



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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

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

For the Regular Meeting of Wednesday

January 4, 2017

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday January 4, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://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. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

#### **C. BUSINESS AND ACTION ITEMS:**

1. Nominate & Appoint District Board Positions for the 2017 Calendar Year
2. Consider whether to include the water meter project within the bond financing scheduled for 2017; and if not, Consider adopting Resolution 2016-25 approving proceedings to finance improvements to the District's municipal wastewater system, approving the issuance of wastewater revenue bonds by the Discovery Bay PFA, and approving related documents and actions.

#### **D. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report

#### **E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

\*\*These meetings are held quarterly

#### **F. 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. Approval of regular meeting minutes December 21, 2016

2. Approve Register of District Invoices

**G. BUSINESS AND ACTION ITEMS**

**H. MANAGER'S REPORT – Discussion and Possible Action**

**I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**J. PRESENTATIONS**

**K. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**L. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**M. DISTRICT LEGAL COUNSEL REPORT**

**N. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**O. CORRESPONDENCE – Discussion and Possible Action**

**P. PUBLIC RECORD REQUESTS RECEIVED**

**Q. FUTURE AGENDA ITEMS**

**R. ADJOURNMENT**

1. Adjourn to the next regular meeting of January 18, 2017 starting 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 twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay 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"*

## AGENDA REPORT

**Meeting Date**

January 4, 2017

**Prepared By:** Mike Davies, General Manager  
**Submitted By:** Mike Davies, General Manager

**Agenda Title:** Board Officers for Calendar Year 2017

### Recommended Action

Appoint the Board Officers for Calendar Year 2017 consistent with Board Policy 004

### Executive Summary

Board Policy 004 (amended February 18, 2015) established a rotation schedule for Board Officers. The policy includes the requirements for Board members to serve as Officers including how the assignments are to be made.

According to Policy 004, the following Directors will serve in calendar year 2017:

Board President: Robert Leete  
Board Vice-President: Kevin Graves  
President Pro-Tempore: Chris Steele

### Fiscal Impact:

**Amount Requested \$**

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

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

### Previous Relevant Board Actions for This Item

See Executive Summary

### Attachments

Board Policy 004 (Amended 2/18/15)

**AGENDA ITEM: C-1**

 <h2 style="margin: 0;">Town of Discovery Bay</h2>		
<b>Program Area:</b> Board	<b>Policy Name:</b> Board Policy	<b>Policy Number:</b> 004
<b>Date Established:</b> June 19, 2002	<b>Date Amended:</b> February 18, 2015	<b>Resolution:</b> 2015-03

### PURPOSE

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

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

#### I. BOARD OF DIRECTORS

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

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

The appointment of Board officers shall be established based upon the following schedule and shall become effective in January 2016:

#### Board President

In order to be considered to serve as President of the Board, the Board member must have served on the Board for a minimum 24 months prior to being considered for rotation into the Board President position. The Board Presidency shall be assigned to the Board member who has not served as President and who has met the 24 month requirement.

If more than one Board member has met the 24 month requirement and not served as President, the member with the longest tenure on the Board of Directors shall be the first person appointed to the position of President.

In the event each member of the Board has previously served as President at one point in their respective office, the Board member to serve as Board President shall be the member who has not served as President for the longest period time.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

#### **Vice President**

The Vice President shall be the Director next in line to be President based on the then current service time. In order for a Board member to be considered for the position of Vice President, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board Vice President position. The Board Vice President shall be assigned to the Board member who has not served as Vice President and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

#### **President Pro-Tempore**

The President Pro-Tempore shall be the Director next in line to be Vice President based on the then current service time. In order for a Board member to be considered for the position of President Pro Tempore, the Board member must have served on the Board for a minimum of 12 months prior to being considered for rotation into the Board President Pro Tempore position. The Board President Pro Tempore shall be assigned to the Board member who has not served as President Pro Tempore and who has met the minimum 12 month service requirement.

In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure.

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

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

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

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

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

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

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

### **III. RESPONSIBILITIES**

#### **A. Responsibilities of the Board of Directors:**

1. To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him or her the authority and responsibility to execute its' policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his or her responsibilities.
2. To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
3. To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies of the District.
4. By motion, resolution, or ordinance conduct the business of the District, taking those actions that ensure that satisfactory services are provided throughout the community.
5. Keep informed on agenda items and on-going business of the Board.
6. Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the District and the Board.
7. Attend meetings with promptness and regularity.
8. Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
9. Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five (5) to ten (10) years).
10. Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by the majority direction of the Board.

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

**1. No member of the Board or Officers of the District shall:**

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

**2. Preparation and Commitment:**

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

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

**1. Orientation of Board Members**

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:

- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Ralph M. Brown Act, the California Public Records Act, Board Policies, and any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and other agencies, as needed.
- c. As soon as practical after the new Board member assumes office, an orientation meeting with General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- d. The incoming member may meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

**2. Policy Violations**

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

**D. Responsibilities of a Committee Chairperson**

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



# Town of Discovery Bay

“A Community Services District”

## AGENDA REPORT

Meeting Date

January 4, 2017

**Prepared By:** Catherine Kutsuris  
**Submitted By:** Mike Davies, General Manager

**Agenda Title:**

Consider whether to include within the 2017 Bond Offering the approximately \$3.1M costs of the Water Meter Completion project and, if not, consider adopting Resolution 2016-25 approving proceedings related to the issuance of Wastewater Revenue Bonds, Series 2017

**Recommended Actions:**

1. Consider whether the Board wishes to include within the 2017 bond offering the approximately \$3.1M cost for the “Water Meter Completion Project” or, alternatively, a portion of the project cost.
2. If the decision to #1 above is the affirmative, then continue the matter to the January 18, 2017 meeting and direct staff to return with revised Resolutions which include the percentage of the expected water meter budget to be included within the bond offering;
3. If the Board does not wish to consider including the water meter completion project within the bond offering but only wishes to include the filtration project, as was previously determined by the District, then consider the following actions:
  - A. (1) Adopt Resolution No. 2017-02 authorizing the issuance by the Discovery Bay Public Finance Authority of not to exceed \$8,000,000 principal amount of Series 2017 Wastewater Enterprise Revenue Bonds; approving the forms of and authorizing and directing execution and delivery of installment sale agreements, purchase contract and continuing disclosure certificate; approving the form of the official statement and the distribution thereof; and (2) that the Discovery Bay Public Financing Authority adopt PFA Resolution 2017-01 authorizing the issuance of not to exceed \$8,000,000 principal amount of series 2017 Wastewater Enterprise Revenue Bonds; approving the forms of and authorizing and directing execution and delivery of an indenture, conveyance agreements, installment sale agreements and purchase contract; approving the form of the official statement; and,
  - B. Direct staff to work with Financial Advisor, Bond Counsel, Underwriter and Trustee to proceed with the issuance of not to exceed \$8,000,000 principal amount of Discovery Bay Public Financing Authority, Series 2017 Wastewater Enterprise Revenue Bonds;

**Executive Summary**

*The December 21, 2016 Board meeting included a staff report and recommendations regarding the bond financing of the filtration project including the proposed resolution for adoption. In addition, staff raised the question as to whether the Board would like to include, within the same bond offering, 3.1 million dollars for the water meter completion project. The Board discussed the issue and continued the matter to January 4, 2017 for decision. Considering including the water meter project within the bond offering was estimated to add 30 days to the financing schedule. Moving the decision from December 21<sup>st</sup> to this date has not altered the 30-day estimate. The staff report for the December 21<sup>st</sup> agenda has been attached as background information.*

*The recommendations above provide two options for your consideration. The first is whether to include within the 2017 bond offering, funding for the “water meter completion project” and, if so, in what amount. Secondly, if the Board determines to move forward with funding for the filtration project alone, the Resolution has been attached for your consideration and adoption.*

Budget:

At the November 29, 2016 Board workshop, the cost factors for the \$3.11M Water Meter project base budget were identified as follows:

- Product: \$1,288,720
- Construction Contract: \$1,391,490
- Construction Contingency: \$131,149
- All other staffing and support: \$300,000  
(Project management, construction management, inspection services, public outreach)

The report noted that this “base budget” does not include water leaks that may be associated with this project. The intent was to segregate costs that should be subject to a pay-back from customers receiving water meters, from costs that are routinely paid for as part of the existing water rates.

As has been reported to the Board, the District spent in excess of \$400,000 in Fiscal Year 2015/16 responding and repairing water leaks. Given the substantial funds being spent, the District as part of the rate review and adoption in the second quarter of 2016, determined that additional funds should be set aside for an assessment of the community's water infrastructure as well as for funds to complete more substantive repairs with the intention of addressing the growing emergency water repair costs. It is presumed that the water meter completion project will exacerbate the aging infrastructure and that water leaks that might not have occurred for a few years may occur during the project period.

The “base budget” includes a 6% contingency, substantively lower than normally used on a construction project, particularly one with over 3500 sites. The low contingency is appropriate for the portion of the project costs that would be subject to the pay-back from the customers receiving the new water meters. Additional costs that are incurred due to water leaks would not be included in the pay-back charges but would, instead, be funded through existing District water rate revenue.

Project Billing Options:

The Board's discussion on the pay-back for the water meter installation focused on a 3-year payback plan. The primary driver of this approach was the desire to replenish the District's water reserves in a reasonable time period and to allow for the planning and installation of Well 8.

Including the water meter project costs within the bond offering, provides the District with additional options related to the monthly charge for homeowners. For the purpose of this analysis, a project cost of 3.2M was used – which is modestly higher than the current base budget. As such, expected monthly costs would be slightly lower than presented.

A: Additional Assessment/Fee for the Water Meter Project:

Option 1: Three-year payback with no interest charged to customers:

- Monthly Payment: \$25.17
- Annual Payment: \$302.08
- Total Payment: \$906.25

Option 2: Ten-year payback - with interest (assumes a 4.5% rate)

- Monthly Payment: \$9.40
- Annual Payment: \$112.80
- Total Payment: \$1128.00 (interest = \$221.75)

Option 3: Fifteen-year payback – with interest (assumes a 4.5% rate)

- Monthly \$6.93
- Annual \$83.16
- Total \$1247.40 (\$341.15 Interest)

Option 4: 20 year payback –

- Monthly \$5.74
- Annual \$68.88
- Total \$1,377.60 (\$471.35 Interest)

Option 5 – 30 year payback

- Monthly \$4.59
- Annual \$55.08
- Total \$1,652.40 (\$746.15 Interest)

Option 6: Combination Approach:

- This approach is a combination of one of the options above in addition to proving the public with the opportunity to avoid the interest payments and pay the meter cost as a one-time payment. A 6% response rate equates to approximately \$200,000. Those that would elect to make the one-time payment would reflect the portion of the community that has the funds at the outset, wishes to avoid the interest charge and expects to be in their residence for the upcoming eight years. Those that believe that they may move from their home, may elect to have future costs paid for by the new homeowner.

Note: The charges above for any of the three options would be combined with the following approved water rates (charges are based on the assumption of 15ccf water usage which is the average for metered customers in the District:

- For Fiscal Year 2017/18: \$43.19 monthly/\$518.28 annually
- For Fiscal Year 2018/19: \$48.25 monthly/\$579.00 annually
- For Fiscal Year 2019/20: \$53.92 monthly/\$647.04 annually

Amount of the Water Meter project to be included in the Bond Offering:

As noted above, the estimated “base budget” for the project is approximately 3.11M. The Board could elect to include that amount within the bond offering or include a lower amount. The decision would reflect both the assumption of the number of homeowners who may pay for the meter cost in one payment as well as the Board’s perspective on the use of reserves vs. borrowing costs. The District’s Finance Manager reported at the last meeting that there is approximately 3M in the water reserve fund – meaning that the use of this reserve would fully exhaust the fund. It was also reported that the wastewater reserve fund has approximately three million in reserve as well which may be accessed presuming an internal “borrow and payback” is arranged. The Board has the following three basic options to consider:

- A. Include 3.1M as part of the bond offering;
- B. Decline to include the water meter costs in the bond offering; or
- C. Include a lower amount as part of the bond offering – either based on an assumption of the percentage of residents that might elect to pay the assessment in one lump sum or based on other factors.

*(A Board member asked a question which is important to highlight – that is whether 50% of the water meter costs could be funded with a bond offering. The answer is yes. This question likely reflects the desire to balance both the importance of the sufficiency of reserves and the desire to limit borrowing.)*

**Previous Relevant Board Actions for This Item**

**Board Report from December 21, 2016**

**Attachments: Board report from December 21, 2016**

**AGENDA ITEM: C-2**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 21, 2016

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

**Agenda Title:** Consider whether to include within the 2017 Bond Offering the approximately \$3.1M costs of the Water Meter Completion project and, if not, consider adopting Resolution 2016-25 approving proceedings related to the issuance of Wastewater Revenue Bonds, Series 2017

### Recommended Actions:

1. Consider whether the Board wishes to include within the 2017 bond offering the approximately \$3.1M cost for the "Water Meter Completion Project."
2. If the decision to #1 above is the affirmative, then continue the matter to the January 18, 2017 meeting and direct staff to return with revised Resolutions which include the water meter costs within the bond offering;
3. If the Board does not wish to consider including the water meter completion project within the bond offering but only wishes to include the filtration project, as was previously determined by the District, then consider the following actions:
  - A. (1) Adopt Resolution No. 2016-25 authorizing the issuance by the Discovery Bay Public Finance Authority of not to exceed \$8,000,000 principal amount of Series 2017 Wastewater Enterprise Revenue Bonds; approving the forms of and authorizing and directing execution and delivery of installment sale agreements, purchase contract and continuing disclosure certificate; approving the form of the official statement and the distribution thereof; and (2) that the Discovery Bay Public Financing Authority adopt PFA Resolution 2016-24 authorizing the issuance of not to exceed \$8,000,000 principal amount of series 2017 Wastewater Enterprise Revenue Bonds; approving the forms of and authorizing and directing execution and delivery of an indenture, conveyance agreements, installment sale agreements and purchase contract; approving the form of the official statement; and,
  - B. Direct staff to work with Financial Advisor, Bond Counsel, Underwriter and Trustee to proceed with the issuance of not to exceed \$8,000,000 principal amount of Discovery Bay Public Financing Authority, Series 2017 Wastewater Enterprise Revenue Bonds;

### Executive Summary

As the Board(s) is/are aware, the Water and Wastewater Master plans identified a number of projects that are necessary to meet current demands and/or provide redundancy. The CSD Board, at previous meetings, authorized the engagement of a financing team comprised of the Financial Advisor, Underwriter and Bond and Disclosure Counsel to prepare for the issuance of revenue bonds to provide for the Project. The project that is requiring funding is a state mandated project titled Filtration.

As anticipated, and with the intention of providing financing for the cost of the acquisition and construction of the Project, it is being proposed that the District and the Authority consider the adoption of the accompanying resolutions.

The Bonds are proposed to be structured as rated tax-exempt municipal bonds in a principal amount of not to exceed \$8,000,000, all pursuant to and secured by an Indenture of Trust, by and between the District and as the trustee thereto.

If the Resolutions are approved, the Authority will be authorized to sell the Bonds within certain parameters, and District

and Authority staff will be authorized and directed to complete the Bond transaction within those parameters. Approval of both Resolutions is a prerequisite to accomplishing the issuance of the Bonds, which, if adopted, is expected to occur, (*Wastewater Project only*) during February 2017.

If the Board wishes to include the Water Meter Completion Project within the Bond offering, the process would be extended by approximately 30 days. Including this project within the offering provides the Board with additional options with respect to establishing the charge to be assessed on residential properties for this project.

### THE PROJECTS

**WASTEWATER TITTLE 22 FILTRATION:** The Town's National Pollution Discharge Elimination System (NPDES) permit that governs all wastewater activities for the Town was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In this renewal, the RWQCB required the Town to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also change to the lower values on this date.

The wastewater master plan anticipated the future regulatory requirement for filtration even though it was not required at the time the master plan was completed. On June 6, 2014 the Regional Water Quality Control Board (RWQCB) adopted resolution R5-2014-0073 which modified the Town of Discovery Bay National Pollution Discharge Elimination System (NPDES) permit to require that filtration be constructed by December 31, 2017. Filtration and UV disinfection facilities have been designed in conformance with the wastewater master plan and the NPDES permit and construction of the facilities is underway. At the completion of the project the Town will produce tertiary treated water for unrestricted reuse in conformance with Title 22 of the California Code of Regulations.

**WATER METER COMPLETION PROJECT:** In 2005 Governor Arnold Schwarzenegger signed Assembly Bill 2572 requiring all cities in California to install water meters on all homes by 2025 (A copy of AB 2572 is provided in Appendix A). Current State law requires that homes built after January 1, 1992, have a water meter installed on their service connection.

In 2012, the Town of Discovery Bay Community Services District (District) began discussions to implement the Meter Installation Completion Program to complete meter installations in advance of the state mandate to meet the AB2572 requirements. The District determined that it would complete the installation of meters in fiscal year 2016-2017. The District is currently in the process of planning the final phases for completing the project and installing meters on all remaining residential services.

At the end of 2016, the total number of services requiring meters was 5,736, of which about 2,200 were metered (38%). Approximately 3,536 residential services within the District's service remain unmetered. The District's commercial accounts are metered and have been for several years.

### NEED FOR FINANCING

The capital improvements are of a type and nature that have a useful life expectancy of approximately 30 to 50 years. Improvements that have a useful life expectancy of this length of time are typically financed with long term debt that is repaid over a similar time period as the useful life expectancy of the asset. This process matches of the utilization of the capital improvement over its useful life with the burden of funding/financing it over its useful life.

Staff has determined that the issuance of the Bonds, in the manner and structure set forth in the documents, optimizes the District's capital structure and credit profile, spreads the burden of repayment over several years, and aids in the balancing of future annual budgets by fixing the annual debt service of the Wastewater and Water Enterprise at a manageable level.

### FINANCING SUMMARY

Each subject resolution being recommended for adoption essentially authorizes and approves the form of all of the base legal documents necessary to provide for the successful issuance of the Bonds. The adoption of each Resolution is necessary for the financing team to move forward with completing the appropriate documentation and credit analysis before entering the market and locking interest rates.

The Financing Documents can be briefly summarized as follows: the Discovery Bay Public Financing Authority will issue the Bonds, the proceeds of which will be used to provide Financing for the cost of the acquisition and construction of the Projects. The Bonds will be repaid from wastewater and/or water installment payments made to the Trustee.

**Fiscal Impact:**

**Amount Requested** \$8,000,000.00

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

Wastewater Only Debit service repayment of \$375,000 in fiscal years 2018-2043, then \$1,121,000 in fiscal years 2044-2048

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

See Executive Summary

**Attachments**

**AGENDA ITEM: F4**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
APPROVING PROCEEDINGS TO FINANCE IMPROVEMENTS TO THE  
DISTRICT'S MUNICIPAL WASTEWATER SYSTEM, APPROVING  
THE ISSUANCE OF WASTEWATER REVENUE BONDS BY THE DISCOVERY BAY  
PUBLIC FINANCING AUTHORITY FOR SUCH PURPOSES AND APPROVING  
RELATED DOCUMENTS AND OFFICIAL ACTIONS**

RESOLVED, by the Board of Directors (the "Board") of the Town of Discovery Bay Community Services District (the "District"), as follows:

WHEREAS, the District and the Byron Bethany Irrigation District have heretofore entered into a joint exercise of powers agreement establishing the Discovery Bay Public Financing Authority (the "Authority") for the purpose, among others, of issuing its bonds to be used to provide financial assistance to the District;

WHEREAS, the District has determined to finance the acquisition and construction of certain improvements and facilities (the "Project") to the District's municipal wastewater enterprise (the "Enterprise");

WHEREAS, for the purpose of raising funds necessary to provide such financial assistance to the District, the Authority proposes to authorize the issuance of its revenue bonds under the provisions of Article 4 (commencing with section 6584) of Chapter 5 of Division 7 of Title 1 of the California Government Code (the "Act"), designated as the Discovery Bay Public Financing Authority (Contra Costa County, California) Wastewater Revenue Bonds, Series 2017 (the "Bonds"), all pursuant to and secured by an indenture of trust (the "Indenture"), by and between the Authority and U.S. Bank National Association, as trustee (the "Trustee");

WHEREAS, in order to provide for the repayment of the Bonds, the Authority will sell the Project to the District pursuant to an installment sale agreement (the "Installment Sale Agreement"), under which the District will agree to make installment payments to the Authority payable from the net revenues of the Enterprise which will be calculated to be sufficient, in time and amount, to enable the Authority to pay the principal of and interest and premium (if any) on the Bonds when due and payable;

WHEREAS, the District's obligations under the Installment Sale Agreement will be on parity as to payment and security with the District's obligations with respect to that certain Wastewater Installment Sale Agreement, dated as of August 1, 2012, by and between the Authority and the District, securing a portion of the Authority's Series 2012 Enterprise Revenue Bonds (Wastewater and Wastewater Financing Projects);

WHEREAS, the form of an official statement (the "Official Statement") describing the Authority, the District, the Enterprise, the Bonds and other matters, to be used in connection with the marketing of the Bonds, has been prepared and presented to the District;

WHEREAS, the firm of Brandis Tallman LLC (the "Underwriter") has proposed to purchase and underwrite the Bonds and has presented to the District a form of bond purchase agreement for the Bonds, to be entered into among the Authority, the District and the Underwriter (the "Bond Purchase Agreement"); and

WHEREAS, the Board approves all of said transactions in furtherance of the public purposes of the District, and wishes at this time to take its action approving the issuance and sale of the Bonds and the financing to be accomplished thereby;

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

*Section 1. Approval of Bonds.* The Board hereby approves the issuance of the Bonds by the Authority for the purpose, among others, of providing funds to finance the Project, so long as (a) the principal amount of Bonds does not exceed \$8,000,000, (b) the final maturity date of the Bonds is not later than December 1, 2047, and (c) the true interest cost shall not exceed 5.75%.

*Section 2. Approval of Installment Sale Agreement.* The Board hereby approves the Installment Sale Agreement in the form on file with the Secretary, together with such additions thereto and changes therein as the President, the General Manager or the Finance Manager (the "Designated Officers") shall deem necessary, desirable or appropriate, the execution of which by the District shall be conclusive evidence of the approval of any such additions and changes. The Designated Officers, each acting alone, are hereby authorized and directed to execute, and the Secretary is hereby authorized and directed to attest to, the final form of the Installment Sale Agreement for and in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the Installment Sale Agreement.

*Section 3. Sale of Bonds.* The Board hereby approves the sale of the Bonds by the Authority by negotiation with the Underwriter pursuant to the Bond Purchase Agreement in the form on file with the Secretary, together with such additions thereto and changes therein as a Designated Officer shall deem necessary, desirable or appropriate, the execution of which by the District shall be conclusive evidence of the approval of such additions and changes. The Designated Officers, each acting alone, are hereby authorized and directed to execute the final form of the Bond Purchase Agreement for and in the name and on behalf of the District upon the submission of an offer by the Underwriter to purchase the Bonds, which offer is acceptable to a Designated Officer and consistent with the requirements of this Resolution. The amount of Underwriter's discount for the Bonds shall be not more than 0.40% of the par amount thereof (not taking into account any original issue discount on the sale thereof).

*Section 4. Official Statement.* The Board hereby approves the preliminary Official Statement in the form on file with the Secretary, together with such additions thereto and changes therein as a Designated Officer shall deem necessary, desirable or appropriate. The Designated Officers, each acting alone, are hereby authorized and directed to deem final within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934 except for permitted omissions, the preliminary form of the Official Statement describing the Bonds. Distribution of such preliminary Official Statement is hereby approved. The Designated Officers, each acting alone, are hereby authorized to execute the final form of the Official Statement, including as it may be modified by such additions thereto and changes therein as a Designated Officer shall deem necessary, desirable or appropriate, and the execution of the final Official Statement by the District shall be conclusive evidence of the approval of any such additions and changes. The Board hereby authorizes the distribution of the final Official Statement by the Underwriter. The final Official Statement shall be executed in the name and on behalf of the District by a Designated Officer.

*Section 5. Official Actions.* The President, the General Manager, the Finance Manager, the Secretary and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution

and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, including the application to providers of municipal bond insurance for the Bonds, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and sale of the Bonds and the consummation of the transactions as described herein.

*Section 6. Effective Date.* This Resolution shall take effect from and after the date of its passage and adoption.

I, the undersigned Secretary of the Town of Discovery Bay Community Services District, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the Board of Directors of the District at a meeting thereof on the 4<sup>th</sup> day of January, 2017, by the following vote of the members thereof:

PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> DAY OF JANUARY, 2017

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Robert Leete  
Board Chair

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 4, 2017, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Michael Davies  
Board Secretary



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 21, 2016  
REGULAR MEETING 7:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://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 Pease
2. Pledge of Allegiance – Led by Vice-President Leete
3. Roll Call – All Present

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

There were 3 Public Commenters – one requesting support for a bike lane along Discovery Bay Boulevard, one supporting Pickleball at Cornell Park, and one expressing displeasure that the District has yet to implement all of the requests from the Pickleball group.

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report – No report

**D. 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. Approval of DRAFT minutes of special meeting for December 7, 2016
2. Approval of DRAFT minutes of Public Financing Authority meeting for December 7, 2016
3. Approval of DRAFT minutes of regular meeting for December 7, 2016
4. Adopt Resolution No. 2016-22 updating the check signing signature authority
5. Approve Register of District Invoices
6. Adopt Resolution No. 2016-23 approving revisions to the Employee Personnel Manual related to employee holiday and vacation benefits for intermittent full-time employees with terms of one-year or greater.

President Pease – At the suggestion of the Interim General Manager, President Pease removed agenda item D-2 – It will be relisted under Public Financing Authority.

Motion by: Vice-President to approve the Consent Calendar agenda items 1, 3, 4, 5, 6

Second by: Director Graves

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

**E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

1. Veolia Report – Month of November 2016

Project Manager Berney Sadler – Provided the details of the November 2016 Monthly Operations Report. On November 3<sup>rd</sup> there was SS0 – Lift Station S near Regatta Park, a force main break. There was discussion regarding the November 2016 report - Coliform and the age of the infrastructure.

**F. BUSINESS AND ACTION ITEMS**

1. Consider appointment of the Town General Manager and authorize the Board President to sign, on behalf of the District, the employment contract.

Interim General Manager Kutsuris – Provided a summary background of Mike Davies, new General Manager and commended the Board for their diligence and perseverance as they spent many hours and days to find the right person to lead the organization.

Legal Counsel – Stated there are a couple of minor changes; effective start date is January 3<sup>rd</sup>, language regarding disability has been clarified.

Motion by: Director Graves to approve the contract for the new General Manager.

Second: Vice-President Leete

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

Director Mayer – Noted that he was not involved in the interview process, however, he reviewed the paperwork, voted yes on the hiring of the new General Manager, and looks forward to meeting and working with Mike Davies.

2. Consider authorizing the Board President to sign, on behalf of the District, the Second Amendment to the employment contract with Interim General Manager Catherine Kutsuris to provide for continued services during the transition period through January 30, 2017.

Legal Counsel Attebery – Provided the details of the second amendment for Interim General Manager; remaining as our Interim General Manager to January 3<sup>rd</sup>, along with providing transition services as an hourly employee through January 31<sup>st</sup>.

Motion by: Vice-President Leete to approve the second amendment to the employment contract for the Interim General Manager.

Second by: Director Graves

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

3. Accept the recommendation and award the bid for the Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades to the lowest responsive bidder - Telstar Instruments Inc. - for \$168,950, with a 10% change order allowance (\$16,895.00), authorize the Interim General Manager to execute all contract documents and adopt related CEQA findings.

Interim General Manager Kutsuris – Provided the background of the Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades; as well as the bid process. The proposed contract authorization includes a 10% change order. The project (including the potential change order) is within the project budget.

Motion by: Director Steele to accept the recommendation and award the bid for the Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades to the lowest responsive bidder – Telstar Instruments, Inc. – for \$168,950.00, with a 10% change order allowance (\$16,895.00), authorize the Interim General Manager to execute all contract documents and adopt related CEQA findings.

There were questions from the Board regarding whether the District had positive experience with Telstar and whether there will be any impact to end users during construction. Berney Sadler confirmed that there will be no impact to end users and Interim General Manager Kutsuris explained that the District did have experience working with Telstar.

Second by: Director Graves

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

4. Consider whether to include the water meter project within the bond financing scheduled for 2017; and if not, consider adopting Resolution 2016-25 approving proceedings to finance improvements to the District's municipal wastewater system, approving the issuance of wastewater revenue bonds by the Discovery Bay PFA, and approving related documents and actions.

Interim General Manager Kutsuris – provided information on possibly including the water meter completion project costs into the bond. Finance Manager Breitstein and Saul Rosenbaum (Financial Advisor) gave more details of including the water meter project into the bond.

Motioned by: Director Leete to continue this matter to the January 4<sup>th</sup> agenda for a decision.

Second by: Director Graves

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

5. Consider County Development Plan Application – Discovery Bay Country Club Residential Association (DP 16-3032) and determine whether to request conditions be added to the proposed permit.

Interim General Manager Kutsuris – The District received a Notice of Intent to render a decision from the County Dept. of Conservation and Development by the Discovery Bay Residential Association to relocate the entry gate on Discovery Bay Blvd. back for the purpose of reducing the queuing of traffic on Discovery Bay Blvd. The Notice involves the temporary relocation of a 48 sq. ft. guard shack to Marina Blvd. and Club House Drive as the entrance during the construction period.

There was one public comment. There was discussion between the Board involving concerns of the traffic issues caused by the relocation.

Motion by: Director Graves to send a letter to the HOA and Contra Costa Planning Department indicating that the Town has concerns that with this temporary change there will be traffic backups the HOA and the County to consider how it can be managed in such a manner that traffic backups will not occur.

Second by: Director Steele

Vote: Motion Carried – AYES: 4, Abstained: 1

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

1. Receive the report from the Finance Manager regarding the Account Charge.  
Finance Manager Breitstein – Provided information for the report in the Agenda Packet.

**H. PRESENTATIONS**

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORTS – Discussion and Possible Action**

1. Update Board on implementation of Special PG&E Funding Projects.  
Recreation Programs Supervisor Kaiser provided information on the PG&E funded projects which included the small dog park fencing, water station, benches and picnic tables, ADA access to the swimming pool, and rolling access gate for the BBQ area. Landscape Manager Miller gave information on three upcoming projects- concrete trippers, equipment building and tot lot play structure.

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Schedule Board Annual Planning Workshop.  
Interim General Manager Kutsuris – Provided information regarding scheduling the Board Annual Planning Workshop. The Board Annual Planning Workshop is scheduled for January 21, 2017, beginning at 8:30 a.m.

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

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

**Q. CLOSED SESSION:**

1. Conference with Legal Counsel – Anticipated Litigation: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9  
One potential case

**R. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session on item Q-1 and there is no reportable action.

**S. ADJOURNMENT**

1. The meeting adjourned at 8:15 p.m. to the next Regular meeting of January 4, 2017 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//sh – 01-03-2017

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



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

January 04, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Mike Davies, General Manager

### 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** \$ 98,054.44

**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 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

**AGENDA ITEM: F-2**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On January 04, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$0.00</b>
<b>Water</b>				
Big Dog Computer	BDC33268	Director Setup	12/16/16	\$85.00
Big Dog Computer	BDC33269	Network Attached Storage	12/16/16	\$2,045.44
Bill Mayer	DEC 2016	Expense Report Dec 2016	12/15/16	\$184.00
Bill Pease	DEC 2016	Expense Report Dec 2016	12/15/16	\$184.00
Chris Steele	DEC 2016	Expense Report Dec 2016	12/15/16	\$184.00
Cintas	185583637	Mats	12/14/16	\$6.86
Freedom Mailing Service, Inc	30303	Water Bill Processing Nov 2016	12/09/16	\$1,010.79
Government Finance Officers Assoc.	0186990/112916	Membership 2017	11/29/16	\$76.00
J.W. Backhoe & Construction, Inc.	2722	Water Leak Bodega Ct.	12/12/16	\$5,921.82
Lake Movers LLC	2016-1	District Office Carpet	12/16/16	\$168.00
Neumiller & Beardslee	281248	General Services Oct 2016 Water Meter Project	11/30/16	\$1,511.50
Neumiller & Beardslee	281248	General Services Oct 2016	11/30/16	\$3,969.06
Neumiller & Beardslee	281249	Hofmann v. TODB	12/07/16	\$1,354.65
Office Depot	883530881001	Office Supplies	11/30/16	\$47.61
Office Depot	883530881002	Office Supplies	12/06/16	\$6.94
Office Depot	883531019001	Office Supplies	11/30/16	\$14.09
Office Depot	885164679001	Office Supplies	12/06/16	\$47.17
Office Depot	885164680001	Office Supplies	12/06/16	\$4.34
Pacific Gas & Electric	1521433231-2/120916	Electric & Gas Bill 11/09/16-12/08/16	12/09/16	\$4,063.23
Pacific Gas & Electric	2943721807-5/120816	Electric & Gas Bill 11/08/16-12/07/16	12/08/16	\$21,519.98
ReliaStar Life Insurance Company	#JR 457(B) 123116	457(b) 12/16/16-12/31/16	12/31/16	\$412.04
Robert Leete	DEC 2016	Expense Report Dec 2016	12/15/16	\$184.00
Some Gave All	DEC 2016	Expense Report Dec 2016	12/15/16	\$291.88
TASC	450775312003/11617	IRS Sec 125 Health Savings Jan 2017	12/20/16	\$289.99
Univar	SJ789244	Chemicals Delivered 12/09/16	12/09/16	\$217.25
Univar	SJ789251	Chemicals Delivered 12/09/16	12/09/16	\$197.50
			<b>Water</b>	
			<b>Sub-Total</b>	<b>\$43,997.14</b>
<b>Wastewater</b>				
Big Dog Computer	BDC33268	Director Setup	12/16/16	\$127.50
Big Dog Computer	BDC33269	Network Attached Storage	12/16/16	\$3,068.17
Bill Mayer	DEC 2016	Expense Report Dec 2016	12/15/16	\$276.00
Bill Pease	DEC 2016	Expense Report Dec 2016	12/15/16	\$276.00
Chris Steele	DEC 2016	Expense Report Dec 2016	12/15/16	\$276.00
Cintas	185583637	Mats	12/14/16	\$10.30
Cintas	185583637	Uniforms	12/14/16	\$14.20
Government Finance Officers Assoc.	0186990/112916	Membership 2017	11/29/16	\$114.00
Lake Movers LLC	2016-1	District Office Carpet	12/16/16	\$252.00
Neumiller & Beardslee	281248	General Services Oct 2016	11/30/16	\$5,953.60
Neumiller & Beardslee	281249	Hofmann v. TODB	12/07/16	\$2,031.98
Office Depot	883530881001	Office Supplies	11/30/16	\$71.42
Office Depot	883530881002	Office Supplies	12/06/16	\$10.41
Office Depot	883531019001	Office Supplies	11/30/16	\$21.14
Office Depot	885164679001	Office Supplies	12/06/16	\$70.76
Office Depot	885164680001	Office Supplies	12/06/16	\$6.50
Pacific Gas & Electric	1181942262-4/120716	Electric & Gas Bill 11/07/16-12/06/16	12/07/16	\$2,802.65
Pacific Gas & Electric	7212115758-7/120916	Electric & Gas Bill 11/09/16-12/08/16	12/09/16	\$26,155.23
ReliaStar Life Insurance Company	#JR 457(B) 123116	457(b) 12/16/16-12/31/16	12/31/16	\$618.06
Robert Leete	DEC 2016	Expense Report Dec 2016	12/15/16	\$276.00
Some Gave All	DEC 2016	Expense Report Dec 2016	12/15/16	\$450.07
TASC	450775312003/11617	IRS Sec 125 Health Savings Jan 2017	12/20/16	\$434.98
			<b>Wastewater</b>	
			<b>Sub-Total</b>	<b>\$43,316.97</b>
<b>Community Center</b>				
			<b>Community Center</b>	
			<b>Sub-Total</b>	<b>\$0.00</b>

**Grand Total**      **\$87,314.11**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On January 04, 2017  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185583637	Uniforms	12/14/16	\$54.61
Cintas	185583637	Community Center-Mats	12/14/16	\$53.90
Office Depot	883854622001	Community Center-Office Supplies	12/01/16	\$155.62
Pacific Gas & Electric	0869258994-1/120816	Electric & Gas Bill 11/08/16-12/07/16	12/08/16	\$492.17
Pacific Gas & Electric	5702839598-6/120816	Community Center-Electric & Gas Bill 11/07/16-12/06/16	12/08/16	\$846.74
Pacific Gas & Electric	5939734421-5/121416	Electric & Gas Bill 11/16/16-12/14/16	12/14/16	\$7,707.83
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 11/01/16-11/30/16	11/30/16	\$32.92
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 11/01/16-11/30/16	11/30/16	\$135.23
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 11/01/16-11/30/16	11/30/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 11/01/16-11/30/16	11/30/16	\$192.94
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 11/01/16-11/30/16	11/30/16	\$349.08
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 11/01/16-11/30/16	11/30/16	\$44.42
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 11/01/16-11/30/16	11/30/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 11/01/16-11/30/16	11/30/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 11/01/16-11/30/16	11/30/16	\$26.76
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 11/01/16-11/30/16	11/30/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 11/01/16-11/30/16	11/30/16	\$42.84
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 11/01/16-11/30/16	11/30/16	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 11/01/16-11/30/16	11/30/16	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 11/01/16-11/30/16	11/30/16	\$25.18
			<b>Total</b>	<b>\$10,473.42</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On January 04, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185583637	Uniforms	12/14/16	\$55.08
Pacific Gas & Electric	0403377952-3/120716	Electric & Gas Bill 11/07/16-12/06/16	12/07/16	\$44.09
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 11/01/16-11/30/16	11/30/16	\$88.38
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 11/01/16-11/30/16	11/30/16	\$39.68
			<b>Total</b>	<b>\$266.91</b>