Club.
- ✓ Entered into an agreement with GreenPlay, Inc. to provide consulting services focused on revenue generation sources for the Community Center.
- ✓ Continued expansion of regular and on-going part-time/seasonal employee training programs to improve the level of service provided to program participants.

Goals

- Continued development 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.
- Develop an action plan from the completion of "Phase One, Special Board Workshop" with GreenPlay, Inc.
- Examine current pricing and cost recovery practices related to the Town's Recreation programming and facility usage fees and developing a methodology that results in fair and consistent cost recovery mythology.
- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings.
- Focus on the expansion of available marketing avenues to help increase event and program participation from Discovery Bay residents.



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 District's Attorney investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Directors, General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The District's 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, completed review and update of bid documents and contracts for capital improvement construction projects.
- ✓ Reviews and assist in drafting necessary ordinances to comply with state law and guides staff in the development and adoption of the District ordinances.
- ✓ Coordinated with the General & District Managers, to timely respond to claims against the District and limit the District's involvement in costly litigation.

Water & Wastewater Engineering

Outsourced – Luhdorff & Scalamanini Consulting Engineers (Water)

Luhdorff & Scalamanini, 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 resources problems.

Key Achievements

- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ Water SCADA System Upgrades

<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 other permits and 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

- ✓ Implemented and oversaw the Filtration Project

<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

Transmittal Letter

June 6, 2017

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2018, through June 30, 2019. 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.

For the FY 2018/2019 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the Capital Improvement Project budget (CIP) are included in the document but not necessarily involved in the discussion below.

CAPITAL IMPROVEMENT PROGRAM

This year's CIP projects are categorized as: Water Supply Capacity (source, treatment and storage), Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System & Maintenance, Water Meter Completion Project, Clarifier Rehabilitation-Wastewater Distribution System, WW Treatment Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Filtration Project, Wastewater SCADA Improvements, Denitrification Project, District Office Relocation, Vehicle & Equipment Purchases, Mainline Piping Replacement, District Security, Masterplans and Infrastructure Replacement.

The first major project that will be completed is a site location to build a new Well #8 in fiscal year 2019/2020 to allow for future growth. The Water Systems will also rehabilitate Well #2 and Well #4A. The planning horizon also includes the refurbishment of Wastewater Treatment Plant 1 to provide the proper redundancy.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long-term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long-term financial needs.

OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2018/2019 there will be a 5% increase. This increase is in the following budget categories: consulting costs due to ADA compliance, the Ground Water sustainability municipal formation, the management of the water Well #8 Site Location, NPDES Permit and increased debt service payments due to the issuance of the 2017 revenue bond.

Throughout the budget document, the Board and public will be presented with a whole financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial \$14.1 million program has been completed, and all of the proceeds from the bond have been expended. In 2017 the Discovery Bay Public Financing Authority issued its second revenue bond for \$8.825 million. This Bond was initiated to construct the wastewater Tittle 22 Filtration project at \$7.40 million and the financing of half the Water Meter Completion Project at \$1.50 million. These two projects were both completed in December 2017.

DISCUSSION

The Town of Discovery Bay will be ending FY 2017/2018 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The community center is continuing to mature in their Recreation Services by growing the community-based age-appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center, Contract Services and Special Events. In fiscal year 2018/2019 the Community Center is looking forward to multiple upgrades; including the rehabilitation of the pool and the chemical equipment room. The Landscaping department as always will continue to be diligently focused on looking at new and innovative alternatives to help aid in the efficient use of irrigation. The new shade structure that was built at Slifer Park is now complete for this summer's enjoyment, and Ravenswood Park will look forward to a new play structure over the next fiscal year.

Though the State of California has lifted some of the drought restrictions, Discovery Bay would ask its residents to maintain a 20% conservation of our water resources throughout the next fiscal year. This percentage was derived from our Urban Water Management plan and coincides with the Capital Improvement Program for future maintenance, development and water supply therein.

In 2016 Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through economic, climatic and infrastructure challenges. The rates studies were presented to the Board of Directors for a Proposition 218 hearing held on July 20, 2016. The adopted water rate increase for fiscal year 2018/2019 is 12% and 12% for FY 2020 through 2021 and the adopted wastewater increase of 4% for fiscal year 2018/2019, 4% for FY 2020 through 2021.

The Water Rate Study conducted includes increased costs due to operations, maintaining current infrastructure, and conservation costs to maintain our current and future infrastructure. Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of \$40.32 for 20 units of water.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of \$7.4 million for the Filter project over 30 years, to support the needs of a higher level of treatment, and the reduction in metered

commercial sewer flow due to the drought. The overall increase for the fiscal year 2018/2019 equates to \$3.06 per month, with an average bill of \$79.38 per month.

As indicated by the surveys included in the BWA study, Discovery Bay has a substantially lower water rate of the agencies surveyed, and the wastewater rates are competitive. When blended, the overall rates paid by Discovery Bay residents are the below the median of the Thirteen (13) agencies surveyed.

For Fiscal Year 2018/2019, the Budget summary is as follows: *(numbers reflect the admin, water & wastewater departments)*

Adopted FY 2017/2018 Operating and Capital Improvement Program Budget		Proposed FY 2018/2019 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$5,779,590	Total O&M Budget	\$6,106,870
Debt Service	\$1,389,859	Debt Service	\$1,358,932
Contribution to Reserves		Contribution to Reserves	
Capital Budget	\$2,658,000	Capital Budget	\$3,301,173
Proposed Financing/Reserves for CIP projects	\$1,392,849	Proposed Financing/Reserves for CIP projects	\$1,683,275
Infrastructure Replacement Fund	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$10,352,449	Grand Total Expense Budget	\$11,291,975
Grand Total Revenue	\$10,352,449	Grand Total Revenue	\$11,291,975

The Operating and Maintenance (O&M) section of the budget is proposed to be \$7,465,802 (including debt service) for the coming fiscal year. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The Capital Improvement Program (CIP) proposes expenditures of \$3,826,173 with a significant portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are under redevelopment in FY 2018/2019. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was explicitly addressed and again recently noted as an essential component to the budget by the District's independent auditors.

The key to the preparation of this budget is to ensure all carry-over projects are adequately accounted for, that revenue projections are based upon historical and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2018, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in December once the County completes the year-end close.

The primary sources of revenues are derived from residential and commercial charges for water and wastewater. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges, and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 35, 57, and 61. Zone 8 Appropriations income is expected at \$644,137, and Zone 9 Assessed income is expected to be \$134,000.

The amount of the contribution to reserves will be known once FY 2017/2018 is closed. While a year-end surplus of revenues over expenditures is hoped for, water revenues may unsettle the overall revenue stream, necessitating an even larger draw from the water enterprise caused by the Water Meter Project. Any surplus identified, will be transferred into the general reserve account.

I am pleased to present a budget where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it extends our multi-year process of ensuring that the District's infrastructure needs are met while offering a strategic look at the overall assets of the District.

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 District will continue to remain resourceful, innovative, and successful.

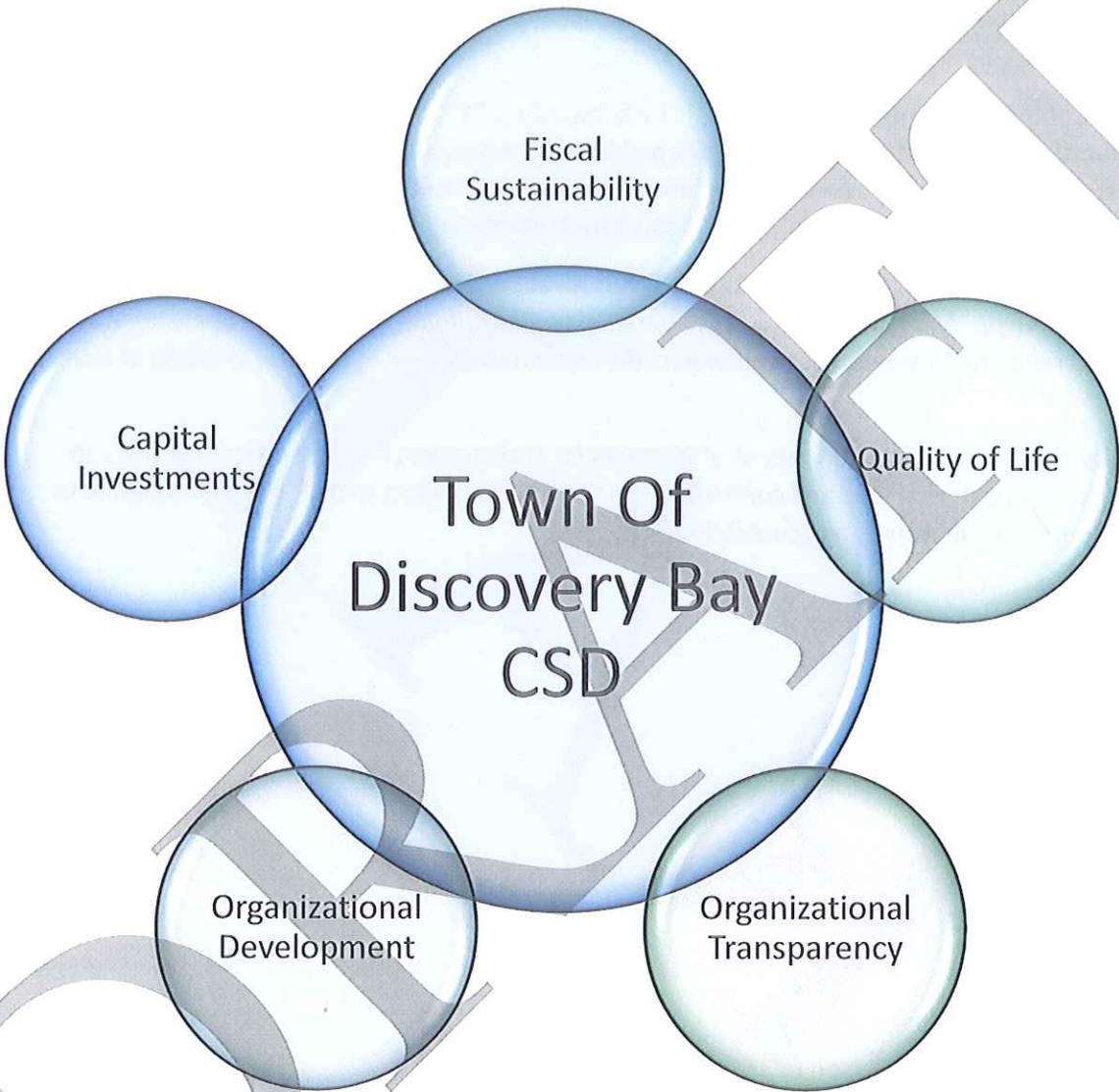
Respectfully submitted,

Dina Breitstein
Finance Manager

DRAFT

Strategic Goals

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



Goals, Objectives, and Action

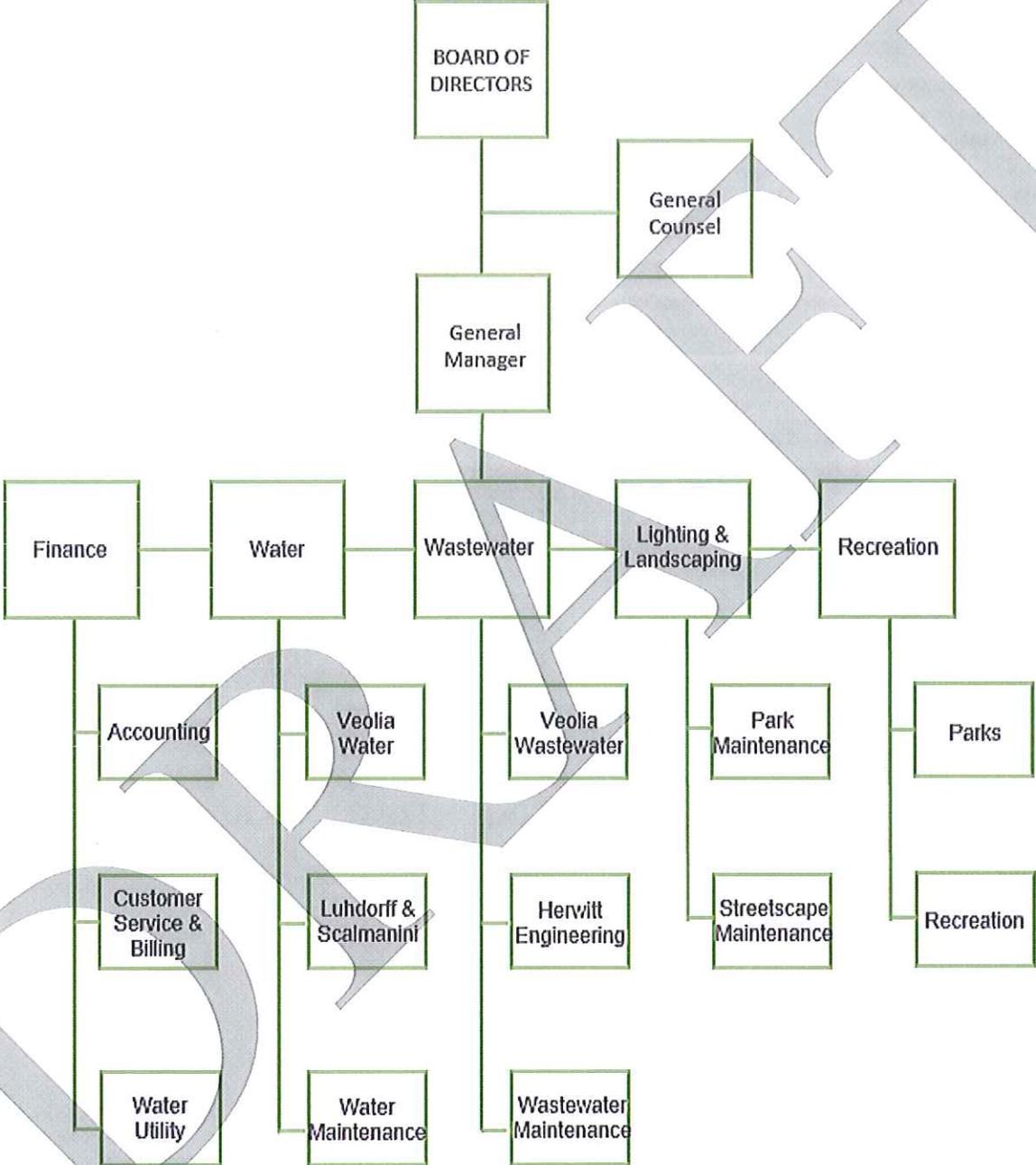
Goal	Objective	Performance Outlook
Fiscal Sustainability	<ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner 	<ul style="list-style-type: none"> • Review 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. • Pre-prepare the budget in a user-friendly, informative & transparent format. 	<ul style="list-style-type: none"> • Post all agendas, reports, and contract on the District's website. • Post all policy documents and resolutions documents on the website. • Pre-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"> • Pre-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"> • Invest in liable resources to maintain, improve District's resources. • 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. • Update the ten (10) year master plan.

Authorized Positions

Current Positions

Position Title	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
Office Assistant	1	1	1	1
Administrative Assistant	2	2	2	2
Executive Assistant	1	1	1	1
Project Analyst	1	1	0	0
Account Clerk	0	0	1	1
Accountant	1	1	1	1
Water Services Technician I	1	1	1	1
Water Services Technician II	1	1	1	1
Parks & Maintenance Worker I	0	0	1	1
Parks & Maintenance Worker II	4	4	3	3
Parks & Maintenance Worker III	0	0	1	1
Recreation Programs Coordinator	0	0	0	0
Recreation Programs Coordinator 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
General Manager	1	1	1	1
Total	17	17	18	18

Organizational Chart by Department



Salary & Wages

Position	Range #	Hourly (min)	Monthly (min based on 40hrs/wk)	Hourly (max)	Monthly (max based on 40hrs/wk)
100 Series – Temporary/Intermittent Staff					
Recreation Leader I	100	\$10.00	\$1,733	\$11.03	\$1,912
Recreation Leader II	105	\$10.76	\$1,865	\$11.03	\$2,011
Lifeguard	110	\$11.03	\$1,911.83	\$12.18	\$2,111
LG/Swim Inst/Rec Lead III	115	\$12.00	\$2,079.96	\$13.25	\$2,297
Pool Supervisor	125	\$14.10	\$2,443.95	\$15.56	\$2,697
200 Series- Non-Management Staff					
Landscape/Maintenance I	220	\$17.20	\$2,981	\$19.45	\$3,371
Landscape/Maintenance II	235	\$20.45	\$3,545	\$23.14	\$4,011
Landscape/Maintenance III	250	\$22.57	\$3,912	\$25.55	\$4,429
Office Asst./ Customer Service A	225	\$17.62	3,054	\$19.94	\$3,456
Office Asst./ Customer Service B	230	\$19.45	\$3,371	\$22.03	\$3,819
Account Clerk	240	\$20.96	\$3,633	\$23.72	\$4,111
Admin Assistant A	245	\$21.47	\$3,721	\$24.29	\$4,210
Admin Assistant B	260	\$23.70	\$4,108	\$26.82	\$4,649
Senior Account Clerk	255	\$23.14	\$4,011	\$26.17	\$4,536
Accountant I	275	\$26.17	\$4,536	\$32.72	\$5,671
Executive Assistant A	270	\$26.83	\$4,651	\$30.36	\$5,262
Executive Assistant B	280	\$29.62	\$5,134	\$33.53	\$5,812
Water Tech I	210	\$18.52	\$3,210	\$20.98	\$3,637
Water Tech II	270	\$26.83	\$4,651	\$30.36	\$5,262
Water Tech II	280	\$30.36	\$5,262	\$33.53	\$5,812
Series 300: Management Staff					
Recreation Program Coordinator	300	\$26.83	\$4,651	\$33.53	\$5,812
Managers	350	\$33.65	\$5,833	\$42.11	\$7,299

Minimum Wage Adjustment 2018-2019

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

	Effective	01/01/18					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Recreation Leader I	\$10.00	\$11.00	\$11.07	\$11.15	\$11.20	\$11.25	
Recreation Leader II	\$10.76	\$11.25	\$11.30	\$11.40	\$11.59	\$11.60	
Lifeguard	\$11.03	\$11.50	\$11.67	\$11.84	\$12.01	\$12.18	
Lifeguard/Swim Instructor & Rec Leader III	\$12.00	\$12.00	\$12.30	\$12.61	\$12.92	\$13.25	
Assist. Pool Supervisor	\$13.10	\$13.10	\$13.43	\$13.76	\$14.11	\$14.45	
Pool Supervisor	\$14.10	\$14.10	\$14.45	\$14.81	\$15.18	\$15.56	
Park/Landscape/Maintenance I	\$17.20	\$17.20	\$17.63	\$18.07	\$18.52	\$18.99	\$19.46
Park/Landscape/Maintenance II	\$20.45	\$20.45	\$20.96	\$21.49	\$22.02	\$22.57	\$23.14
Park/Landscape/Maintenance III	\$22.57	\$22.57	\$23.13	\$23.71	\$24.31	\$24.91	\$25.54
Office Assistant/Customer Service Representative A	\$17.62	\$17.62	\$18.06	\$18.51	\$18.97	\$19.45	\$19.94
Office Assistant/Customer Service Representative B	\$19.45	\$19.45	\$19.94	\$20.43	\$20.95	\$21.47	\$22.01
Account Clerk	\$20.96	\$20.96	\$21.48	\$22.02	\$22.57	\$23.14	\$23.71
Administrative Assistant/Park-Recreation Assistant A	\$21.47	\$21.47	\$22.01	\$22.56	\$23.12	\$23.70	\$24.29
Administrative Assistant/Park-Recreation Assistant B	\$23.70	\$23.70	\$24.29	\$24.90	\$25.52	\$26.16	\$26.81
Sr. Account Clerk	\$23.14	\$23.14	\$23.72	\$24.31	\$24.92	\$25.54	\$26.18
Accountant I	\$26.17	\$26.17	\$26.82	\$27.49	\$28.18	\$28.89	\$29.61
(con't from Accountant I above)	\$28.89	\$28.89	\$29.61	\$30.35	\$31.11	\$31.89	\$32.69
Executive Assistant A	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
Executive Assistant B	\$29.62	\$29.62	\$30.36	\$31.12	\$31.90	\$32.69	\$33.51
Water Tech I	\$18.52	\$18.52	\$18.98	\$19.46	\$19.94	\$20.44	\$20.95
Water Tech II	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
Water Tech III	\$30.36	\$30.36	\$31.12	\$31.90	\$32.69	\$33.51	
Recreation Program Supervisor	\$26.83	\$26.83	\$27.50	\$28.19	\$28.89	\$29.62	\$30.36
(Con't from Rec Program Supervisor Above)		\$30.36	\$31.12	\$31.90	\$32.69	\$33.51	

*This table will be updated with new minimum wage rates in 2019.

- The numbers in green represent the current/existing salary rates.
- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

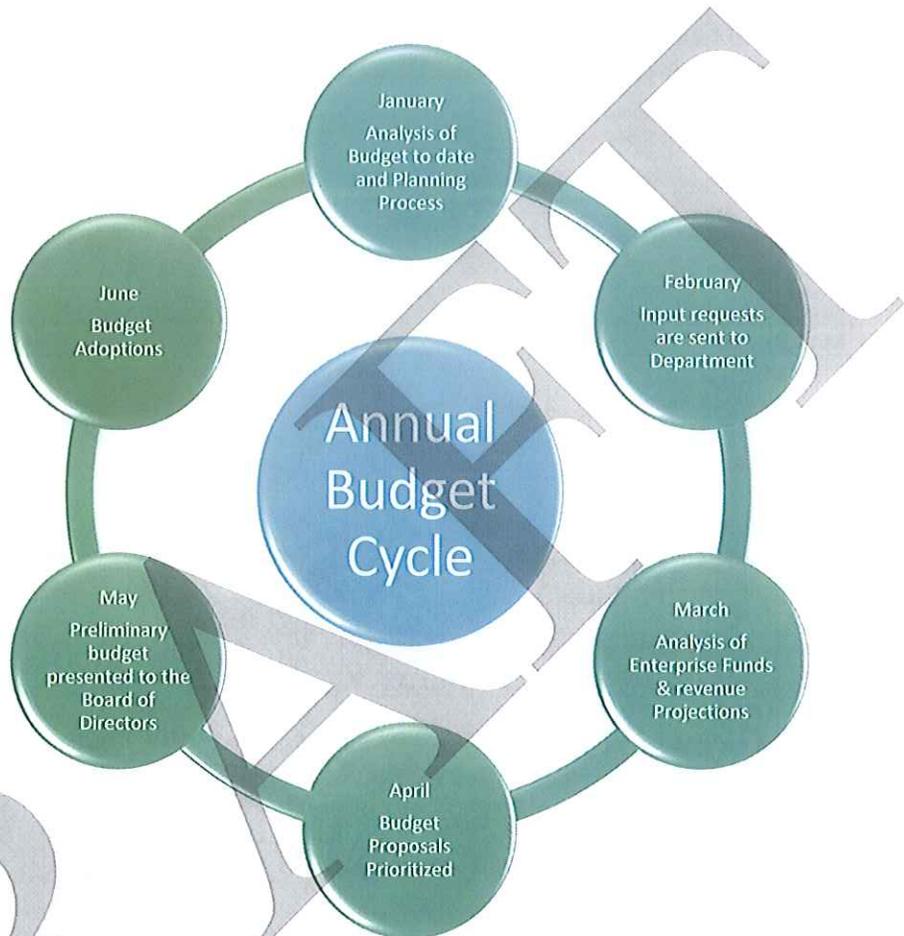
The Budget Process

Fiscal Year 2017-2019

2 Year Budget Build

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

The Districts 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: Departments heads meet with the Finance Manager to discuss their budget requests.

April: Department heads meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, compiled into the preliminary budget to bring to the Board of Director's.

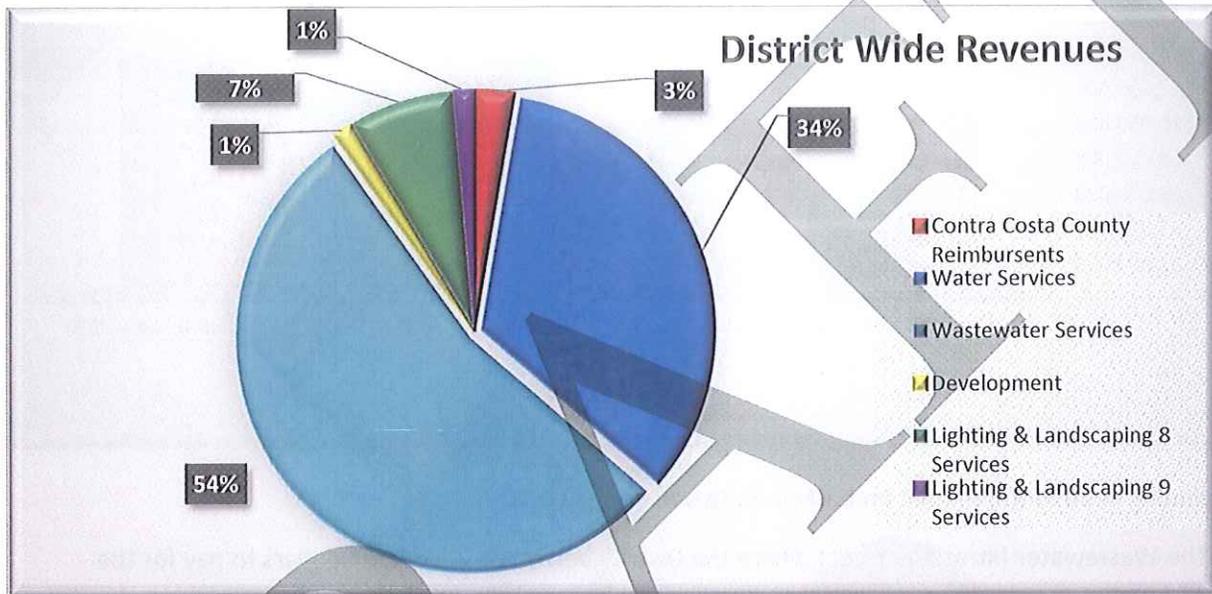
May: the preliminary budget is presented to the board of Director's requesting any comments or recommendations.

June: The final budget is presented and adopted by the Board of Director's.

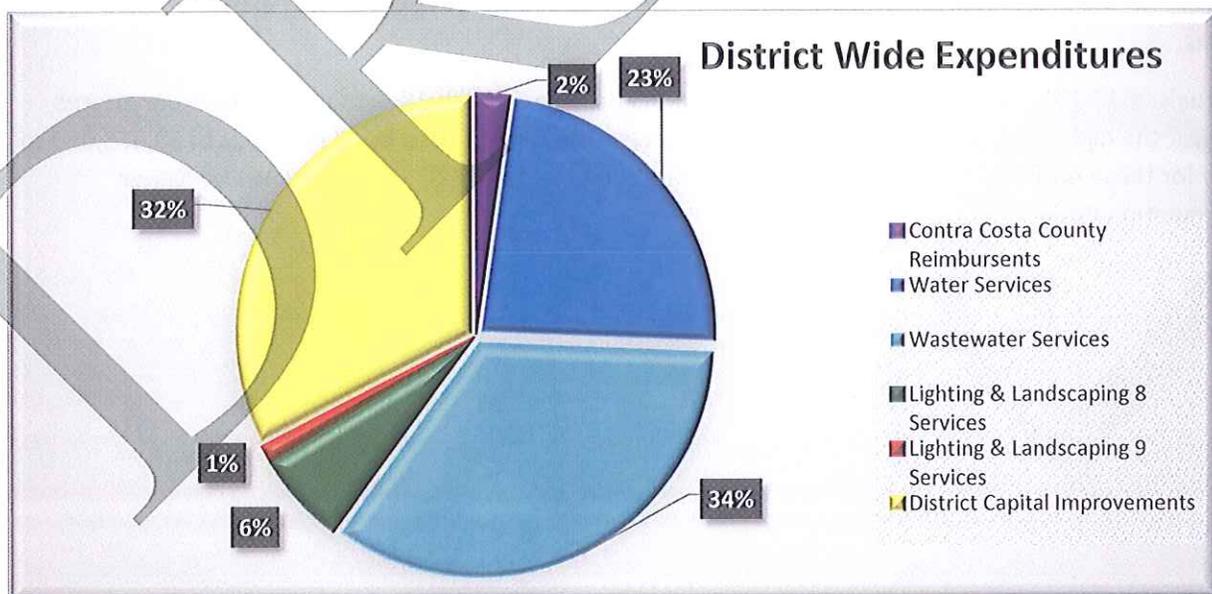
Budget Overview

The Town of Discovery Bay supports the Administration Department (which is defined as the Contra Costa County owned Special District maintained by TODB), the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2018-2019

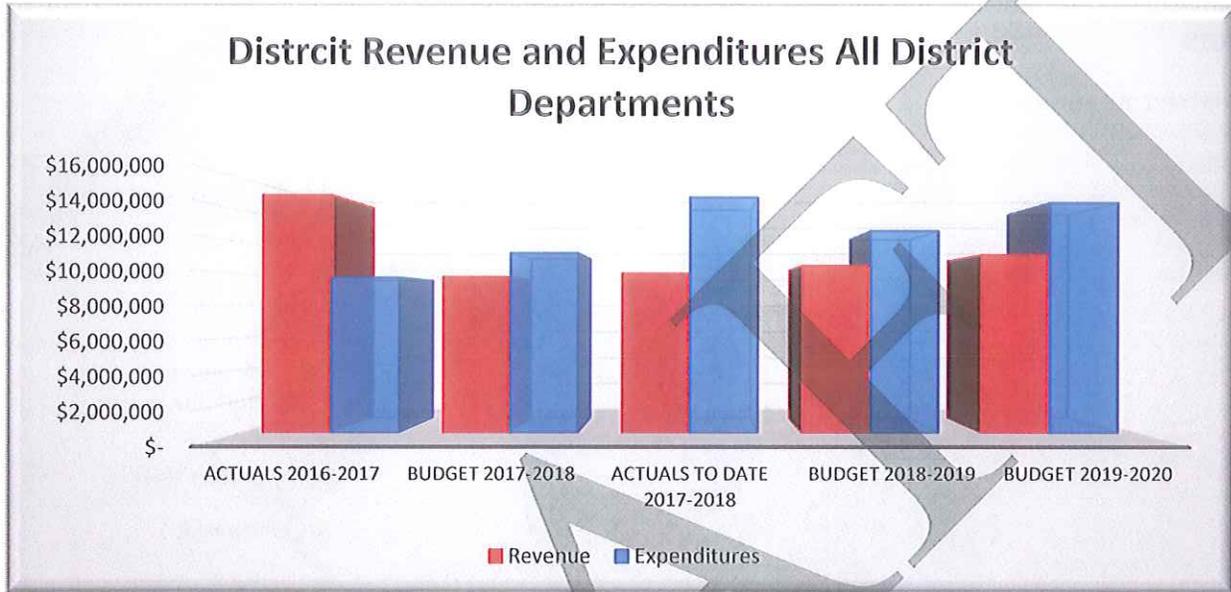
District Revenue



District Expenditures



District Wide Revenue and Expenditure Summary



Beginning in 2016 the District embarked on two major projects:

1. The Wastewater filtration project where the District borrowed 7.4 million dollars to pay for the project and;
2. The Water Meter Completion Project where the District borrowed 1.5 million dollars to assist in paying for the project. The District also used its water reserve funds to cover the balance of the project costs.

Actuals 2016-2017 reflect the receipt of bond proceeds. The 2017-2018 Actuals to Date Expenditures reflect the higher expenses due to these two projects. The District used Bond proceeds of \$8,825,000 to pay for these projects; \$7,400,000 for the Filtration Project and \$1,500,000 for the Water Meter Completion Project.

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. There are also included 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	Administration Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
10-31-5150	Payroll Reimbursement	\$0	\$146,000	\$0	\$165,000	\$165,000
10-31-5151	Vehicle Reimbursement	\$0	\$41,000	\$66,483	\$84,000	\$84,000
10-31-5177	Reimbursements	\$35,671	\$0	\$0	\$0	\$0
10-31-5226	Landscape Reimbursements	\$103,558	\$39,900	\$21,595	\$34,000	\$34,000
10-31-5243	Other	\$0	\$0	\$526	\$0	\$0
10-31-6046	Permit Fee	\$2,650	\$0	\$750	\$0	\$0
	Total	\$141,879	\$226,900	\$89,353	\$283,000	\$283,000

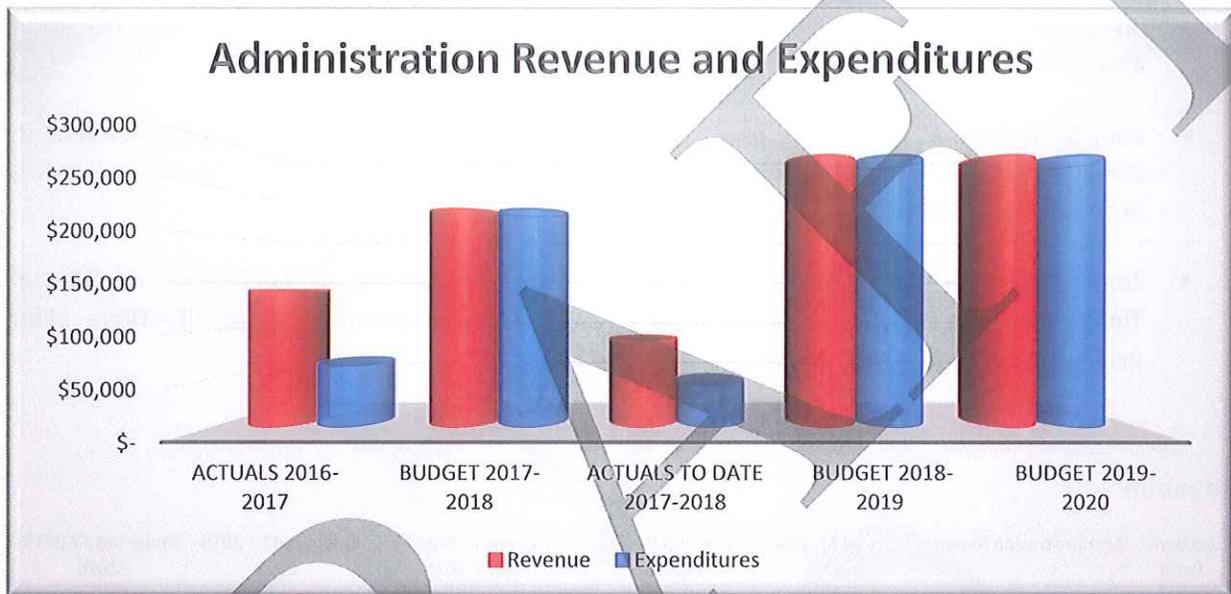
Expenditures

Account Code	Administration Expenditures	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
10-41-7000	Salary & Wages	\$0	\$146,000	\$0	\$165,000	\$165,000
10-41-7393	Vehicle & Equipment Sup & Rep	\$0	\$41,000	\$0	\$84,000	\$84,000
10-41-7529	Contra Costa County Landscape Reimbursable	\$64,077	\$39,900	\$44,370	\$34,000	\$34,000
	Total	\$64,077	\$226,900	\$44,317	\$283,000	\$283,000

Capital Improvements

There are no capital improvements plan for Zones 35, 57 and 61 in the fiscal year 2018-2019.

	Actuals 2016-2017	Budget 2017-2018	As To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$ 141,879.17	\$ 226,900.00	\$ 89,352.86	\$ 283,000.00	\$ 283,000.00
Expenditures	\$ 64,077.36	\$ 226,900.00	\$ 44,316.57	\$ 283,000.00	\$ 283,000.00
Revenues in Excess of Expenditures	\$ 77,801.81	\$ -	\$ 45,036.29	\$ -	\$ -



- Where expenditures exceed revenues, this represents the delay in the reimbursement payment from Contra Costa County Special Districts

Contra Costa County increased the budgets for the above Landscaping & Maintenance Zones over the 2017/2018 budget. This increase will only slightly assist the District in completing quality landscape care and maintenance. The District is continuing with its review of these zones and the sustainability to financially maintain them.

The Contra Costa Final Engineers Report 2018/2018 is located at this web address:

<http://www.contracosta.ca.gov/DocumentCenter/View/49878/Final-Engineers-Report-201819>

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

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-31-5100	SEC Collections Water	\$1,984,404	\$0	\$375,947	\$0	\$0
20-31-5102	SEC Collections Meter/Account Charge	\$363,758	\$1,114,000	\$977,902	\$1,249,000	\$1,401,000
20-31-6000	Water Charges	\$862,264	\$1,980,000	\$1,349,269	\$2,221,000	\$2,492,000
20-31-6086	Meter Charge	\$54,048	\$69,000	\$48,784	\$69,000	\$69,000
20-31-5163	TODB Sponsored Events	\$0	\$0	\$2,656	\$0	\$0
20-31-5177	Reimbursements	\$6,860	\$4,200	\$2,576	\$4,200	\$4,200
20-31-5179	Miscellaneous	\$13,013	\$0	\$15,826	\$0	\$0
20-31-5243	Other	\$31,511	\$1,100	\$57,296	\$1,100	\$1,100
20-31-6030	Developer Connection Fee	\$5,300	\$5,000	\$7,600	\$10,000	\$10,000
20-31-6045	Developer Capacity Fee	\$257,050	\$20,000	\$368,600	\$20,000	\$20,000
20-31-6046	Developer Permit Fee	\$0	\$5,000	\$3,050	\$5,000	\$5,000
20-31-6047	Developer Inspection Fee	\$8,480	\$5,000	\$12,160	\$5,000	\$5,000
20-31-5226	Water Meter Rental	\$4,159	\$0	\$475	\$0	\$0
20-31-5152	Borrowed Reserves	\$1,042,138	\$0	\$0	\$0	\$0
	Total	\$4,632,983	\$3,203,300	\$3,222,142	\$3,584,300	\$4,007,300

Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7000	Salary & Wages	\$293,446	\$345,000	\$262,592	\$399,000	\$439,000
20-41-7001	Overtime	\$0	\$2,000	\$0	\$2,000	\$2,000
20-41-7030	Group Insurance	\$66,507	\$46,000	\$67,936	\$100,000	\$110,000
20-41-7045	Workers Comp	\$13,302	\$22,600	\$660	\$22,000	\$22,000
20-41-7060	457 B Plan	\$9,768	\$13,000	\$7,725	\$13,000	\$13,000
20-41-7150	Temporary Employees	\$9,016	\$3,000	\$0	\$3,000	\$3,000
20-41-7165	Board of Directors Compensation	\$12,006	\$16,560	\$7,866	\$16,560	\$16,560
20-41-7181	Travel & Meetings - BOD	\$1,198	\$2,400	\$2,291	\$2,400	\$2,400
20-41-7182	Travel	\$1,575	\$3,200	\$2,217	\$3,200	\$3,200
20-41-7196	Training & Education - BOD	\$540	\$800	\$1,252	\$800	\$800
20-41-7197	Train, Meet & Education	\$653	\$5,200	\$1,834	\$6,000	\$6,000
20-41-7210	Dues & Subscriptions	\$0	\$1,060	\$0	\$1,060	\$1,060
20-41-7225	Memberships	\$5,628	\$7,200	\$5,652	\$7,200	\$7,200
20-41-7255	TODB Sponsored Events	\$0	\$2,400	\$0	\$2,400	\$2,400
20-41-7271	Consulting Services	\$99,983	\$318,000	\$79,449	\$107,000	\$107,000

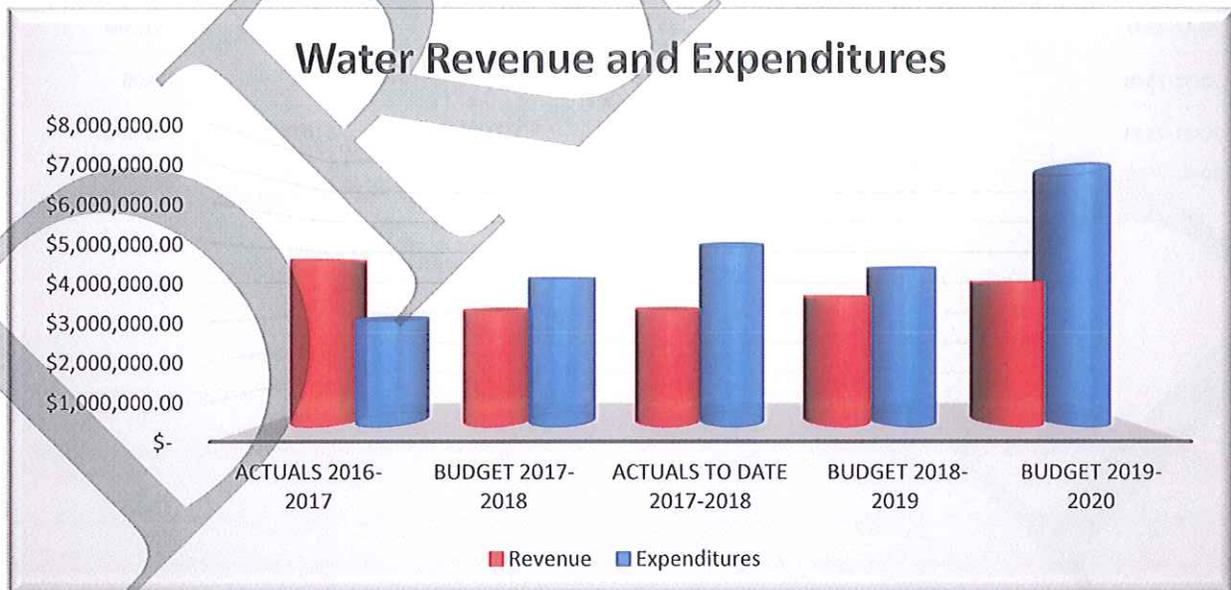
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7272	Water Service Contract	\$615,001	\$636,540	\$528,666	\$636,540	\$655,700
20-41-7275	Preventative & Corrective	\$20,299	\$42,800	\$18,014	\$42,800	\$42,800
20-41-7276	Contract Mailing	\$12,799	\$15,000	\$22,084	\$39,000	\$39,000
20-41-7277	Veolia W Large Replacement	\$18,845	\$40,000	\$8,508	\$40,000	\$40,000
20-41-7286	Legal - General	\$58,910	\$32,000	\$39,332	\$32,000	\$32,000
20-41-7288	Legal - Litigation	\$8,036	\$30,000	\$8,800	\$30,000	\$30,000
20-41-7301	Annual Audit Services	\$11,710	\$16,500	\$835	\$16,500	\$16,500
20-41-7316	Election Expense	\$2,830	\$0	\$0	\$4,000	\$0
20-41-7317	Advertising	\$1,347	\$2,000	\$3,057	\$2,000	\$2,000
20-41-7318	Public Relations	\$5,467	\$6,000	\$5,582	\$6,000	\$6,000
20-41-7319	Internet Website	\$540	\$4,800	\$3,520	\$4,800	\$4,800
20-41-7345	Public Communications and Notices	\$447	\$2,400	\$1,947	\$2,400	\$2,400
20-41-7361	Telephone - general	\$4,918	\$8,400	\$3,936	\$8,400	\$8,400
20-41-7362	Telecom - networking	\$5,483	\$1,080	\$3,890	\$1,080	\$1,080
20-41-7363	Telephone - cellular	\$3,303	\$2,800	\$2,996	\$5,000	\$5,000
20-41-7376	Road/Construction Materials	\$26,829	\$4,500	\$9,735	\$10,000	\$10,000
20-41-7391	Diesel Fuel	\$1,904	\$1,500	\$0	\$1,500	\$1,500
20-41-7392	Vehicle & Equipment - Fuel	\$4,261	\$6,500	\$4,406	\$6,500	\$6,500
20-41-7393	Vehicle & Equipment Sup & Rep	\$1,680	\$4,400	\$5,366	\$4,400	\$4,400
20-41-7404	Water Meter and Registers	\$66,788	\$25,000	\$91,736	\$93,000	\$93,000
20-41-7405	General Repairs - Pumps	\$0	\$30,000	\$0	\$30,000	\$30,000
20-41-7406	General Repairs	\$375,421	\$350,000	\$275,384	\$350,000	\$350,000
20-41-7407	Testing	\$0	\$15,000	\$0	\$0	\$0
20-41-7408	Special Equipment	\$95	\$1,200	\$555	\$1,200	\$1,200
20-41-7409	Info System - Maintenance	\$9,547	\$10,000	\$6,308	\$10,000	\$10,000
20-41-7410	Equipment Maintenance	\$2,069	\$3,600	\$2,044	\$3,600	\$3,600
20-41-7411	Software Hosting	\$14,987	\$12,000	\$12,384	\$12,000	\$12,000
20-41-7412	Computer Equipment & Supplies	\$3,741	\$2,400	\$2,419	\$2,400	\$2,400
20-41-7413	Miscellaneous Small Tools	\$772	\$2,000	\$1,058	\$2,000	\$2,000
20-41-7414	Equipment Repair	\$0	\$400	\$0	\$400	\$400
20-41-7415	Computer Software	\$302	\$4,000	\$404	\$4,000	\$4,000
20-41-7417	Instrument & Controls	\$0	\$0	\$0	\$12,500	\$12,500
20-41-7423	Office Furniture	\$917	\$0	\$67	\$0	\$0
20-41-7424	Postage	\$847	\$1,000	\$824	\$1,000	\$1,000
20-41-7425	Office Supplies	\$7,983	\$4,400	\$5,521	\$4,400	\$4,400
20-41-7437	Rent Public Meetings	\$0	\$200	\$0	\$200	\$200
20-41-7438	Building Rent	\$12,000	\$13,000	\$13,200	\$13,200	\$13,200
20-41-7439	Equipment Rental/Leasing	\$585	\$2,000	\$257	\$2,000	\$2,000
20-41-7440	Facility Maintenance - Landscape	\$73	\$1,600	\$0	\$1,600	\$1,600

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-41-7441	Building Maintenance	\$11,319	\$6,000	\$4,425	\$6,000	\$6,000
20-41-7451	Insurance - Liability	\$21,674	\$24,200	\$2,065	\$24,200	\$24,200
20-41-7453	Insurance - Property	\$35	\$13,200	\$0	\$13,200	\$13,200
20-41-7466	Permits & Fees	\$30,239	\$16,000	\$25,103	\$16,000	\$16,000
20-41-7469	Personal Protective Equipment	\$547	\$680	\$828	\$680	\$680
20-41-7470	Safety Equipment & Supplies	\$1,087	\$1,400	\$448	\$1,400	\$1,400
20-41-7481	Utilities/Electrical Cost	\$372,412	\$320,000	\$372,370	\$400,000	\$420,000
20-41-7483	Utilities/Waste Cost	\$219	\$0	\$509	\$0	\$0
20-41-7495	Chemicals	\$14,661	\$20,000	\$23,670	\$25,000	\$26,000
20-41-7510	Freight	\$0	\$800	\$0	\$800	\$800
20-41-7511	UPS/Courier	\$0	\$320	\$608	\$320	\$320
20-41-7526	Miscellaneous Bank Charges	\$7,226	\$4,000	\$11,503	\$12,000	\$12,000
20-41-7527	Miscellaneous Services & Supplies	\$1,358	\$1,200	\$876	\$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	\$752	\$5,000	\$429	\$5,000	\$5,000
20-41-7534	Special Expense	\$956	\$2,000	\$645	\$2,000	\$2,000
20-41-7535	Credit Memo	\$0	\$5,000	\$0	\$5,000	\$5,000
20-41-7537	Debt Service	\$88,498	\$292,127	\$153,474	\$257,904	\$257,904
20-41-7542	Taxes & Assessments	\$0	\$400	\$0	\$400	\$400
20-41-7544	Reimbursement for County Admin	\$0	\$0	\$368	\$0	\$0
20-41-7545	Revenue Collection	\$2,197	\$2,400	\$1,083	\$2,400	\$2,400
20-41-7546	Investment Fee	\$0	\$0	\$0	\$0	\$0
20-41-7547	Payroll/Wire Transfer Fee	\$208	\$1,040	\$205	\$1,040	\$1,040
20-41-7548	Accounting (A/P, A/R, GL)	\$0	\$800	\$0	\$800	\$800
20-41-7549	Public Works - Permits	\$6,834	\$10,000	\$19,505	\$10,000	\$10,000
20-41-7550	Property Taxes	\$150	\$1,200	\$2,961	\$1,200	\$1,200
	Total	\$2,374,724	\$2,854,607	\$2,143,382	\$2,911,984	\$2,998,144

Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
20-1160	Water Capital Improvements & Structure Replacement	\$317,611	\$925,000	\$2,680,496	\$1,237,173	\$3,933,324
20-1100	Equipment	\$3,717	\$81,000	\$0	\$20,000	\$100,000
20-1120	Vehicle	\$0	\$14,000	\$13,830	\$0	\$0
20-1180-49	Water Infrastructure Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
20-1180-48	Booster Pump Infrastructure Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
20-1180-50	Facility Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180	Vehicle Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
20-1180-67	Generator Infrastructure Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Total	\$571,328	\$1,270,000	\$2,944,325	\$1,507,173	\$4,283,324

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$ 4,632,982.92	\$ 3,203,300.00	\$ 3,222,142.16	\$ 3,584,300.00	\$ 4,007,300.00
Expenditures	\$ 2,946,051.79	\$ 4,124,607.00	\$ 5,087,707.70	\$ 4,419,157.00	\$ 7,281,468.00
Revenues over Expenditures	\$ 1,686,931.13	\$ (921,307.00)	\$ (1,865,565.54)	\$ (834,857.00)	\$ (3,274,168.00)



Beginning in January 2017 the Water Services Department started the Water Meter Completion Project with an estimated budget of \$3.111M. The District hired Luhdorff & Scalamanini Contract Engineers to write the Bid document and to act as the project manager for the duration of the project. This project was partially funded by bond monies, of \$1.5M with the balance of the project paid out of the water reserve fund \$1.629M. This project is the primary cause for the overage of expenditures in the water department for fiscal years 2017 through 2018. Now complete, the District installed 3,496 meters with a total project cost of \$3,129,108.

In fiscal year 2018/2019, the district will begin new Capital Improvement Projects. The design and site acquisition for a new well named Well #8, and the reconstruction of two existing wells Well #2 and Well #4A. The estimated cost of these projects is \$547K. The District must also complete a Water Meter Cross Connection Survey. District Staff and the Board of Directors will continue to discuss and plan to fund Well #8 in fiscal year 2019/2020.

Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Water Reserves	\$1,677,759	\$48,651	\$48,651	\$48,651	\$48,651
Infrastructure Replacement	Booster Pump Replacement Fund	\$115,068	\$135,068	\$155,068	\$175,068	\$195,068
Infrastructure Replacement	W Infrastructure Replacement Fund	\$812,290	\$218,728	\$418,728	\$618,728	\$818,728
Infrastructure Replacement	Generators Replacement Fund	\$49,200	\$59,200	\$69,200	\$79,200	\$89,200
Infrastructure Replacement	Facility & Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Water Pipe Distribution Replacement Fund	\$184,000	\$537,000	\$1,032,000	\$1,032,000	\$1,032,000
	Total	\$2,950,317	\$1,130,647	\$1,875,647	\$2,125,647	\$2,375,647

Developer Fees

Account Code	Restricted Account	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees	\$1,034,016	\$1,407,466	\$1,437,466	\$1,467,466	\$1,497,466
	Total	\$1,034,016	\$1,407,466	\$1,437,466	\$1,467,466	\$1,497,466

The District maintains a water reserve. This reserve has been established for emergency use or project spend for the water utility system. In addition to the water reserve in 2011, the District created an infrastructure replacement program. These funds are for the future replacements or improvements of the water infrastructure system including, wells, pipes, tanks, pumps motors, vehicles, meters, readers and generator replacements. The board has authorized the use of these funds for infrastructure needs. In 2017 it was approved the use the reserve funds and the infrastructure replacement funds to assist the District with paying for the Water Meter Completion Project and any infrastructure improvements along the way that the project had exposed. The project was completed in December 2017 with project costs totaling \$3,129,107 and infrastructure repairs totaling \$793,562.

The Developer Fees are acquired when new home construction permits are pulled. These fees are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

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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	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												
Parcel Size (Square Feet/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	\$39.54								
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	\$31.66		\$42.15		\$49.68		\$55.50		\$62.04		\$69.37	
3 Inch Meter	\$63.01		\$83.29		\$98.34		\$109.99		\$123.06		\$137.72	
4 Inch Meter	\$99.86		\$129.58		\$153.09		\$174.30		\$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		\$18.82		\$21.07	
1 Inch Meter	\$3.02		\$13.08		\$15.29		\$17.00		\$18.82		\$21.07	
1 1/2 Inch Meter	\$6.04		\$25.16		\$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		\$121.66		\$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		\$1,800		\$1,799		\$2,015		\$2,257		\$2,528

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

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 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-31-5101	SEC Collections Wastewater	\$4,758,988	\$5,283,000	\$5,200,338	\$5,499,000	\$5,724,000
21-31-5163	TODB Sponsored Events	\$0	\$0	\$10,623	\$0	\$0
21-31-5152	Reimbursement of Borrowed Reserves	\$4,002,338	\$0	\$0	\$0	\$0
21-31-6015	Commercial Sewer Charges	\$119,126	\$141,000	\$109,226	\$147,000	\$153,000
21-31-5177	Reimbursements	\$100	\$6,300	\$215	\$6,300	\$6,300
21-31-5179	Miscellaneous	\$11,740	\$0	\$965	\$0	\$0
21-31-5243	Other	\$12,080	\$1,100	\$118,953	\$1,100	\$1,000
21-31-6030	Developer Connection Fee	\$5,300	\$5,000	\$7,600	\$10,000	\$10,000
21-31-6045	Developer Capacity Fee	\$298,461	\$80,000	\$402,126	\$65,000	\$65,000
21-31-6046	Developer Permit Fee	\$0	\$8,000	\$0	\$8,000	\$8,000
21-31-6047	Developer Inspection Fee	\$8,480	\$5,000	\$12,160	\$5,000	\$5,000
	Total	\$9,216,613	\$5,529,400	\$5,862,207	\$5,741,400	\$5,972,300

Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7000	Salary & Wages	\$364,451	\$360,000	\$308,846	\$424,000	\$466,000
21-41-7001	Overtime	\$0	\$3,000	\$0	\$3,000	\$3,000
21-41-7030	Group Insurance	\$99,252	\$69,000	\$101,904	\$149,000	\$164,000
21-41-7045	Workers Comp	\$19,953	\$30,000	\$990	\$30,000	\$30,000
21-41-7060	457 B Plan	\$15,161	\$18,540	\$11,587	\$19,000	\$19,000
21-41-7150	Temporary Employees	\$7,057	\$5,000	\$0	\$5,000	\$5,000
21-41-7165	Board of Directors Compensation	\$18,009	\$24,840	\$11,799	\$24,840	\$24,840
21-41-7181	Travel & Meetings - BOD	\$1,887	\$3,600	\$3,326	\$3,600	\$3,600
21-41-7182	Travel	\$2,015	\$4,800	\$1,963	\$4,800	\$4,800
21-41-7196	Training & Education - BOD	\$810	\$1,200	\$1,878	\$1,200	\$1,200
21-41-7197	Train, Meet & Education	\$980	\$7,800	\$1,400	\$8,000	\$8,000
21-41-7210	Dues & Subscriptions	\$0	\$1,590	\$140	\$1,590	\$1,590
21-41-7225	Memberships	\$6,437	\$7,200	\$7,898	\$7,200	\$7,200
21-41-7255	TODB Sponsored Events	\$0	\$3,600	\$5,623	\$3,600	\$3,600

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7270	Environmental Studies	\$4,651	\$0	\$0	\$0	\$0
21-41-7271	Consulting Services	\$94,967	\$190,000	\$36,275	\$102,000	\$120,000
21-41-7272	Wastewater Service Contract	\$922,502	\$955,000	\$792,999	\$983,000	\$1,012,500
21-41-7275	Preventative & Corrective	\$67,177	\$64,200	\$40,605	\$64,200	\$64,200
21-41-7277	Veolia WW Large Replacement	\$73,445	\$60,000	\$22,736	\$60,000	\$60,000
21-41-7286	Legal - General	\$79,709	\$73,000	\$38,549	\$73,000	\$73,000
21-41-7288	Legal - Litigation	\$12,053	\$45,000	\$13,200	\$45,000	\$45,000
21-41-7301	Annual Audit Services	\$17,565	\$20,000	\$1,253	\$20,000	\$20,000
21-41-7316	Election Expense	\$4,245	\$0	\$0	\$5,000	\$0
21-41-7317	Advertising	\$1,347	\$3,000	\$3,857	\$3,000	\$3,000
21-41-7319	Internet Website	\$810	\$7,200	\$5,280	\$600	\$600
21-41-7345	Public Communications and Notices	\$64	\$3,600	\$0	\$3,600	\$3,600
21-41-7361	Telephone - general	\$12,892	\$15,000	\$11,413	\$15,000	\$15,000
21-41-7362	Telecom - networking	\$10,682	\$15,000	\$7,795	\$15,000	\$15,000
21-41-7363	Telephone - cellular	\$3,569	\$4,200	\$2,675	\$6,000	\$6,000
21-41-7376	Road/Construction Materials	\$941	\$1,800	\$0	\$1,800	\$1,800
21-41-7391	Diesel Fuel	\$2,857	\$5,000	\$0	\$5,000	\$5,000
21-41-7392	Vehicle & Equipment - Fuel	\$3,039	\$6,000	\$2,692	\$6,000	\$6,000
21-41-7393	Vehicle & Equipment Sup & Rep	\$13,950	\$6,000	\$24,716	\$6,000	\$6,000
21-41-7405	General Repairs - Pumps	\$19,775	\$30,000	\$1,751	\$30,000	\$30,000
21-41-7406	General Repairs	\$26,662	\$100,000	\$28,279	\$100,000	\$100,000
21-41-7407	NTR/SIP Testing - RWQCB	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7408	Special Equipment	\$106	\$3,000	\$7	\$3,000	\$3,000
21-41-7409	Info System - Maintenance	\$13,908	\$15,000	\$9,535	\$15,000	\$15,000
21-41-7410	Equipment Maintenance	\$2,754	\$5,400	\$2,616	\$5,400	\$5,400
21-41-7411	Software Hosting	\$12,627	\$6,000	\$4,763	\$6,000	\$6,000
21-41-7412	Computer Equipment & Supplies	\$4,583	\$3,600	\$2,199	\$3,600	\$3,600
21-41-7413	Miscellaneous Small Tools	\$187	\$3,000	\$2,108	\$3,000	\$3,000
21-41-7414	Equipment Repair	\$0	\$600	\$0	\$600	\$600
21-41-7415	Computer Software	\$550	\$6,000	\$626	\$6,000	\$6,000
21-41-7416	UV Parts	\$0	\$50,000	\$21,799	\$50,000	\$50,000
21-41-7417	Instrument & Controls	\$0	\$50,000	\$0	\$47,000	\$47,000
21-41-7422	Minor Equipment/Furniture	\$1,375	\$0	\$0	\$0	\$0
21-41-7424	Postage	\$1,239	\$1,500	\$1,025	\$1,500	\$1,500
21-41-7425	Office Supplies	\$8,837	\$6,000	\$5,990	\$6,000	\$6,000
21-41-7437	Rent Public Meetings	\$0	\$300	\$0	\$300	\$300
21-41-7438	Building Rent	\$18,000	\$20,000	\$19,800	\$19,800	\$19,800
21-41-7439	Equipment Rental/Leasing	\$877	\$3,000	\$386	\$3,000	\$3,000

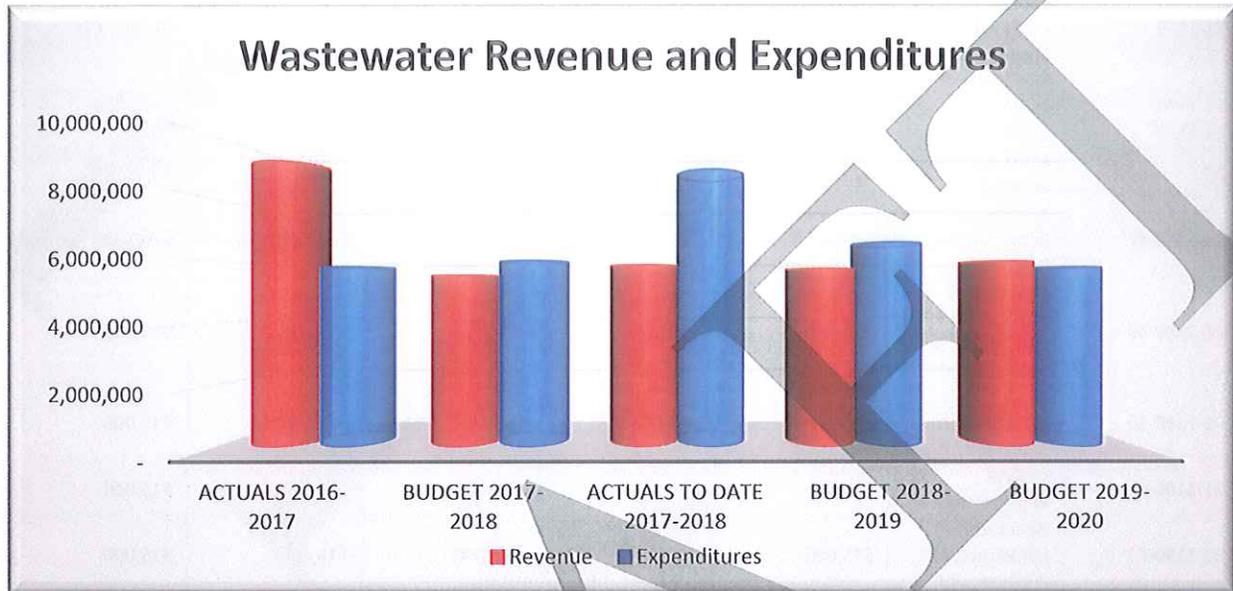
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-41-7440	Facility Maintenance - Landscape	(\$14,962)	\$2,400	\$0	\$2,400	\$2,400
21-41-7441	Building Maintenance	\$6,219	\$12,000	\$6,878	\$12,000	\$12,000
21-41-7451	Insurance - Liability	\$49,056	\$30,300	\$570	\$30,300	\$30,300
21-41-7453	Insurance - Property	\$52	\$18,480	\$0	\$18,480	\$18,480
21-41-7466	Permits & Fees	\$40,413	\$36,000	\$32,286	\$36,000	\$36,000
21-41-7467	Special Expense	\$0	\$0	\$0	\$0	\$0
21-41-7468	NPDES Permits & Fines	\$180,828	\$0	\$0	\$70,000	\$10,000
21-41-7469	Personal Protective Equipment	\$1,246	\$1,020	\$381	\$1,020	\$1,020
21-41-7470	Safety Equipment & Supplies	\$1,463	\$3,000	\$441	\$3,000	\$3,000
21-41-7481	Utilities/Electrical Cost	\$434,055	\$480,000	\$399,651	\$500,000	\$525,000
21-41-7483	Utilities/Waste Cost	\$328	\$4,000	\$948	\$4,000	\$4,000
21-41-7495	Chemicals	\$15,064	\$20,000	\$24,146	\$30,000	\$31,000
21-41-7510	Freight	\$0	\$1,000	\$0	\$1,000	\$1,000
21-41-7511	UPS/Courier	\$0	\$480	\$0	\$0	\$0
21-41-7526	Miscellaneous Bank Charges	\$3	\$4,000	\$91	\$4,000	\$4,000
21-41-7527	Miscellaneous Services & Supplies	\$1,274	\$4,500	\$1,123	\$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
21-41-7532	Miscellaneous	\$0	\$2,000	\$0	\$2,000	\$2,000
21-41-7533	Bad Debt	\$0	\$5,000	\$0	\$5,000	\$5,000
21-41-7534	Special Expense	\$1,493	\$3,000	\$1,662	\$3,000	\$3,000
21-41-7535	Credit Memo	\$0	\$5,000	\$0	\$2,000	\$2,000
21-41-7536	Operating Transfer Out	\$0	\$0	\$0	\$0	\$0
21-41-7537	Debt Service	\$739,107	\$1,097,732	\$1,096,058	\$1,101,028	\$1,101,028
21-41-7542	Taxes & Assessments	\$0	\$17,000	\$0	\$17,000	\$17,000
21-41-7544	Reimbursement for County Admin	\$0	\$0	\$552	\$0	\$0
21-41-7545	Revenue Collection	\$3,823	\$3,600	\$4,986	\$5,000	\$5,000
21-41-7547	Payroll Wire Transfer Fee	\$312	\$1,560	\$308	\$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	\$0	\$2,000	\$2,000
21-41-7550	Property Taxes	\$11,483	\$8,500	\$15,466	\$8,500	\$8,500
21-41-7587	Developer Deposit Reimbursement	\$0	\$0	\$0	\$0	\$0
	Total	\$3,445,216	\$4,087,942	\$3,148,010	\$4,270,818	\$4,336,318

Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
21-1155	Wastewater Capital Improvements & Structure Replacement	\$2,084,316	\$1,533,000	\$5,258,804	\$2,014,000	\$1,025,000
21-1100	Equipment	\$5,575	\$84,000	\$0	\$30,000	\$150,000
21-1120	Vehicle	\$0	\$21,000	\$20,744	\$0	\$0
800	PG&E Funded Projects	\$0	\$0	\$229,089	\$0	\$0
21-1180-47	Wastewater Infrastructure Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
21-1180-48	Collection & Pumps Infrastructure Replacement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
21-1180-50	Facility Infrastructure Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
21-1180-	Vehicle Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
21-1180-67	Generator Infrastructure Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Total	\$2,364,892	\$1,913,000	\$5,783,638	\$2,319,000	\$1,450,000

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	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	9,216,613	5,529,400	5,862,207	5,741,400	5,972,300
Expenditures	5,810,108	6,000,942	8,931,647	6,589,818	5,786,318
Revenues over Expenditures	3,406,505	(471,542)	(3,069,440)	(848,418)	185,982



In December of 2017, the District completed the Title 22 Filtration Project. This project added tertiary filtration and UV upgrades to the District's Wastewater Plant 2. The National Pollution Discharge Elimination Systems (NPDES) permit that governs all wastewater activities for the District was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In the renewal, the RWQCB required the District to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with the CCR Title 22 unrestricted reuse. The facilities were obligatory to be constructed and operational by December 31, 2017, discharge limits have lowered. This project is listed in the Wastewater Rate Study and provides the necessary cash flow to pay the debt service of the bond. The project budget was \$7.4M, and in April 2017, the bond financing was finalized to fund the Filtration Project. The above table and graph show the actuals to date and the overage of expenses about this project. The District is utilizing the bond funds to reimburse the costs paid by reserves and to pay for costs that carried into FY 2017/2018. This total cost of the project is \$7,305,161, and the remainder of the bond funds will be used to finish resurfacing the pavement around the new structure.

Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
Infrastructure Replacement	Collection Pumps & Motors Replacement Fund	\$172,602	\$202,602	\$232,602	\$262,602	\$292,602
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$1,150,000	\$1,350,000	\$1,550,000	\$1,750,000	\$1,950,000
Infrastructure Replacement	Generators Replacement Fund	\$74,029	\$89,029	\$104,029	\$119,029	\$134,029
Infrastructure Replacement	Facility Infrastructure Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	Vehicle Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
	Total	\$4,081,269	\$4,356,269	\$4,631,269	\$4,906,269	\$5,181,269

Developer Fees

Account Code	Restricted Account	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees	\$2,124,236	\$2,434,742	\$2,494,742	\$2,554,742	\$2,614,742
	Total	\$2,124,236	\$2,434,742	\$2,494,742	\$2,554,742	\$2,614,742

The District maintains a wastewater reserve. This reserve has been established for emergency use or project spend for the wastewater utility system. In addition to the wastewater reserve in 2011, the District developed an infrastructure replacement program. These funds are saved for the future replacements or improvements of the wastewater infrastructure system including, pipes, chemical tanks, pumps, motors, vehicles, and generator replacements.

The Developer Fees are acquired when new home construction permits are pulled. These fees are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

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.toddb.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	\$915.69	\$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		\$4.953		\$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

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

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone #8 District.

Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-31-5106	Current Secured Property Tax	\$609,107	\$616,220	\$603,521	\$644,137	\$663,461
40-31-5107	Supplemental Property Tax	\$159	\$0	\$0	\$0	\$0
40-31-5108	Unitary Property Tax	\$2,590	\$0	\$0	\$0	\$0
40-31-5111	Current Unsecure Property Tax	\$15,913	\$0	\$0	\$0	\$0
40-31-5117	Other Tax	\$4,768	\$0	\$0	\$0	\$0
40-31-5151	Landscape Related Reimbursable	\$0	\$6,000	\$0	\$6,000	\$6,000
40-31-5177	Reimbursements	\$2,363	\$0	\$570	\$0	\$0
40-31-5226	CCC Vehicle Reimbursement	\$48,678	\$8,207	\$0	\$14,200	\$14,200
	Total	\$683,579	\$630,427	\$604,091	\$664,337	\$683,661

Expenditures

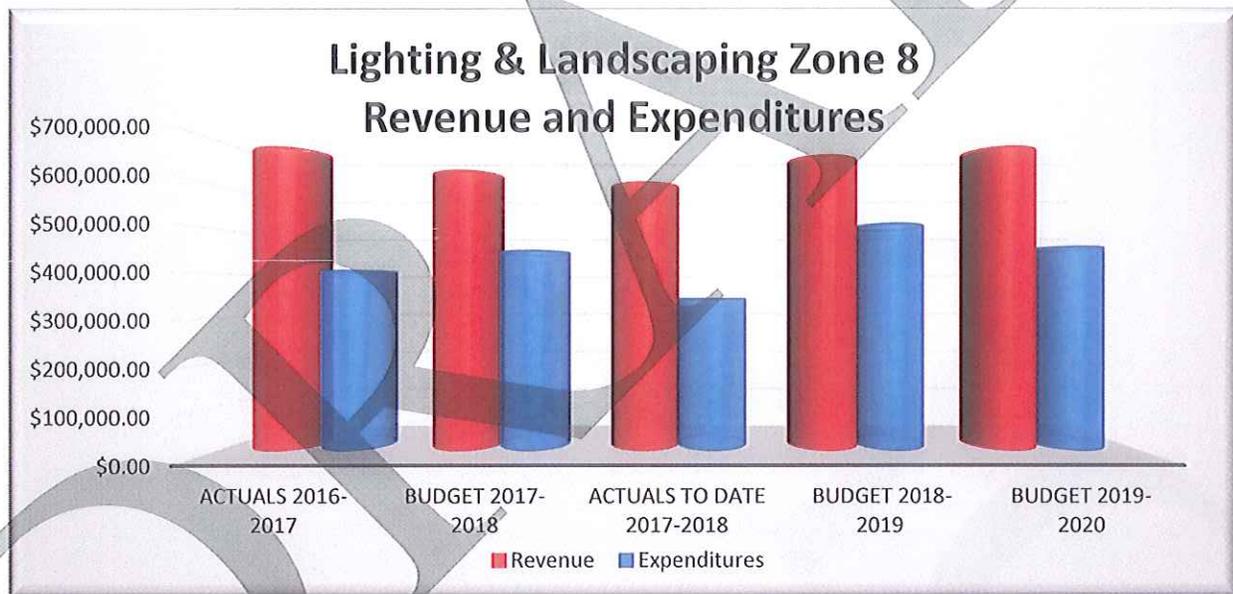
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-7000	Salary & Wages	\$151,808	\$148,000	\$120,366	\$160,000	\$168,000
40-41-7182	Travel	\$16	\$1,000	\$0	\$1,000	\$1,000
40-41-7197	Train, Meet & Education	\$6,489	\$1,500	\$2,425	\$1,500	\$1,500
40-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
40-41-7225	Memberships	\$0	\$525	\$60	\$525	\$525
40-41-7271	Consulting Services	(\$694)	\$0	\$95	\$0	\$0
40-41-7286	Legal - General	\$315	\$1,000	\$2,033	\$1,000	\$1,000
40-41-7301	Annual Audit Services	\$2,200	\$2,220	\$0	\$2,200	\$2,200
40-41-7317	Advertising	\$0	\$50	\$0	\$50	\$50
40-41-7361	Telephone - general	\$0	\$1,125	\$0	\$1,125	\$1,125
40-41-7362	Telecom - networking	\$1,501	\$900	\$1,536	\$900	\$900
40-41-7363	Telephone - cellular	\$1,474	\$2,000	\$1,341	\$2,000	\$2,000
40-41-7376	Road/Construction Materials	\$0	\$500	\$0	\$500	\$500
40-41-7392	Vehicle & Equipment - Fuel	\$3,944	\$4,000	\$4,313	\$4,000	\$4,000
40-41-7393	Vehicle & Equipment Sup & Rep	\$327	\$2,000	\$1,702	\$2,000	\$2,000
40-41-7406	General Repairs	\$0	\$0	\$0	\$0	\$0
40-41-7408	Special Equipment	\$0	\$0	\$0	\$0	\$0
40-41-7409	Info System - Maintenance	\$432	\$800	\$114	\$800	\$800

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-7410	Equipment Maintenance	\$3,384	\$4,500	\$663	\$3,000	\$3,000
40-41-7411	Software Hosting	\$0	\$0	\$0	\$0	\$0
40-41-7412	Computer Equipment & Supplies	\$0	\$150	\$0	\$150	\$150
40-41-7413	Miscellaneous Small Tools	\$1,261	\$1,500	\$1,656	\$3,000	\$3,000
40-41-7414	Equipment Repair	\$26	\$750	\$883	\$750	\$750
40-41-7415	Computer Software	\$0	\$0	\$0	\$0	\$0
40-41-7421	Cleaning Supplies	\$30	\$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	\$929	\$1,200	\$537	\$1,200	\$1,200
40-41-7438	Building Rent	\$7,800	\$9,000	\$2,600	\$9,000	\$9,000
40-41-7439	Equipment Rental/Leasing	\$83	\$2,000	\$38	\$2,000	\$2,000
40-41-7440	Facility Maintenance - Landscape	\$42,510	\$50,000	\$31,335	\$50,000	\$50,000
40-41-7441	Building Maintenance	\$10,607	\$6,000	\$14,905	\$8,000	\$8,000
40-41-7451	Insurance - Liability	\$6,742	\$1,700	\$0	\$1,700	\$1,700
40-41-7453	Insurance - Property	\$0	\$0	\$0	\$0	\$0
40-41-7466	Permits & Fees	\$0	\$0	\$0	\$0	\$0
40-41-7469	Personal Protective Equipment	\$4,099	\$3,000	\$4,406	\$3,000	\$3,000
40-41-7470	Safety Equipment & Supplies	\$188	\$0	\$0	\$0	\$0
40-41-7481	Utilities/Electrical Cost	\$101,460	\$80,000	\$79,728	\$80,000	\$80,000
40-41-7482	Utilities/Water Cost	\$33,061	\$35,000	\$35,519	\$35,000	\$35,000
40-41-7483	Utilities/Waste Cost	\$10,899	\$5,000	\$4,894	\$5,000	\$5,000
40-41-7526	Miscellaneous Bank Charges	\$867	\$0	\$1,972	\$0	\$0
40-41-7527	Miscellaneous Services & Supplies	\$4	\$2,000	\$245	\$2,000	\$2,000
40-41-7534	Special Expense	\$428	\$1,000	\$0	\$1,000	\$1,000
40-41-7542	Taxes & Assessments	\$2,051	\$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	\$11,066	\$500	\$1,176	\$500	\$500
40-41-7545	Revenue Collection	\$0	\$2,000	\$5,404	\$2,000	\$2,000
40-41-7548	Accounting (A/P, A/R, GL)	\$49	\$0	\$2,256	\$0	\$0
40-41-7549	Public Works - Permits	\$0	\$500	\$0	\$500	\$500
40-41-7550	Property Taxes	\$938	\$2,000	\$911	\$2,000	\$2,000
40-41-7551	CCC DB Sign Replacement	\$0	\$0	\$18,800	\$5,000	\$5,000
	Total	\$406,290	\$377,220	\$341,912	\$396,200	\$404,200

Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-1135	Building & Improvements	\$0	\$0	\$0	\$0	\$0
40-1155	Parks	\$0	\$0	\$0	\$0	\$0
40-1160	Streetscapes	\$0	\$2,500	\$0	\$100,000	\$0
40-1100	Equipment	\$0	\$36,000	\$0	\$15,000	\$20,000
40-1180	Light Pole Replacement Fund	\$0	\$30,000	\$0	\$0	\$30,000
40-1180	Vehicle Replacement Fund	\$0	\$5,000	\$0	\$0	\$5,000
	Total	\$0	\$73,500	\$0	\$115,000	\$55,000

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$683,579.36	\$630,427.00	\$604,090.99	\$664,337.00	\$683,651.00
Expenditures	\$406,290.39	\$450,720.00	\$341,911.85	\$511,200.00	\$459,200.00
Revenues over Expenditures	\$277,288.97	\$179,707.00	\$262,179.14	\$153,137.00	\$224,451.00



Lighting and Landscaping Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and also manages the Community Center park grounds. In fiscal year 2018/2019, the Lighting and Landscape Department will be refurbishing the front entrance into Discovery Bay. Plans are in the design stage of the project and once finalized they will be brought to the Board of Directors for approval along with payment options.

Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Zone 8 Reserve Fund	\$399,138	\$399,138	\$284,138	\$284,138	\$284,138
Infrastructure Replacement	Vehicle Replacement Fund	\$0	\$5,000	\$5,000	\$10,000	\$15,000
Infrastructure Replacement	Light Pole Replacement Fund	\$0	\$30,000	\$30,000	\$60,000	\$90,000
	Total	\$399,138	\$434,138	\$319,138	\$354,138	\$389,138

The District maintains a landscaping reserve. This reserve has been established for emergency use, or project spends for the Lighting and Landscaping District #8. In addition to the reserve, in 2017 the District created an infrastructure replacement program. These funds are saved for the future replacements or improvements of the Lighting and Landscaping District including, vehicles, and light pole replacements. In fiscal year 2018/2019, this District may need to utilize the reserves to complete the Front Entrance Project and to purchase needed Equipment for Zone 8.

Lighting & Landscaping Zone #8 Appropriations

The Discovery Bay Lighting and Landscape 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/PricePopulation2018.pdf>

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

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

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2018

Recreation Service Revenue, Operations & Maintenance, and Capital Improvements

The recreation department was established following the purchase of the Community Center in 2013. The Community Center is part of Zone #8 and is funded by the revenue that the community center generates from classes, the swim team, and events, as well as subsidized by Zone #8.

Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-31-5148	Advertising Revenue	\$0	\$800	\$0	\$800	\$800
40-31-5149	Community Center Program Fees	\$48,870	\$31,000	\$0	\$33,000	\$35,000
40-31-5150	Community Center Events	\$1,545	\$3,000	\$0	\$3,000	\$3,000
40-31-6000	Recreation Revenue	\$3,251	\$0	\$128,103	\$0	\$0
40-31-6690	Swim Team	\$40,875	\$32,000	\$0	\$38,000	\$38,000
40-31-6695	Rentals	\$37,427	\$38,000	\$0	\$38,000	\$38,000
40-31-6996	Community Center Apparel	\$671	\$100	\$0	\$100	\$300
40-31-6997	Community Center Food	\$184	\$100	\$0	\$100	\$100
40-31-6998	Community Center Beverage	\$847	\$100	\$0	\$500	\$500
40-31-6999	Community Center Pool Fee	\$6,960	\$7,500	\$0	\$7,500	\$7,500
	Total	\$140,629	\$112,600	\$128,103	\$121,000	\$123,200

Expenditures

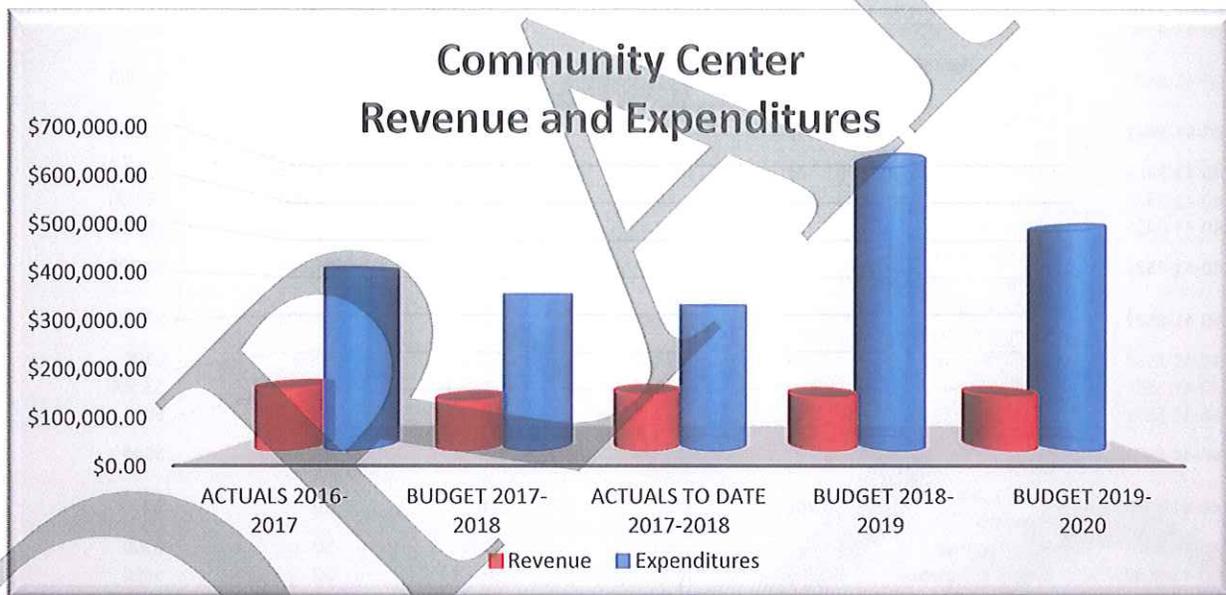
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-8000	Salary & Wages	\$233,440	\$188,000	\$182,820	\$230,000	\$250,000
40-41-8182	Travel & Meetings	\$293	\$700	\$194	\$700	\$700
40-41-8197	Train, Meet & Education	\$718	\$1,500	\$985	\$1,500	\$1,500
40-41-8210	Dues & Subscriptions	\$455	\$300	\$0	\$300	\$300
40-41-8225	Memberships	\$645	\$0	\$475	\$0	\$500
40-41-8256	Events	\$3,560	\$0	\$9,048	\$0	\$3,000
40-41-8271	Consulting Services	\$0	\$10,000	\$2,595	\$0	\$0
40-41-8273	Professional Fees	\$0	\$0	\$0	\$0	\$0
40-41-8286	Legal - General	\$0	\$1,500	\$1,474	\$1,500	\$1,500
40-41-8301	Annual Audit Services	\$1,000	\$1,000	\$0	\$1,000	\$1,000
40-41-8317	Advertising	\$16,080	\$16,000	\$13,442	\$16,000	\$16,000
40-41-8319	Internet Website	\$0	\$0	\$0	\$0	\$0
40-41-8361	Telephone - general	\$4,265	\$2,000	\$3,967	\$2,000	\$5,000
40-41-8362	Telecom - networking	\$2,053	\$700	\$2,087	\$700	\$2,000
40-41-8363	Telephone - cellular	\$409	\$1,200	\$107	\$1,200	\$1,200
40-41-8392	Vehicle & Equipment - Fuel	\$0	\$100	\$0	\$100	\$100
40-41-8406	General Repairs	\$371	\$2,500	\$0	\$2,500	\$2,500
40-41-8408	Special Equipment	\$0	\$100	\$0	\$100	\$100

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
40-41-8409	Info System - Maintenance	\$3,306	\$2,000	\$3,502	\$2,000	\$2,000
40-41-8410	Equipment Maintenance	\$285	\$800	\$0	\$800	\$800
40-41-8411	Software Hosting	\$4,450	\$4,000	\$3,734	\$4,000	\$4,000
40-41-8412	Computer Equipment & Supplies	\$0	\$0	\$0	\$0	\$1,500
40-41-8415	Computer Software	\$320	\$0	\$0	\$0	\$0
40-41-8424	Postage	\$2,959	\$3,000	\$2,878	\$3,000	\$3,000
40-41-8425	Office Supplies	\$4,300	\$2,500	\$2,691	\$2,500	\$2,500
40-41-8439	Equipment Rental/Leasing	\$59	\$1,000	\$0	\$1,000	\$1,000
40-41-8440	Facility Maintenance - Landscape	\$15,893	\$20,000	\$2,573	\$15,000	\$15,000
40-41-8441	Building Maintenance	\$10,798	\$5,000	\$11,139	\$10,000	\$10,000
40-41-8442	Pool Maintenance	\$8,207	\$8,500	\$6,897	\$8,500	\$8,500
40-41-8451	Insurance - Liability	\$6,742	\$3,500	\$0	\$3,500	\$3,500
40-41-8453	Insurance - Property	\$0	\$1,000	\$0	\$1,000	\$1,000
40-41-8466	Permits & Fees	\$1,071	\$2,000	\$1,468	\$2,000	\$2,000
40-41-8469	Personal Protective Equipment	\$662	\$500	\$271	\$500	\$500
40-41-8470	Safety Equipment & Supplies	\$2,738	\$750	\$2,717	\$750	\$1,200
40-41-8481	Utilities/Electrical Cost	\$18,753	\$20,000	\$22,765	\$20,000	\$20,000
40-41-8482	Utilities/Water Cost	\$1,544	\$12,000	\$8,453	\$12,000	\$12,000
40-41-8483	Utilities/Waste Cost	\$4,775	\$6,000	\$4,490	\$6,000	\$6,000
40-41-8495	Chemicals	\$12,190	\$8,500	\$6,575	\$8,500	\$8,500
40-41-8526	Miscellaneous Bank Charges	\$3,940	\$2,500	\$2,861	\$2,500	\$2,500
40-41-8527	Miscellaneous Services & Supplies	\$1,363	\$1,000	\$638	\$1,000	\$1,000
40-41-8534	Special Expense	\$2,882	\$300	\$106	\$300	\$300
40-41-8535	Credit Memo	\$260	\$3,500	\$1,439	\$3,500	\$3,500
40-41-8538	Inspection & Fees	\$0	\$0	\$0	\$0	\$0
40-41-8539	COGS - Community Center	\$0	\$0	\$0	\$0	\$300
40-41-8540	Swim Team Expenses	\$8,202	\$0	\$0	\$0	\$0
40-41-8541	Food Expense	\$0	\$0	\$184	\$0	\$100
40-41-8542	Beverage Expense	\$461	\$0	\$0	\$0	\$500
40-41-8543	Program Fees	\$34,282	\$20,000	\$18,446	\$20,000	\$35,000
40-41-8548	Inter-governmental Charges	\$0	\$200	\$0	\$200	\$200
40-41-8550	Property Taxes	\$1,089	\$0	\$470	\$500	\$500
40-41-8588	CC County Accrued Sales Tax	\$0	\$0	\$0	\$0	\$0
	Total	\$414,822	\$354,150	\$321,468	\$386,650	\$432,300

Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
To Be Assigned	Building & Improvements	\$0	\$0	\$0	\$33,000	\$0
To Be Assigned	Pool	\$0	\$0	\$0	\$250,000	\$0
To Be Assigned	Equipment	\$0	\$0	\$6,426	\$0	\$0
To Be Assigned	Park/Tennis Courts	\$0	\$0	\$0	\$0	\$70,000
To Be Assigned	Swimming Pool Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
To Be Assigned	Tennis Court Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
	Total	\$0	\$0	\$6,423	\$283,000	\$80,000

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$140,628.50	\$112,600.00	\$128,102.51	\$121,000.00	\$123,200.00
Expenditures	\$414,822.20	\$354,150.00	\$327,890.59	\$669,650.00	\$512,300.00
Revenues over Expenditures	(\$274,193.70)	(\$241,550.00)	(\$199,788.08)	(\$548,650.00)	(\$389,100.00)



The Community Center located at 1601 Discovery Bay Blvd was purchased in 2013. Renovations continue annually so that the District can offer a variety of events and classes for the residents of Discovery Bay. In the 2018/2019 year, the Recreation Department will be renovating the pool for \$250,000 and the chemical room for \$33,000. The recreation program guide is sent out in the fall for the fall/winter season and in the spring for the spring/summer season. These guides list all of the town's events and classes for residents of all ages. The Board of Directors and Staff are working together to develop a plan to increase revenues for the Community Centers future. The Community Center remains a valuable asset for Discovery Bay's parks and recreation programs.

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

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

Revenue

Account Code	Revenue	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-31-5114	Prior Unsecured Property Tax	\$385	\$0	\$0	\$0	\$0
41-31-5120	Assessment Income	\$127,033	\$134,000	\$130,712	\$134,000	\$134,000
41-31-5177	Reimbursements	\$0	\$0	\$0	\$500	\$500
41-31-5179	Miscellaneous	\$110	\$5,000	\$0	\$4,500	\$4,500
41-31-5226	CCC Vehicle Reimbursement	\$0	\$4,000	\$0	\$4,000	\$4,000
	Total	\$127,528	\$143,000	\$130,712	\$143,000	\$143,000

Expenditures

Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-41-7000	Salary & Wages	\$54,885	\$61,000	\$39,591	\$61,000	\$61,000
41-41-7182	Travel	\$19	\$500	\$0	\$500	\$500
41-41-7197	Train, Meet & Education	\$133	\$300	\$100	\$300	\$300
41-41-7210	Dues & Subscriptions	\$0	\$200	\$0	\$200	\$200
41-41-7225	Memberships	\$0	\$400	\$0	\$400	\$400
41-41-7271	Consulting Services	\$0	\$4,100	\$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	\$2,200	\$0	\$2,000	\$2,000
41-41-7317	Advertising	\$0	\$60	\$76	\$0	\$0
41-41-7361	Telephone - general	\$235	\$1,000	\$77	\$1,000	\$1,000
41-41-7362	Telecom - networking	\$263	\$700	\$0	\$700	\$700
41-41-7363	Telephone - cellular	\$1,474	\$1,200	\$1,512	\$1,200	\$1,200
41-41-7376	Road/Construction Materials	\$13,851	\$200	\$0	\$200	\$200
41-41-7392	Vehicle & Equipment - Fuel	\$4,627	\$3,000	\$4,390	\$5,000	\$5,000
41-41-7393	Vehicle & Equipment Sup & Rep	\$1,605	\$1,500	\$2,255	\$1,500	\$1,500
41-41-7406	General Repairs	\$0	\$100	\$0	\$100	\$100
41-41-7409	Info System - Maintenance	\$29	\$1,000	\$0	\$1,000	\$1,000
41-41-7410	Equipment Maintenance	\$1,610	\$1,500	\$918	\$1,500	\$1,500
41-41-7412	Computer Equipment & Supplies	\$0	\$750	\$0	\$750	\$750
41-41-7413	Miscellaneous Small Tools	\$927	\$900	\$341	\$900	\$900

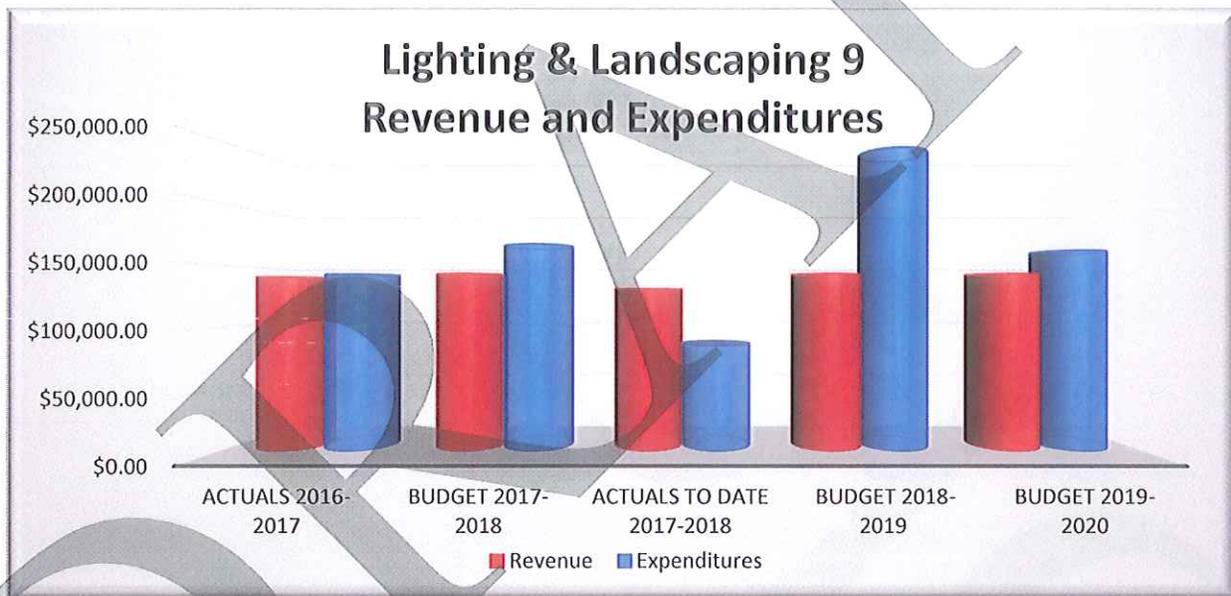
Account Code	Expenses	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-41-7414	Equipment Repair	\$234	\$750	\$703	\$750	\$750
41-41-7421	Cleaning Supplies	\$0	\$500	\$0	\$500	\$500
41-41-7422	Minor Equipment/Furniture	\$0	\$500	\$0	\$500	\$500
41-41-7424	Postage	\$0	\$50	\$0	\$50	\$50
41-41-7425	Office Supplies	\$645	\$500	\$185	\$500	\$500
41-41-7438	Building Rent	\$7,800	\$9,000	\$860	\$9,000	\$9,000
41-41-7439	Equipment Rental/Leasing	\$0	\$1,000	\$0	\$1,000	\$1,000
41-41-7440	Facility Maintenance - Landscape	\$8,406	\$12,750	\$545	\$12,750	\$12,750
41-41-7441	Building Maintenance	\$5,041	\$3,000	\$3,773	\$3,000	\$3,000
41-41-7451	Insurance - Liability	\$5,968	\$1,200	\$0	\$1,200	\$1,200
41-41-7469	Personal Protective Equipment	\$4,631	\$1,500	\$3,863	\$1,500	\$1,500
41-41-7470	Safety Equipment & Supplies	\$0	\$0	\$99	\$0	\$0
41-41-7481	Utilities/Electrical Cost	\$950	\$1,350	\$824	\$1,350	\$1,350
41-41-7482	Utilities/Water Cost	\$19,032	\$20,000	\$17,085	\$20,000	\$20,000
41-41-7483	Utilities/Waste Cost	\$2,298	\$1,500	\$1,155	\$1,500	\$1,500
41-41-7527	Miscellaneous Services & Supply	\$0	\$500	\$500	\$500	\$500
41-41-7534	Special Expense	\$139	\$500	\$0	\$500	\$500
41-41-7542	Taxes & Assessments	\$484	\$1,000	\$0	\$1,000	\$1,000
41-41-7545	Revenue Collection	\$423	\$600	\$423	\$600	\$600
41-41-7548	Accounting (A/P, A/R, GL)	\$4,769	\$0	\$0	\$0	\$0
	Total	\$142,677	\$137,810	\$79,274	\$139,350	\$139,350

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Capital Improvements

Account Code	Capital Improvements	Actual FY 2016-2017	Budgeted FY 2017-2018	Actuals to Date FY 2017-2018	Budgeted FY 2018-2019	Budgeted FY 2019-2020
41-1135	Building & Improvements	\$0	\$0	\$0	\$10,000	\$0
41-1155	Parks	\$0	\$0	\$6,040	\$0	\$0
41-1160	Streetscapes	\$0	\$0	\$0	\$0	\$0
41-1100	Equipment	\$0	\$24,000	\$0	\$75,000	\$2,500
41-1180	Vehicle Replacement Fund	\$0	\$5,000	\$0	\$5,000	\$5,000
To Be Assigned	Splash Pad Replacement Fund	\$0	\$0	\$0	\$15,000	\$15,000
	Total	\$0	\$29,000	\$6,040	\$105,000	\$22,500

	Actuals 2016-2017	Budget 2017-2018	Actuals To Date 2017-2018	Budget 2018-2019	Budget 2019-2020
Revenue	\$140,233.22	\$143,000.00	\$130,712.25	\$143,000.00	\$143,000.00
Expenditures	\$142,676.82	\$166,810.00	\$85,313.86	\$244,350.00	\$161,850.00
Revenues over Expenditures	(\$2,443.60)	(\$23,810.00)	\$45,398.39	(\$101,350.00)	(\$18,850.00)



Zone #9 is a Lighting and Landscaping District which maintains the Ravenswood area of Discovery Bay. Revenues are derived from an annual engineer's assessment and report. The Board of Directors approves the report and the assessment per residential property to cover the Operations and Maintenance, Capital Improvement and Reserve Budgets each fiscal year. This maintenance zone like Zone #8 runs very leanly. In the next fiscal year, the department will be purchasing a new play structure for the park and new equipment to maintain the landscape areas. Zone #9 will utilize its reserves for this purchase as to keep the assessment level for the residents of this maintenance district.

Reserves

Account Code	Reserves & Restricted Accounts	Year-End FY 2016-2017	Estimated FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2019-2020
Reserves	Zone 9 Reserves	\$177,721	\$177,721	\$92,721	\$92,721	\$92,721
Infrastructure Replacement	Vehicle Replacement Fund	\$0	\$5,000	\$10,000	\$15,000	\$20,000
Infrastructure Replacement	Splash Pad & Play Structure Replacement Fund				\$5,000	\$10,000
	Total	\$177,721	\$182,721	\$102,721	\$112,721	\$122,721

Lighting and Landscaping District Zone #9 maintains a reserve. This reserve has been established for emergency use or project spending for the Lighting and Landscaping District Zone #9. In addition to the reserve, in 2017 the District developed a Vehicle Replacement Program. These funds are saved for the future replacements of the Lighting and Landscaping District vehicles and Park Splash Pad repairs.

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Lighting & Landscaping Zone #9 Engineers Report

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 a Resolution annually, which directed 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 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.

HERWIT Engineering lists all factors leading to the 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 2018/2019 is valued at \$4,296,173. 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. The District plans to add \$545,000 for Infrastructure Replacement Funds.

The CIP is broken down into ten (10) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; Zone #8 Capital Improvements; Community Center; Zone #9 Capital Improvements and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

Wastewater Capital Improvements and Structures & Replacements

For FY 2018/2019 the Wastewater CIP and Structures & Replacements represent five (5) major projects with multiple components per project for a total combined cost of \$2,319,000. These costs are allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, and Mainline Piping Replacement.

Water Capital Improvements and Structures & Replacements

For FY 2018/2019 The Water Wastewater CIP and Structures & Replacements includes four (4) projects at a total combined cost of \$1,507,173. 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 a sweeping brush for the GEHL for \$5,000.

Vehicle Capital

There are no vehicle purchases planned for fiscal year 2018/2019.

Building and Improvements Capital

In fiscal year 2018/2019, 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.

Infrastructure Replacement Funds

In fiscal year 2018/2019, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water, and \$20,000 for Zone #9.

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

Lighting and Landscaping Zone #8 and #9 will be splitting the cost of a new Wood Chipper for a total amount of \$30,000; Zone #8 will pay 50% of the cost and Zone #9 will pay 50% of the cost. Zone #8 has also budgeted \$100,000 for the redesign of the front entrance into Discovery Bay. The Community Center,

under Zone 8, will be repairing the pool for a cost of \$250,000 and the Chemical Room for \$33,000. Zone #9 will be completing Trellis repairs and Maintenance and replacing the play structure at Ravenswood Park for a total of \$70,000.

Capital Project Listing

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	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			\$400,000	\$1,800,000		
	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				\$820,000		
55/57	Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade					\$700,000	
	Contingency for Well Construction						Future
	Upgrades and Maintenance for Existing Water Supply Facilities						
120	Well 4A Rehab - Maintenance to Halt Well Decline, Pump Modifications, and Refurbishment			\$72,173			
	Well 2 Rehab - Maintenance and Pump Upgrade to Water Lube			\$75,000			
108	Newport WTP PLC/Control System Upgrade-SCADA Improvements	\$250,000			\$213,324		
121	Water Storage Tank Maintenance		\$75,000				
	Filter Media Replacements - Willow and Newport (5 filters \$25K ea.)			\$125,000			
111	Stabilization Soils- Willow Lake WTP			\$20,000			
	Water Distribution System						

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	Mainline Conditions Assessment - Develop Long-term Mainline CIP					\$150,000	
	Mainline CIP Program Long-Term (budget to replace/upgrade 2-3 miles in Years 6-10)						Future
	Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd - verify schedule??				\$375,000		
	Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd - verify schedule??				\$375,000		
	6-inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park)			\$50,000	\$200,000		
	Additional Capital Improvements - Water Distribution System & Maintenance						
	Newport & Willow Lake Water Treatment Plant-Installation of spill containment curbing/diversion			\$20,000			
	Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants						\$25,000
115	Water Meter Completion Project						
	Water Meter Project	\$3,000,000					
	Water Meter Cross Connection Survey			\$400,000			
15	Annual Wastewater Lift Station Improvements	\$330,000					
	Lift Station R		\$87,500				
	Lift Station J		\$87,500				
	Lift Station S		\$87,500				
	Lift Station H		\$87,500				
	Lift Station A			\$150,000			
	Lift Station C			\$150,000			
	Lift Station D			\$150,000			
	Lift Station E			\$150,000			
112	Clarifier Rehabilitation-Wastewater Distribution System						
	Plant 2 Clarifier #3 System- Clarifier rehab/trough leveling			\$100,000			
	Clarifier Launderers Cover Plant 2						\$300,000

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
110	Wastewater Treatment Plant 1 Refurbishment						
	<i>Rehab Includes: Ox Ditch 1 crack sealing & structural repair</i>			\$150,000			
	<i>Ox Ditch 2 Rotor repairs, recoat steel</i>			\$150,000			
	<i>Clarifier #1 & #2 rehab</i>			\$225,000			
	<i>MCC Replacement & MCC Standby Generator 2016 dollars escalate at 4% (Combine with Denite Project)</i>					\$661,000	
	<i>Influent Pump station odor control system</i>			\$120,000			
	<i>Headworks coating, grating, instruments & misc.</i>				\$75,000		
	<i>Storm Drain Improvements</i>			\$20,000			
	<i>Reclaimed Water to Plant 1 for Maintenance Operations</i>			\$25,000			
	<i>Pump Station W Valve/gate</i>			\$50,000			
	Additional Capital Improvements - Wastewater Distribution System & Maintenance						
122	Plant 2 RAS & WAS Pumping System-Covering Structure Installation			\$25,000			
109	Replace Lagoon Dredge			\$110,000			
116	Influent Pump station Generator	\$200,000					
113	CCTV Van						\$250,000
114	Step Screen Headworks					\$200,000	
124	Outfall Diffuser Engineers report		\$45,000				
	<i>Outfall Diffuser Repairs</i>				\$500,000		
125	O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility		\$60,000	\$140,000			
7	Filtration Project Filtration Project Complete by Dec 2017 Plant 2 Paving	\$7,070,740		\$94,000			
87	Denitrification Project Denitrification Project				\$450,000	\$5,000,000	\$2,600,000
	Relocate District Office Move District Main Office Building to a new site due				\$250,000		

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	to Willow Lake Storage Tank						
	Vehicle & Equipment Purchases						
20	Truck	\$30,000	\$35,000				
126	Leak Detection Equipment		\$25,000				
127	Sweeping Brush for the GEHL			\$5,000			
128	District Message Boards		\$80,000				
129	Mainline Piping Replacement 235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills)		\$250,000				
130	District Security						
	Cameras			\$50,000			
	Gates		\$40,000				
	Locks		\$20,000				
131	Master Plans Services						
	Water Master Plan			\$75,000	\$75,000		
	Wastewater Master Plan			\$200,000			
	Water Infrastructure Replacement						
	Water Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Booster Pump Replacement Fund	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Generators Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Facility Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Vehicle Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Wastewater Infrastructure Replacement						
	Wastewater Infrastructure Replacement Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
	Collection Pumps & Motors Replacement Fund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Generators Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Facility Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Vehicle Replacement Fund	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Lighting & Landscaping Zone 8						
	Streetscapes Equipment		\$2,500	\$100,000			
	Light Pole Replacement Fund		\$30,000		\$30,000	\$30,000	\$30,000
	Vehicle Replacement Fund		\$5,000		\$5,000	\$5,000	\$5,000

Project #	Project Name	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
	Z8 Community Center						
	Pool			\$250,000			
	Pool Chemical Room			\$33,000			
	Park/Tennis Courts				\$70,000		
	Swimming Pool Replacement Fund				\$5,000	\$5,000	\$5,000
	Tennis Court Replacement Fund				\$5,000	\$5,000	\$5,000
				\$250,000			
	Lighting & Landscaping Zone 9						
	Building & Improvements			\$10,000			
	Equipment		\$24,000	\$75,000	\$2,500		
	Vehicle Replacement Fund		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Splash Pad Replacement Fund			\$15,000	\$15,000	\$15,000	\$15,000

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District Reserves, Infrastructure Replacement Funds & Capacity, and Connection Fees

The Town of Discovery Bay Community Services District has a reserve fund for each department as well as Infrastructure Replacement Funds. The reserve funds are saved annually and set aside by the District to fund any future costs of upkeep or any unexpected expenses that may arise over the course of the fiscal year.

The Infrastructure Replacement Funds are restricted funds saved annually and set aside for a specific future or unexpected costs that may arise over the course of the fiscal year.

Capacity and Connection Fees (Developer Fees) these fees are restricted revenues received by developers for connecting into the Districts water and wastewater supply. These monies can only be used for infrastructure repairs or new construction for the water or wastewater treatment facilities.

Reserve Funds

Account Code	Reserves	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Reserves	Water Reserves	\$1,677,759	\$48,652	\$48,652	\$48,652	\$48,652
Reserves	Wastewater Reserves	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638	\$2,516,638
Reserves	Zone 8 Reserve Fund	\$399,138	\$399,138	\$284,138	\$284,138	\$284,138
Reserves	Zone 9 Reserves	\$177,721	\$177,721	\$92,721	\$92,721	\$92,721
Reserves	Total	\$4,771,256	\$3,142,149	\$2,942,149	\$2,942,149	\$2,942,149

Infrastructure Replacement Funds

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Infrastructure Replacement	Booster Pump Replacement Fund	\$115,068	\$135,068	\$155,068	\$175,068	\$195,068
Infrastructure Replacement	W Infrastructure Replacement Fund	\$812,290	\$218,728	\$418,728	\$618,728	\$818,728
Infrastructure Replacement	Generators Replacement Fund	\$49,200	\$59,200	\$69,200	\$79,200	\$89,200
Infrastructure Replacement	Facility Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Vehicle Replacement Fund	\$56,000	\$66,000	\$76,000	\$86,000	\$96,000
Infrastructure Replacement	Water Pipeline Distribution Replacement Fund	\$184,000	\$537,000	\$1,032,000	\$1,032,000	\$1,032,000

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Infrastructure Replacement	Collection Pumps & Motors Replacement	\$172,602	\$202,602	\$232,602	\$262,602	\$292,602
Infrastructure Replacement	WW Infrastructure Replacement Fund	\$1,150,000	\$1,350,000	\$1,550,000	\$1,750,000	\$1,950,000
Infrastructure Replacement	Generators Replacement Fund	\$74,029	\$89,029	\$104,029	\$119,029	\$134,029
Infrastructure Replacement	Facility Infrastructure Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	Vehicle Replacement Fund	\$84,000	\$99,000	\$114,000	\$129,000	\$144,000
Infrastructure Replacement	LL8 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$10,000
Infrastructure Replacement	LL8 Light Pole Replacement Fund	\$0	\$0	\$0	\$30,000	\$60,000
Infrastructure Replacement	LL8 Playground Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	CC Swimming Pool Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	CC Tennis Court Replacement Fund	\$0	\$0	\$0	\$0	\$5,000
Infrastructure Replacement	LL9 Splash Pad & Playground Replacement Fund				\$5,000	\$10,000
Infrastructure Replacement	LL9 Vehicle Replacement Fund	\$0	\$0	\$0	\$5,000	\$10,000
	Total	\$2,837,189	\$2,921,627	\$3,941,627	\$4,511,627	\$5,096,627

Developer Fees

Account Code	Restricted Accounts	Year-End FY 2016-2017	Estimated End of Year FY 2017-2018	Estimated FY 2018-2019	Estimated FY 2019-2020	Estimated FY 2020-2021
Developer Fees	Capacity & Connection Fees Water	\$1,034,016	\$1,407,466	\$1,437,466	\$1,467,466	\$1,497,466
Developer Fees	Capacity & Connection Fees Wastewater	\$2,124,236	\$2,434,742	\$2,509,742	\$2,584,742	\$2,659,742
	Total	\$3,158,252	\$3,842,208	\$3,947,208	\$4,052,208	\$4,157,208

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 Lease 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.

Counsel advised that the formation of the JPA's would 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 proposed that a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and that 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 Town of Discovery Bay, prior to issuing Lease Revenue Bonds in 2012 which was necessary to finance a large capital project, first needed to become a member of a financing authority. In 2012 The Town of Discovery Bay created a JPA with Byron Bethany Irrigation District (BBID).

At the time the District's former Bond Counsel recommended the formation of a Discovery Bay JPA as well as a BBID JPA as the superior "vehicle" to structure and issue tax-exempt municipal debt issuances ("Municipal Bonds"). Counsel advised that the formation of the JPA's would 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 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
Total			\$4,962,383.31

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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, recertification was completed in 2016, and recertification is again in the process in 2018.)*

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 (Transmittal Letter): 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 City Council.

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 Director's. 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 Director's 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, overtime. Benefits include health, and life.

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NOTICE OF PUBLIC HEARING

June 20, 2018

**FISCAL YEAR 2018-19
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 2018-19 and will hold a public hearing on June 20, 2018, 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 6, 2018 during normal office hours.

Publish in East County Times on Wednesday, June 6, 2018

ECT# 6166964 June 6, 2018



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2018-08

**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 2018-19**

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, 2018 and ending on June 30, 2019; 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 2018-19 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 2018-19 is hereby adopted.

SECTION 2. The Budget Document for FY 2018-19 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 20th DAY OF JUNE 2018.

Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 20, 2018, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 12, 2018**

MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:00 AM.

PRESENT: **Emily Barnett**, Member At-Large
Roger Bass, District II
Mike Bruno, **Vice Chair**, Airport Business Association
Maurice Gunderson, Member At-Large
Eric Meinbress, Member At-Large
Ronald Reagan, **Chair**, District III
Dale Roberts, District I
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Derek Mims**, City of Pleasant Hill
Keith McMahon, City of Concord

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airport Administrative Assistant

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT
PERIOD:** There was no public comment.

**APPROVAL OF
MINUTES:** Moved by Ronald Reagan; seconded by Emily Barnett. Approved
Yes: Roger Bass, Mike Bruno, Maurice Gunderson, Eric
Meinbress, Dale Roberts, and Tom Weber. No: Russell Roe.
Abstained: None. Absent: Derek Mims and Keith McMahon.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Maurice Gunderson; seconded by Dale Roberts. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Eric Meinbress, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims, and Keith McMahon.

PRESENTATIONS:

a. Presentation Regarding Buchanan Field and Byron Airports and the Economic Impact it has on Contra Costa County.

Keith Freitas gave a presentation on the regional economic impact on Buchanan Field and Byron Airports (Airports). The Airports are separated under an Airport Enterprise Fund as required by the Federal Aviation Administration (FAA). This enterprise fund operates without the use of the County's General Fund and revenues are derived from a diverse mix of aviation and non-aviation rents and concessions. The County and other affected taxing entities also receive revenue from airport businesses and tenants from possessory interest tax, sales, transient occupancy and business license fees. For example, in 2016, the recently completed Economic Impact Report (EIR), generated over \$2.7 back to the County General Fund and over \$1.2 to the schools. The regional impact of the airports was the creation of 828 jobs, \$10.5 million in economic output.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

The March 8, 2018 minutes were pulled. It was mentioned there was lack of information regarding agenda item 6.d – the Byron General Plan Amendment (GPA). The March 8, 2018 minutes will be amended per the request of the AAC member and up for approval at the next AAC meeting tentatively scheduled for May 10, 2018.

b. Discuss the Upcoming 10th Annual Tenant Appreciation BBQ on Thursday, May 3, 2018

Keith Freitas discussed the 10th Annual Tenant Appreciation BBQ that will take place on May 3, 2018 from 11:30 AM until 2 PM. He also reminded the Committee in hopes to get the word out to RSVP if they have not already.

c. Discuss the Update from the March Airport Committee Meeting

Two items were discussed at the March 14, 2018 Airport Committee meeting: 1) rates and charges; and 2) AAC bylaws. The Board of Supervisors (Board) were supportive of the proposed rates and charges changes. The next step will be to take the proposed rates and charges to the Board for approval with the implementation to be effective on January 1, 2019. Along with the rates and charges, Airport Staff is also working with County Counsel on revising the current hangar rental agreements to be

consistent with the proposed rates and charges, which Keith Freitas explains will be the lengthy part of the process.

The Airport Committee also discussed the changes to the AAC's current bylaws: 1) increase in number of AAC members from eleven to thirteen; 2) two neighbor seats, one which will represent the Town of Pacheco and one which will represent the general communities surrounding Byron Airport (Brentwood, Byron, Knightsen, Discovery Bay, knightsen, or Discovery Bay); 3) refer AAC At-Large and Neighbor seat recruitments to the Airport Committee; and 4) reflect the County's requirements to complete the Ralph M. Brown Act, the County's Better Government Ordinance, and Ethics Orientation trainings within 90 days of appointment/reappointment. The next step will be to take the proposed changes to the Board for approval within the next 30 days.

d. Conduct the AAC Elections for the Chairman, Vice-Chairman, and Secretary

Ronald Reagan nominated Maurice Gunderson for Chairperson, Tom Weber as Vice-Chairperson, and Emily Barnett as Secretary on the AAC. No further nominations were made.

A motion was made to elect Maurice Gunderson as Chairman.

Moved by Ronald Reagan; seconded by Roger Bass. Approved Yes: Emily Barnett, Mike Bruno, Maurice Gunderson, Eric Meinbress, Russell Roe, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Keith McMahon.

A motion was made to elect Tom weber as Vice-Chairperson

Moved by Ronald Reagan; seconded by Maurice Gunderson. Approved Yes: Emily Barnett, Roger Bass, Mike Bruno, Eric Meinbress, Russell Roe, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Keith McMahon.

A motion was made to elect Emily Barnett as Secretary.

Moved by Ronald Reagan; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, Maurice Gunderson, Eric Meinbress, Russell Roe, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Keith McMahon.

e. Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location

Tom Weber met with Rich Spatz and Randy Howell to look at potential locations for a public viewing plaza at the Byron Airport. The AAC discussed three possible locations: Patriots Jet Team, Bay Area Skydiving, or the Administration Terminal building. These three areas were chosen because they have the highest activity. It was mentioned that while the three areas referenced above have the highest activity, they lack proper parking and access required for the proposed Byron observation plaza project.

The AAC expressed concerns on the following issues: 1) location; 2) funding; and 3) communities of the area. It was suggested that a working group be formed to discuss the proposed project further until the next meeting in May. A formalized vote will be made once the AAC follows-up with the working group. Airport Staff will continue to provide updates as the proposed project progresses.

f. **Discuss the Update Regarding the 3 Acre Buchanan Field Business Park Development**

On Tuesday, April 10, 2018, the Board approved to lease with Montecito to develop a business park on the northeast corner of Marsh and Sally Ride Drive. Montecito will next start the building process. Montecito is looking to break ground within seven to eight months.

g. **Discuss the Update Regarding the 4.6 Acre Parcel Solicitation and Select an AAC Member for the Selection Committee**

The prior selected master developer was unable to perform. Airport staff proactively solicited for new development interest in the parcel. The solicitation closes on Friday, April 13, 2018 at 4 PM. Airport staff currently has six interested parties and are hoping to receive at least one more letter of interest. After the deadline, stage two [Request for Proposals (RFP)] will begin and a selection committee will commence to evaluate those proposals. Staff requested a volunteer from the AAC to be on the selection committee – Russell Roe volunteered. The tentative RFP review date is June 13, 2018.

A motion was made to approve Russell Roe:

Moved by Ronald Reagan; seconded by Emily Barnett. Approved Yes: Roger Bass, Mike Bruno, Maurice Gunderson, Eric Meinbress, Russell Roe, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Keith McMahon.

h. **Discuss the Update Regarding Byron Maintenance Hangar Solicitation and Select an AAC Member for the Selection Committee**

This hangar is located next to the Administration Terminal building at Byron Airport. There are currently two interested parties that are in the process of finalizing their response to the RFP. The submission deadline is Thursday, April 26, 2018 at 4 PM. Assuming staff receives more than one proposal back, staff requested another volunteer from the AAC to be on the selection committee – Roger Bass volunteered to be on the committee.

A motion was made to approve Roger bass:

Moved by Ronald Reagan; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, Maurice Gunderson, Eric Meinbress, Russell Roe, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Keith McMahan.

i. **Discuss the Update Regarding the 36 Acres of Vacant Airport-Owned Land Solicitation at Byron**

The competitive solicitation for letters of interest (LOI) closed Monday, April 2, 2018. No additional letters of interest were received and staff will be forwarding a request to negotiate with the one party to the Board and move forward with the one interested party on April 24, 2018. Staff plans to start the lease, but the process cannot be completed until the environmental and related GPA processes are complete. Staff will continue to provide updates as the proposed project moves forward.

j. **Discuss the Project to Reskin and Install New Doors to the East Ramp F-Row**

The proposed estimated cost to reskin one row of hangars on the East ramp Staff is between \$500,000 - \$800,000 depending on whether gutter and/or a new roof are included. Staff is completing the construction bid package. Depending on completion timing, the project may proceed in later 2018 or spring 2019. Staff will continue to provide updates as the proposed project moves forward.

k. **Review and Discuss the next steps for the Reconstruction & Overlay Project on Runway 14L/32R**

There are no changes regarding the reconstruction and overlay project at this time. A Modification of Standards (MoS) was submitted to the FAA back August 2017 to allow for the Cold In-Place Recycling. The process is the most environmental and financially beneficial method. Staff will keep the AAC informed of any changes.

FUTURE AGENDA ITEMS/COMMENTS

- Public viewing area at Byron Airport

ADJOURNMENT: The meeting was adjourned by the Chair at 11:30 AM.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 10, 2018**

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

PRESENT: **Emily Barnett, Secretary**, Member At-Large
Roger Bass, District II
Mike Bruno, Airport Business Association
Dale Roberts, District I
Maurice Gunderson, Chair, Member At-Large
Keith McMahon, City of Concord
Russell Roe, District V
Eric Meinbress, Member At-Large
Tom Weber, Vice Chair, District IV

ABSENT: **Derek Mims**, City of Pleasant Hill
Ronald Reagan, District III

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airport Administrative Assistant

OPENING COMMENTS

BY CHAIR: Maurice Gunderson introduced himself as the new Chair on the Aviation Advisory Committee (AAC) and welcomed the attendees.

**PUBLIC COMMENT
PERIOD:**

Richard Spatz made a public comment regarding the portable restroom at the Buchanan Field Airport observation plaza. He requested it be converted to be handicap accessible for convenience purposes in regards to changing diapers and having a baby stroller. This item will be placed on the next AAC agenda for June.

Diane Cole made a public comment regarding recognition of The Ninety-Nines, Inc., International Organization of Women Pilots and their history for their contribution in painting the airport diagram and compass rose at the Buchanan Field observation plaza. This item will be placed on the next AAC agenda for June.

Beth Lee reported that the Board of Supervisors (Board) approved adding two Airport Neighbor position on the AAC. Staff will put out a solicitation starting May 11, 2018 with an application deadline of June 1, 2018 at 4:00 PM.

Keith Freitas asked that the AAC be adjourned in memory of two longtime pilots: Paul Wirkkala and Ken Hofmann.

**APPROVAL OF
REVISED 3/8/18
MINUTES:**

Moved by Russell Roe; seconded by Emily Barnett. Approved Yes: Roger Bass, Mike Bruno, Maurice Gunderson, Keith McMahon, Russell Roe, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Ronald Reagan.

**APPROVAL OF
4/12/18 MINUTES:**

Moved by Roger Bass; seconded by Dale Roberts. Approved Yes: Emily Barnett, Mike Bruno, Maurice Gunderson, Keith McMahon, Russell Roe, Eric Meinbress, and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Ronald Reagan.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Roger Bass. Approved Yes: Emily Barnett, Mike Bruno, Dale Roberts, Maurice Gunderson, Keith McMahon, Russell Roe, and Eric Meinbress. No: None. Abstained: None. Absent: Derek Mims and Ronald Reagan.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

Tom Weber pulled the airport noise report and statistics for March 2018. A Pleasant Hill resident contacted a member of the AAC regarding the noise and aircraft activity taking place above residence. Tom Weber and Derek Mims met with the resident to go over Contra Costa County's (the airport) noise program and explained the various operations of the airports. The outcome was successful. The AAC and Airport staff continue to work diligently with the community on noise related issues.

b. Recap of the 10TH Annual Tenant Appreciation Barbeque (BBQ) on Thursday, May 3, 2018 from 11:30AM - 2PM

Keith Freitas reported that the 10th Annual Tenant Appreciation BBQ was a success and had positive feedback from tenants. Brisket was served for the 10th anniversary and had an attendance count of approximately 325-350 people. Keith thanked Anne O (District IV Office of Supervisor Mitchoff) for her assistance during the BBQ. The AAC thanked Airport staff for all the work and planning that was put into the event.

c. **Review and Discuss Holding the Aircraft Owners and Pilots Association (AOPA) Regional Fly-In Event at Buchanan Field in 2021 or 2022**

The AOPA holds annual fly-in events at several airports around the county. Airport staff discussed hosting an AOPA event in the year 2021 or 2022. Staff has the support from the three Fixed-Based Operators (FBO) at Buchanan Field. Before staff requests approval from the Board, they asked the AAC for input regarding the proposed event. The AAC was supportive and stated that the event would bring in thousands of pilots to the area and would be a positive approach in marketing both airports.

d. **Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location**

Maurice Gunderson gave a recommendation to form a working group and put together a proposal that would include the specifics and a planned budget in regards to an observation viewing plaza at Byron Airport. Maurice asked the committee for volunteers. The AAC volunteered Ronald Reagan and Keith McMahon volunteered himself. The AAC and Airport staff will continue to provide updates on the proposed project.

e. **Discuss the Update Regarding the 4.6 Acre Parcel Solicitation and Select an AAC Member for the Selection Committee**

This piece of property is located on the northwest corner of Marsh and Solano Drive. Airport staff received seven letters of interest (LOI). After the LOI deadline, staff send out a Request for Proposals (RFP) notice to the seven interested parties with a submission deadline of May 25, 2018 at 4:00 PM. A selection committee will commence to evaluate those proposals on June 13, 2018.

f. **Discuss the Update Regarding Byron Maintenance Hangar Solicitation**

This hangar is located next to the Administration Terminal building at Byron Airport and reverted back to the County when Bay Area Skydiving gained new ownership in February 2018. Staff received two LOI. Staff then sent out a RFP to the two interested parties with a submission deadline of April 26, 2018 at 4:00 PM. Staff received one proposal and will evaluate the proposal, then make a determination on how to proceed.

g. **Discussion and Action on the AAC's Proactive Outreach to Appointing Bodies**

Maurice Gunderson explained to Airport staff the AAC's interest in the future economic viability for Buchanan Field and Byron Airport, and asked the AAC for input and feedback on basic outreach ideas to help promote and educate the public on the importance of both airports. It was recommended by staff that the AAC form a working group and discuss the target audiences. It was also recommended to start with service groups of the general public and note the type of reaction received, then augment the presentations accordingly for other target audiences.

h. Discuss the Airport Layout Plan (ALP) Update for CCR with Runway Extension Analysis

The Airports division received a federal grant to update the ALP. Along with updating the various land uses, staff would also like to perform an analysis of a runway extension. Airport staff are currently looking at options to understand the cost, implications and benefits in order to make an informed decision as to the future of Buchanan Field. Staff will continue to provide updates for the proposed project.

Keith McMahon made a motion to support adding a runway extension analysis to the ALP project.

Moved by Keith McMahon; seconded by Mike Bruno. Approved Yes: Emily Barnett, Roger Bass, Maurice Gunderson, Eric Meinbress, Dale Roberts, Russell Roe and Tom Weber. No: None. Abstained: None. Absent: Derek Mims and Ronald Reagan.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss the Recognition of 99's Construction and their History at the Buchanan Field Viewing Plaza
- Discuss a Proposed Handicap Restroom at the Buchanan Field Viewing Plaza

ADJOURNMENT: The meeting was adjourned by the Chair at 11:08 AM.

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

JOINT EXERCISE OF POWERS AGENCY

April 12, 2018

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Diane Burgis at 6:41 P.M.

ROLL CALL

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

ABSENT: None

STAFF: Dale Dennis, Program Manager
Stephen Siptroth, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

The Board adjourned into closed session at 6:42 P.M.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(d)(1))

State Route 4 Bypass Authority v. Meridian Professional Center – Brentwood Owners Association, et al., Contra Costa County Superior Court Case No. C16-02202

The Board reconvened into open session at 6:46 P.M. and advised that there was nothing to report from closed session.

CONSENT ITEMS

Deputy County Counsel Stephen Siptroth advised the Board that before Item 4E was approved, the Board would need to first determine that the real property described in Attachment 1 to the agreement was no longer required for highway purposes.

On motion by Director Taylor, seconded by Director Hardcastle, the Authority adopted the CONSENT ITEMS, as shown, including determining that the property described in Item 4E was no longer required for highway purposes. The motion carried by the following vote:

AYES: Hardcastle, Taylor, Wright, Burgis
NOES: None
ABSTAIN: None
ABSENT: None

- A. APPROVED minutes of the January 11, 2018 meeting (*February and March 2018 meetings cancelled*).
- B. APPROVED the Mid-Year FY 2017/2018 Work Plan and Budget.
- C. ACCEPTED Audit Report prepared by Cropper Rowe, LLP, Certified Public Accountants, for the Fiscal Year ending June 30, 2017. (*Copies sent to Boardmembers under separate cover. Copies available to public upon request.*)
- D. APPROVED an amendment to the Consulting Services Agreement with PDM Group Inc., to increase the payment limit by \$106,685, for a new payment limit of \$752,433, and extend the termination date to June 30, 2020, for continued Program Manager services; and AUTHORIZED the Secretary, or designee, to sign the amendment on behalf of the Authority.
- E. DETERMINED that the property described in the Agreement is no longer required for highway purposes; APPROVED the Agreement Between the State Route 4 Bypass Authority and Meridian Professional Center-Brentwood Owners Association Relating to Replacement Parking at the Meridian Professional Center, Brentwood for the Balfour Road Interchange Project (substantially in the form attached to the staff report dated April 12, 2018); and AUTHORIZED the Secretary, or designee, to negotiate non-substantive changes, to execute the Agreement on behalf of the Authority and to advertise the Replacement Parking Project for construction.
- F. APPROVED Cooperative Agreement Closure Statement for the Sand Creek Interchange and SR4 Widening Cooperative Agreement (Cooperative Agreement 04-2266) between the Authority, Contra Costa Transportation Authority and Caltrans and AUTHORIZED the Chair to execute the Cooperative Agreement Closure Statement on behalf of the Authority.
- G. APPROVED the conveyance of a water line easement by quitclaim deed to the State of California, Department of Transportation in connection with the SR4 Bypass – Segment 1 project, and AUTHORIZED the Chair to execute the quitclaim deed pursuant to Streets and Highways Code Section 960.

- H. APPROVED an amendment to the Consulting Services Agreement with L. Lucy Owens to increase the payment limit by \$124,915, to a revised payment limit of \$1,255,991, for right-of-way services for SR4 (formerly SR4 Bypass) related projects and extend the term to June 30, 2019; and AUTHORIZED the Secretary, or designee, to sign the amendment on behalf of the Authority.

DETERMINATION ITEMS

- A. RECEIVE Status Report on projects associated with the former SR4 Bypass

Program Manager Dale Dennis advised that although the weather had created some delays, based on the current schedule of the Balfour Road Interchange Project (Project), the bridge would be in operation by mid to late June, and all asphalt and striping of lanes for the Project would be completed in late September/October timeframe.

BOARDMEMBER COMMENTS

There were no comments.

ADJOURNMENT

Chair Burgis adjourned the meeting of the State Route 4 Bypass Authority at 6:48 P.M. to the next meeting scheduled for Thursday, May 10, 2018.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Finance Committee / Committee of the Whole

Regular Meeting - Thursday April 19, 2018 3:00 P.M.
(Rescheduled from April 9, 2018)

Meeting Location: Brentwood City Hall (Vista Conference Room) 150 City Park Way, Brentwood

Committee Members

Brian Ofstedal	Joe Young Chair	Erick Stonebarger	Stephen Smith
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1. Call to Order and Roll Call / Introductions: (3:05pm)

Present: Young, Ofstedal, Stonebarger, Smith

2. Public Comment: (3:05pm)

There was one (1) public speaker – Bryan Scott

3. Discuss New Logo & Implementation Plan: (3:14pm)

Recommended to bring to the Board of Directors Meeting on May 14, 2018 with a full cost for Implementation vs an Immediate cost with a phase in approach.

4. Discuss Proposed Training Grounds / Site: (3:39pm)

No Action needed, this is part of the Strategic Planning process

5. Discuss Weed Abatement Contract : (3:39pm)

No Action needed, will bring back RFP's to the May 17th Finance meeting to review for the Board of Directors meeting June 4, 2018

6. Recommend Board Actions on District Fees: (3:59pm)

Recommended to split medical from other types of emergencies and take the Staff Reports and Draft resolutions to the Board for further discussion.

- a. Introduce, Hold Public Hearing and Adopt Fire Recovery Fee and Emergency First Responder Fee Ordinance
- b. Amend Resolution on Fee Waivers
- c. Award Contract for Collection and Administration of Fees

7. Review Statement of 3rd Quarter Income & Expenditures: (4:36pm)
8. Review and Recommend Acceptance of District's OPEB Actuarial Study: (4:41pm)

Recommended the Board accept the Study.

9. Receive Update on FY 2015-2016 and FY 2016-2017 Audits: (5:08pm)
10. Discuss Purchase of Three Staff Vehicles and Three Type 1 Engines: (5:09pm)

Action given to bring drafts/proposals to the Finance Meeting on May 17th meeting for approval to go the Board of Directors meeting June 4, 2018

11. Discuss Proposal for Analysis of Pension Liabilities – *This discussion item was pulled.*
12. Requests for Future Agenda Items: (5:11pm)
13. Adjournment: **Next meeting: May 14, 2018**: (5:11pm)



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Finance Committee / Committee of the Whole

Regular Meeting- Thursday May 17, 2018 3:00 PM.

Meeting Location: Brentwood City Hall (Vista Conference Room) 150 City Park Way,
Brentwood

Committee Members			
Joe Young Chair	Brian Oftedal	Erick Stonebarger	Stephen Smith

Roll Call:

Present: Young, Smith

Absent: Oftedal, Stonebarger

In Attendance: Strobel

Meeting cancelled due to a lack of a quorum.