



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 18, 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

There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- H. PRESENTATIONS
- I. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J. MANAGER'S REPORTS – Discussion and Possible Action
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- N. CORRESPONDENCE - Discussion and Possible Action
- P. FUTURE AGENDA ITEMS

Agenda Items for the following items are in preparation and will be issued prior to the meeting:

- F. BUSINESS AND ACTION ITEMS
 - Item F-4 Consider approving the proposal by the Board President to make modifications to the Board Bylaws and Policies related to staff sub-committees and regional committees.
 - Item F-5 Assignment/Selection of Committee Assignments by Board Members.



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 18, 2017
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. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

D. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of December 2016

E. CONSENT CALENDAR

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

1. Approval of regular meeting minutes January 4, 2017.
2. Approve Register of District Invoices
3. Authorize the payment of \$475.20 to Bob Murray and Associates for additional expenses related to the General Manager recruitment.

F. BUSINESS AND ACTION ITEMS:

1. Consider for approval moving the date of the Annual Board Workshop that is currently scheduled for January 21, 2017 to January 28, 2017 or to another date.
2. Review and Consider Adopting Resolution 2017-03 approving the proposed Debt Management Policy as required by California Government Code 8855(i)
3. Public Hearing to Review and Consider Adopting Resolution 2017-01 approving proceedings to finance improvements to the District's municipal water and wastewater system, approving the issuance of water and wastewater revenue bonds by the Discovery Bay Public Financing Authority, and approving related documents and actions.
4. Consider approving the proposal by the Board President to make modifications to the Board Bylaws and Policies related to staff sub-committees and regional committees.

5. Assignment/Selection of Committee Assignments by Board Members.

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period ending September 30, 2016

H. PRESENTATIONS

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

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

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Bill Helfrick - Water Meter Installation Cost and Financing – Request date December 21, 2016.

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the Annual Board Workshop meeting on January 21, 2017 starting at 8:00 a.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."



MONTHLY OPERATIONS REPORT

December 2016

Town of Discovery Bay, CA

2681 Days of Safe Operations

124,850 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	4.0
Weekly Safety Topics	
Bloodborne Pathogens	
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)

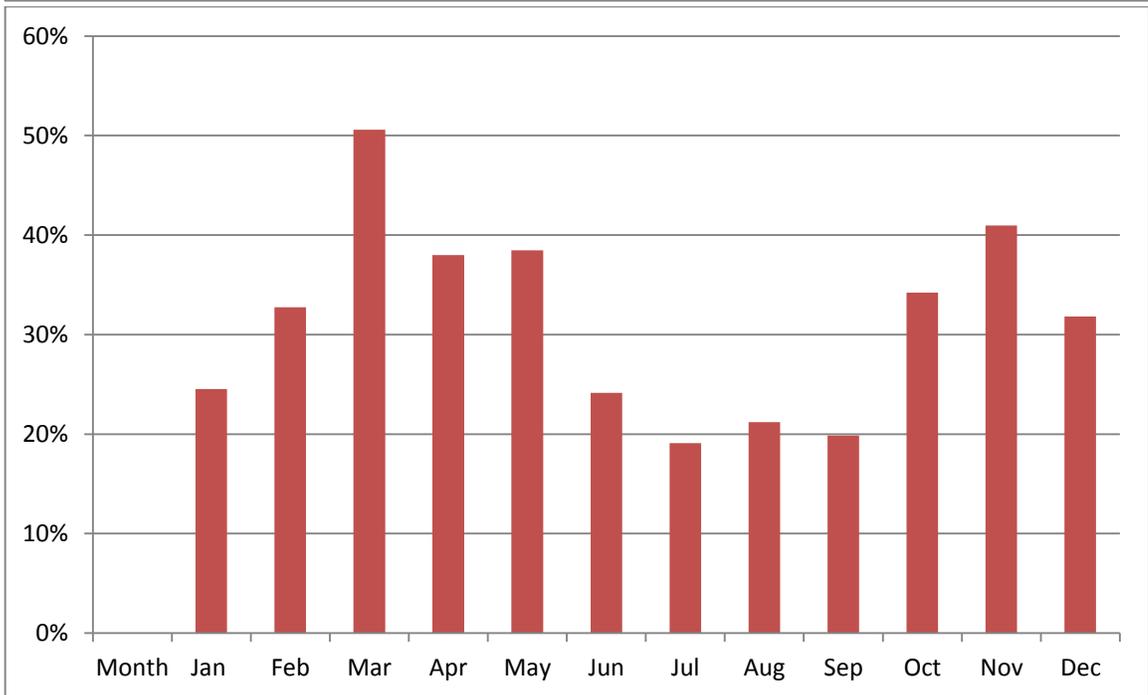
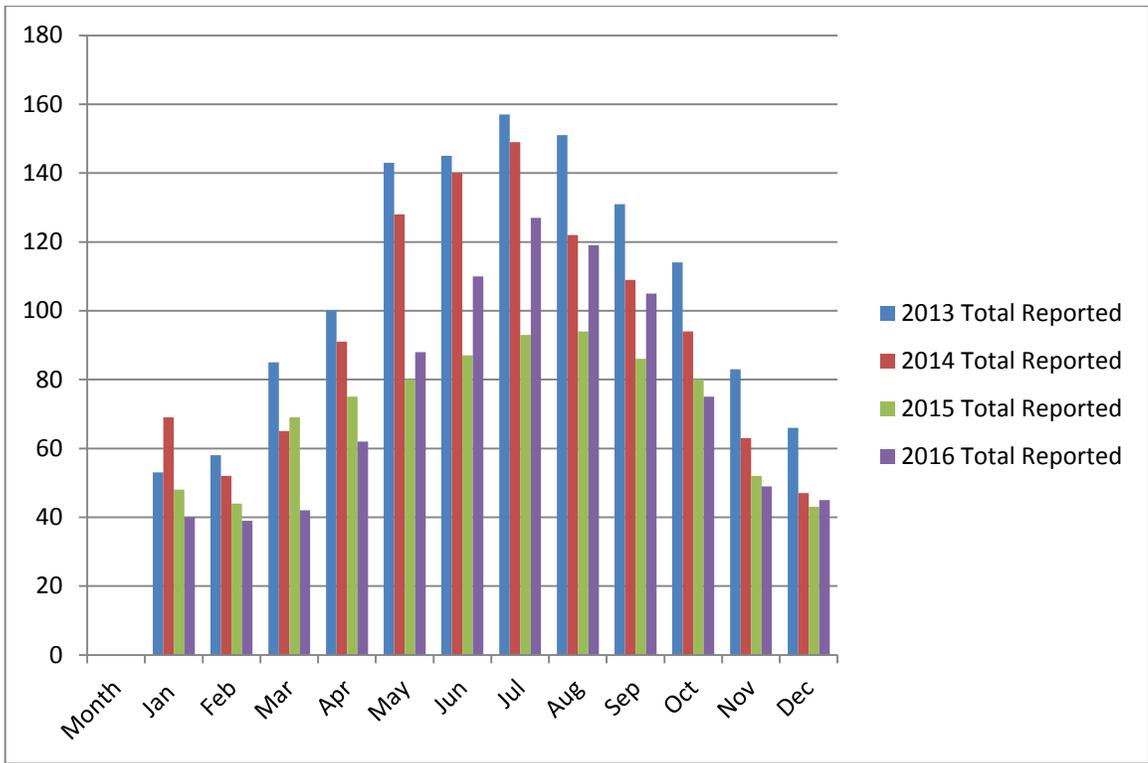
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
6	45	1100	0

Note: Well 5 is active, stand by only.

2016 Water Production Table (MG) by Month

January	February	March	April	May	June
40	39	42	62	88	110
July	August	September	October	November	December
127	119	105	75	49	45



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>November Lab Data</i>	<i>December Lab Data</i>
Flow, MG Effluent, monthly total		33	39
Flow, MG Daily Influent Flow, avg.	N/A	1.2	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	20	37
Effluent TSS, lbs/d, monthly avg.	525	28	42
Effluent BOD ₅ , mg/L, monthly avg.	20	2	4
Effluent TSS, mg/L, monthly avg.	30	3	5
Total Coli form 7 day Median Max	23	1.0	0.0
Total Coli form Daily Maximum	240	5.0	2.0
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	96	98
Electrical Conductivity, umhos/cm annual avg.	2100	2105	2100

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

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

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
14	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	39

COLLECTION:

- 53,012 ft. of collection sanitary sewer line has been assessed
- Inspected 221 manhole & covers.
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
209	161

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
18	5

Call & Emergency Responses

Call Outs	Emergencies
6	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1665	19

TERMS

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES 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**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – 7:00 p.m. by President Leete
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 was one Public Comment speaker regarding speeding and other traffic issues. The resident asked if the Board had received the results of the traffic surveys done after the meeting with Monish Sen, Traffic Section of Contra Costa County Public Works. President Leete advised that the Board has not received the findings of the surveys.

C. BUSINESS AND ACTION ITEMS:

1. Nominate & Appoint District Board Positions for the 2017 Calendar Year
General Manager Davies - gave details of the Board positions for 2017. Newly seated Board President presented an award to former Board President Bill Pease.
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.
General Manager Davies – Introduced and provided background regarding the bond information.
Interim General Manager Kutsuris – Gave a presentation outlining various options of bond financing which could be considered for 2017.
There was discussion between the Board and Interim General Manager Kutsuris regarding the details.
There was one public comment.
Director Mayer asked if there would be an option for the homeowner to pay the water meter fee upfront to avoid finance costs. The Board members expressed information on easing the financial burden on homeowners and use of the reserve. They asked questions about options provided; water rates that were approved.
Legal Counsel – Indicated that Legal Counsel needs time to review the process used if the Board plans to place the charge on the property tax bills.
Interim General Manager Kutsuris – Provided more information regarding current property tax billing.
Motion by: Director Pease to approve Option 2 of the Project Billing Options: Ten-year payback - with interest with the option to pay off the cost of the water meter if the customer wishes and to bring the final Resolution back to the next Regular Board meeting on January 18, 2017.
Second by: Director Mayer
Vote: Motion Carried – AYES: 3, NOES: 2 (Vice-President Graves and Director Steele)

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month December.
2. CHP Report – No Report

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report– No Report
2. County Planning Commission Report– No Report
3. Code Enforcement Report– No Report
4. Special Districts Report** – No 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

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

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

G. BUSINESS AND ACTION ITEMS

None

H. MANAGER'S REPORT – Discussion and Possible Action

None

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

J. PRESENTATIONS

None

K. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves recognized Director Pease for his leadership during the last year.

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

1. General Manager Davies - Provided information on wind damage that occurred at the Wastewater Treatment Plant #2 Solar Dryer "B" on January 3rd.
Project Manager Sadler provided additional details on the damage.
2. General Manager Davies – provided information on the Water Meter Installation Completion Project noting that the contract with J W Backhoe was signed and the Notice to Proceed was to be issued this week. Pre-work will start Monday while we are in the notice stage to our residents. We are drafting letters and door hangers and scheduling workshops with a planned project start date of January 30th.

M. DISTRICT LEGAL COUNSEL REPORT

None

N. SUB-COMMITTEE UPDATES – Discussion and Possible Action

None

O. CORRESPONDENCE – Discussion and Possible Action

None

P. PUBLIC RECORD REQUESTS RECEIVED

None

Q. FUTURE AGENDA ITEMS

None

R. **ADJOURNMENT**

The meeting adjourned at 7:43 p.m. 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.

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 18, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Mike 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 \$ 1,272,628.65

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: E-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 18, 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>
Contra Costa County Reimbursement				
Discovery Bay Disposal	17-001966/123016	Com 2 Yd Bin (Z57,Z61)	12/30/16	\$191.01
Tee Janitorial & Maintenance	8579	Janitorial Service Dec 2016 (Z57,Z61)	12/20/16	\$80.00
Watersavers Irrigation Inc.	1787594-00	Landscape Reimb (Z61)	01/05/17	\$50.59
		Contra Costa County	Sub-Total	\$321.60
Water				
Aflac	507213	Supplemental Insurance Dec 2016	12/28/16	\$339.18
Alhambra	13710019 122316	Bottle Water Service Dec 2016	12/23/16	\$11.04
American Retrofit Systems	1222	Electrical Work District Office Work Stations	12/21/16	\$1,040.00
CaliforniaChoice Benefit Admin	2596045/53040	Health Insurance Feb 2017	12/27/16	\$4,397.04
Cintas	185584589	Mats	12/21/16	\$6.86
Cintas	185585553	Mats	12/28/16	\$6.86
Cintas	185586502	Mats	01/04/17	\$6.86
County Of Contra Costa, Dept of Info Tec	10725	Data Processing Charges Nov 2016	12/16/16	\$19.80
Denalect Alarm Company	R41330	Quarterly Alarm Charge	01/03/17	\$44.40
J.W. Backhoe & Construction, Inc.	2723	New Angle Meter Stop Emerald Ct	12/15/16	\$3,481.46
J.W. Backhoe & Construction, Inc.	2728	Leaking Hydrant Discovery Pt	12/23/16	\$673.80
J.W. Backhoe & Construction, Inc.	2729	Water Leak Discovery Pt	12/23/16	\$3,063.25
J.W. Backhoe & Construction, Inc.	2730	Water Leak Beaver Ln	12/23/16	\$5,865.64
Lake Movers LLC	2016-2	District Office Carpet	01/05/17	\$56.00
Luhdorff & Scalmanini	32441	PLC Scada Upgrades Nov 2016	11/27/16	\$34,049.32
Luhdorff & Scalmanini	32442	Water Meter Project Nov 2016	11/27/16	\$16,742.46
Luhdorff & Scalmanini	32442	General Services Nov 2016	11/27/16	\$3,811.50
Neumiller & Beardslee	281865	Water Meter Project Nov 2016	12/21/16	\$4,734.00
Neumiller & Beardslee	281865	General Services Nov 2016	12/21/16	\$3,457.69
Neumiller & Beardslee	281866	Hofmann v. TODB	12/22/16	\$271.50
Office Depot	885164623001	Office Supplies	12/10/16	\$12.95
Office Depot	888238233001	Office Supplies	12/16/16	\$99.81
Office Depot	888287633001	Office Supplies	12/19/16	\$82.26
Office Depot	888287733001	Office Supplies	12/21/16	\$29.50
Peelle Technologies, Inc.	TODB2949	Annual Maintenance Renewal Laserfiche	01/09/17	\$360.00
ReliaStar Life Insurance Company	#JRS2 457(B) 011517	457(b) 01/01/17-01/15/17	01/15/17	\$433.02
Ricoh USA, Inc	5046146329	Photocopier	12/16/16	\$104.73
SDRMA	21340	Ancillary Benefits Nov 2016	12/20/16	\$478.12
Tee Janitorial & Maintenance	8579	Janitorial Service Dec 2016	12/20/16	\$285.60
Upper Case Printing, Ink.	11421	Office Supplies	12/20/16	\$87.33
Veolia Water North America	64247	Water Meter Project Nov 2016	12/22/16	\$797.38
Veolia Water North America	64248	Scada Improvements Nov 2016	12/22/16	\$378.00
Veolia Water North America	64250	Large Replacement Nov 2016	12/22/16	\$2,454.40
Veolia Water North America	64333	Preventative & Corrective Nov 2016	12/23/16	\$3,964.31
Veolia Water North America	64485	Monthly O&M Fee Jan 2017	01/02/17	\$51,250.12
Verizon Wireless	9777735458	Cell Phone Bill Dec 2016	12/26/16	\$193.42
		Water	Sub-Total	\$143,089.61
Wastewater				
Aflac	507213	Supplemental Insurance Dec 2016	12/28/16	\$508.76
Alhambra	13710019 122316	Bottle Water Service Dec 2016	12/23/16	\$16.56
American Retrofit Systems	1222	Electrical Work District Office Work Stations	12/21/16	\$1,560.00
Auburn Constructors Inc.	1505-7	WWTP#2 Effluent Filtration Project	12/31/16	\$1,000,521.00
CaliforniaChoice Benefit Admin	2596045/53040	Health Insurance Feb 2017	12/27/16	\$6,595.56
Cintas	185571257-2	Mats	12/21/16	\$20.00
Cintas	185584589	Mats	12/21/16	-\$10.00
Cintas	185584589	Uniforms	12/21/16	\$14.20
Cintas	185585553	Mats	12/28/16	\$10.30
Cintas	185585553	Uniforms	12/28/16	\$14.20
Cintas	185586502	Mats	01/04/17	\$10.30
Cintas	185586502	Uniforms	01/04/17	\$14.20
Comcast	8155400350232938/117	WWTP#2 Internet Jan 2017	01/03/17	\$99.95
Comcast	8155400350232946/117	WWTP#1 Internet Jan 2017	01/03/17	\$91.08
County Of Contra Costa, Dept of Info Tec	10725	Data Processing Charges Nov 2016	12/16/16	\$29.70
CVCWA	17-088	Membership Renewal FY16/17	07/01/16	\$820.00
Denalect Alarm Company	R41330	Quarterly Alarm Charge	01/03/17	\$66.60
Discovery Pest Control	201809	WWTP#1 Pest Control	01/03/17	\$70.00
Kleinfelder, Inc.	1133218	WWTP#2 Effluent Filtration Project	12/16/16	\$1,047.40

Lake Movers LLC	2016-2	District Office Carpet	01/05/17	\$84.00
Neumiller & Beardslee	281865	General Services Nov 2016	12/21/16	\$5,186.53
Neumiller & Beardslee	281866	Hofmann v. TODB	12/22/16	\$407.25
Office Depot	885164623001	Office Supplies	12/10/16	\$19.43
Office Depot	888238233001	Office Supplies	12/16/16	\$149.72
Office Depot	888287633001	Office Supplies	12/19/16	\$123.38
Office Depot	888287733001	Office Supplies	12/21/16	\$44.24
Peelle Technologies, Inc.	TODB2949	Annual Maintenance Renewal Laserfiche	01/09/17	\$540.00
ReliaStar Life Insurance Company	#JR52 457(B) 011517	457(b) 01/01/17-01/15/17	01/15/17	\$649.53
Ricoh USA, Inc	5046146329	Photocopier	12/16/16	\$157.10
SDRMA	21340	Ancillary Benefits Nov 2016	12/20/16	\$717.17
Tee Janitorial & Maintenance	8579	Janitorial Service Dec 2016	12/20/16	\$428.40
Upper Case Printing, Ink.	11421	Office Supplies	12/20/16	\$130.99
Veolia Water North America	64248	Scada Improvements Nov 2016	12/22/16	\$252.00
Veolia Water North America	64249	Vehicle Repair & Maintenance Nov 2016	12/22/16	\$1,909.43
Veolia Water North America	64250	Large Replacement Nov 2016	12/22/16	\$15,326.90
Veolia Water North America	64333	Preventative & Corrective Nov 2016	12/23/16	\$10,348.12
Veolia Water North America	64485	Monthly O&M Fee Jan 2017	01/02/17	\$76,875.19
Verizon Wireless	9777735458	Cell Phone Bill Dec 2016	12/26/16	\$290.14

Wastewater Sub-Total \$1,125,139.33

Community Center

Community Center Sub-Total \$0.00

Grand Total \$1,268,550.54

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 18, 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>
Alhambra	13710019 122316	Bottle Water Service Dec 2016	12/23/16	\$48.55
Big Dog Computer	BDC33267	Community Center-Upgrade Memory	12/12/16	\$287.79
Cintas	185584589	Uniforms	12/21/16	\$54.61
Cintas	185584589	Community Centers-Mat	12/21/16	\$53.90
Cintas	185585553	Uniforms	12/28/16	\$54.61
Cintas	185585553	Community Center-Mats	12/28/16	\$53.90
Cintas	185586502	Uniforms	01/04/17	\$54.61
Cintas	185586502	Community Center-Mats	01/04/17	\$53.86
Comcast	8155400350238372/117	Community Center-Internet Service Jan 2017	12/22/16	\$170.08
Comcast	8155400350357156/117	Internet Service Jan 2017	12/15/16	\$82.52
Department of Justice	205680	Community Center-Pre Employment Screening	12/05/16	\$49.00
Discovery Bay Disposal	17-0013218/123016	Community Center-Com 3 Yd Bin	12/30/16	\$444.66
Discovery Bay Disposal	17-001966/123016	Com 2 Yd Bin	12/30/16	\$63.66
Express Labs Inc.	72494	Community Center-Pre Employment Screening	12/31/16	\$120.00
Karina Dugand	39	Community Center-Program Fees	12/22/16	\$736.50
Tee Janitorial & Maintenance	8579	Janitorial Service Dec 2016	12/20/16	\$720.00
Tee Janitorial & Maintenance	8579	Community Center-Janitorial Service Dec 2016	12/20/16	\$260.00
Verizon Wireless	9777735458	Cell Phone Bill Dec 2016	12/26/16	\$89.19
			Total	\$3,397.44

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 18, 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	185584589	Uniforms	12/21/16	\$55.08
Cintas	185585553	Uniforms	12/28/16	\$55.08
Cintas	185586502	Uniforms	01/04/17	\$55.08
Comcast	8155400350357156/117	Internet Service Jan 2017	12/15/16	\$82.54
Discovery Bay Disposal	17-001966/123016	Com 2 Yd Bin	12/30/16	\$63.68
Tee Janitorial & Maintenance	8579	Janitorial Service Dec 2016	12/20/16	\$280.00
Verizon Wireless	9777735458	Cell Phone Bill Dec 2016	12/26/16	\$89.21
			Total	\$680.67



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 18, 2017

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

MRD

Agenda Title:

Authorize the payment of \$475.20 to Bob Murray and Associates for additional expenses related to the General Manager recruitment.

Executive Summary

In March of 2017, the Board approved a contract with Bob Murray and Associates for the recruitment of the Town General Manager. The contract provided that the consultant would be compensated for costs not to exceed \$17,500 for professional services. The District also agreed to reimburse the Consultant for expenses related to travel, advertising, clerical, etc. at a cost not to exceed \$6900.00 without prior approval of the District. The contract also specified that, *"in no event shall the total compensation and expenses payable to Consultant under this Agreement exceed the sum of Twenty-Four Thousand Four Hundred Dollars (\$24,400.00) unless specifically approved in advance and in writing by the District."* (Reference: Contract Section 4.3)

The District has cleared payments to date in the amount of \$24,126.21 and has outstanding invoices totaling \$1951.17 (of which \$273.79 may be paid under the existing contract). As part of the District's consideration of candidates, some of whom resided out of the area, the Board concurred that the requested travel expenses of the candidates should be reimbursed. The request received totaled \$475.20. A separate expense totaling \$586.86 for the second interview (travel and lodging) is being reimbursed separately to the candidate. There were no other costs in excess of the contract amount that were approved by the District as part of the review process. As such, the staff recommendation is to authorize the additional payment of \$475.20 beyond the contract maximum. This recommendation, if approved, would result in approximately \$1200.00 in consultant invoiced costs rejected.

Previous Relevant Board Actions for This Item

March 2, 2016 Bob Murray and Associates contract approval

AGENDA ITEM: E-3



PROFESSIONAL SERVICE AGREEMENT
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT /
BOB MURRAY & ASSOCIATES

EXECUTIVE RECRUITMENT FOR A GENERAL MANAGER ON BEHAIF OF THE TOWN OF
DISCOVERY BAY COMMUNITY SERVICES DISTRICT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the Town of Discovery Bay, a Community Services District formed under the laws of the state of California (“District”), Bob Murray & Associates, (“Consultant”)

RECITALS

A. District has determined it is in need of a permanent General Manager and desires to engage professional consultant services to conduct an executive recruitment for a General Manager.

B. Consultant represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, District and Consultant agree as follows:

AGREEMENT

1. DEFINITIONS

1.1. “Scope of Services”: Such professional services as are generally set forth in Consultant’s February 12, 2016 proposal/scope of work which is attached hereto as Exhibit A and incorporated herein by this reference

1.2. “Commencement Date”: March 7, 2016

2. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall continue until the recruitment is completed as described in the Scope of Services or until terminated earlier in accordance with Section 14 (“Termination”) below.

3. CONSULTANT'S SERVICES

- 3.1. Consultant shall perform the services identified in the Scope of Services. District shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 3.2. Consultant shall complete all services relating to the Project and return deliverables to District in accordance with the Timing proposed in Consultant's February 12, 2016 proposal/scope of work which is attached hereto as Exhibit A.
- 3.3. Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to District. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).
- 3.4. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The District Board of Directors shall be Consultant's project administrators and shall have direct responsibility for management and coordination of Consultant's performance under this Agreement. District shall not direct, control or supervise Consultant's employees or sub-consultants in the performance of the Scope of Work set forth in this Agreement.
- 3.5. Consultant shall provide progress copies of drawings, reports, specifications and other necessary information to the District and other engineers for coordination and review.
- 3.6. Consultant shall strictly observe and comply with applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or properties or their protection from damage, injury, or loss. Without limiting the foregoing, Consultant shall comply with all requirements, regulations, orders, and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1988.

4. COMPENSATION

- 4.1. District agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, the fixed amount of Seventeen Thousand Five Hundred Dollars (\$17,500.00).
- 4.2. District agrees to reimburse Consultant for expenses for Consultant travel; advertising; recruitment brochure layout, typeset, and printing; clerical; express mail postage; printing and binding; background and public records checks; and credit checks. First class mail postage, photocopying, and telephone charges are allocated costs. Expenses to be reimbursed shall not exceed Six Thousand Nine Hundred Dollars (\$6,900.00) without prior approval of District.

- 4.3. In no event shall the total compensation and expenses payable to Consultant under this Agreement exceed the sum of Twenty-Four Thousand Four Hundred Dollars (\$24,400.00) unless specifically approved in advance and in writing by District.
- 4.4. Consultant shall submit to District an invoice, on a monthly basis or less frequently, for the work completed and all expenses incurred pursuant to this Agreement as of that date. Within ten business days of receipt of each invoice, District shall notify Consultant in writing of any disputed amounts included on the invoice. Within forty-five (45) calendar days of receipt of each invoice, District shall pay all undisputed amounts included on the invoice. District shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.
- 4.5. Additional services requested by District and not included in the Scope of Services may be required by the District. Such additional services shall be performed only in accordance with Change Orders, authorized and issued by District or District's designated representative. Each Change Order shall list the scope of services to be performed, state the time within which the work is to be completed, and designate any special conditions. Payments for any additional services requested by District shall be made to Consultant by District at an agreed upon rate, unless otherwise stated in the Change Order.

5. OWNERSHIP OF WRITTEN PRODUCTS

- 5.1. All reports, documents or other written material ("written products") developed by Consultant in the performance of this Agreement shall be and remain the property of District without restriction or limitation upon its use or dissemination by District. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. District shall indemnify Consultant from any liability arising from use of documents not in connection with the Scope of Services identified in this agreement.

6. RELATIONSHIP OF PARTIES

- 6.1. Consultant is, and shall at all times remain as to District, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise to act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of District. Consultant is not entitled to the rights or benefits afforded District employees, including, but not limited to, disability, unemployment or other insurance, or workers' compensation.

7. CONFIDENTIALITY

- 7.1. All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by District. District shall grant such consent if disclosure is legally required. Upon request, all District data shall be returned to District upon the termination or expiration of this Agreement.

8. INDEMNIFICATION

- 8.1. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.2. District shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due District from Consultant as a result of Consultant's failure to pay District promptly any indemnification arising under this Section 8 and related to Consultant's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 8.3. The obligations of Consultant under this Section 8 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives any statutory immunity under such statutes or laws as to District, its officers, agents, employees and volunteers.
- 8.4. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 8 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend District, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent caused by any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of District's choice.
- 8.5. District does not, and shall not; waive any rights that it may possess against Consultant because of the acceptance by District, or the deposit with District, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

9. INSURANCE

- 9.1. During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- 9.1.1. Commercial General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000), per occurrence and in the aggregate, including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 9.1.2. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- 9.1.3. Worker's Compensation insurance as required by the laws of the State of California.
- 9.1.4. Professional Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence.
- 9.2. Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.
- 9.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 9.4. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, District may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.
- 9.5. At all times during the term of this Agreement, Consultant shall maintain on file with District a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the District and its officers, employees, agents and volunteers as additional insureds under Commercial General Liability. Consultant shall, prior to commencement of work under this Agreement, file with District such certificate(s).
- 9.6. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.
- 9.7. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming District and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to District.
- 9.8. Commercial General Liability insurance provided by Consultant shall be primary to any coverage available to District. Any insurance or self-insurance maintained by District and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 9.9. All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the District.

- 9.10. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of District, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to District, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 9.11. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 8 of this Agreement.

10. MUTUAL COOPERATION

- 10.1. District shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 10.2. In the event any claim or action is brought against District relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that District may require.

11. RECORDS AND INSPECTIONS

- 11.1. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. District shall have the right to access and examine such records, without charge, during normal business hours. District shall further have the right to audit such records, to make transcripts there from and to inspect all program data, documents, proceedings, and activities.

12. NOTICES

- 12.1. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and District's regular business hours; or (ii) on the fifth business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to District:

Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505
Telephone: (925) 634-1131
Facsimile: (925) 513-2705

With courtesy copy to:

Rod Attebery, Attorney for Town of Discovery Bay CSD
Neumiller & Beardslee
P.O. Box 20
Stockton, CA 95201
Telephone: (209) 948-8200

If to Consultant:

Bob Murray & Associates
1677 Eureka Road, Suite 202
Roseville, CA 95661
Telephone: (916) 784-9080
Facsimile: (916) 784-1985

13. SURVIVING COVENANTS

- 13.1. To the extent required by applicable law, the parties agree that the covenants contained in Section 7, Section 8, Paragraph 10.2 and Section 11 of this Agreement shall survive the expiration or termination of this Agreement.

14. TERMINATION

- 14.1. District shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on thirty (30) calendar days' written notice to District. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All District data, documents, objects, materials or other tangible things shall be returned to District upon the termination or expiration of this Agreement.
- 14.2. If District terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

15. GENERAL PROVISIONS

- 15.1. Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without District's prior written consent, and any attempt to do so shall be void and of no effect. District shall not be obligated or liable under this Agreement to any party other than Consultant.

- 15.2. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 15.3. Consultant agrees to comply with the regulations of District's "Conflict of Interest Code." Said Code is in accordance with the requirements of the Political Reform Act of 1974.
- Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of service required hereunder. The term "conflict" shall include, as a minimum, the definition of a "conflict of interest" under the California Fair Political Practices Act and the Town of Discovery Bay Conflict of Interest Code, as that term is applied to consultants.
- 15.4. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 15.5. The waiver by District or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by District or Consultant unless in writing.
- 15.6. Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in District's sole judgment that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 15.7. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Contra Costa County, California.
- 15.8. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be

affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 15.9. This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 15.10. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between District and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by District and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“District”

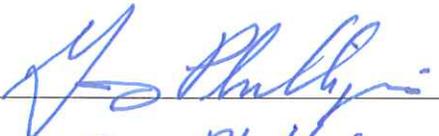
Town of Discovery Bay CSD

By: 
Catherine Kutsuris, General Manager

Date: 3/16, 2016

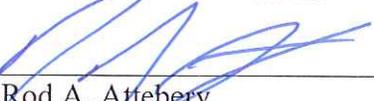
“Consultant”

Bob Murray & Associates

By: 
Print Name: Gary Phillips

Date: 3/16, 2016

APPROVED AS TO FORM

By: 
Rod A. Attebery
District Legal Counsel



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 18, 2017

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

MRD

Agenda Title

Consider for approval moving the date of the Annual Board Workshop that is currently scheduled for January 21, 2017 to January 28, 2017 or to another date.

Recommended Action

Consider for approval moving the date of the Annual Board Workshop that is currently scheduled for January 21, 2017 to January 28, 2017 or to another date.

Executive Summary

On December 7, 2016, Director Steele requested under Future Agenda Items that the Annual Board Workshop be added to the calendar.

On December 21, 2016, Interim General Manager Kutsuris spoke about scheduling the Board Annual Planning Workshop during the General Manager's Report. The Workshop was then scheduled for January 21, 2017 beginning at 8:30 a.m.

Vice President Graves will not be able to make the Board Workshop on January 21st because of a conflicting event. The reason for considering moving the date of the workshop is so that all Board members can be present.

Previous Relevant Board Actions for This Item

AGENDA ITEM: F-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 18, 2017

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Mike Davies, General Manager

MRD

Agenda Title

Debt Management Policy

Recommended Action

Consider Adopting Resolution 2017-03 Approving the Proposed Debt Management Policy as required by California Government Code 8855(i)

Executive Summary

The Debt Policy has been developed to provide guidance in the issuance and management of debt by all entities of the Town of Discovery Bay Community Services District and is intended to comply with California Government Code 8855(i) effective January 1, 2017. The establishment of this code are to ensure that debt capacity and affordability are adequately considered, to minimize the Districts interests and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

The District utilizes a fiscally prudent policy to ensure the following:

- Maintain the Districts' sound financial position
- Ensure the District has financial flexibility for future changes
- Protect the Districts' credit-worthiness
- Protect the current and future rate payers
- Debt is consistent with planning goals
- Ensures those who benefit from an improvement fairly pay for the cost of the benefit

The District may issue debt for the following purposes:

- Long Term Debt- to finance or refinance the construction, acquisition and rehabilitation of capital improvements and facilities, equipment and land to be owned and/ or operated by the District.
- Short Term Debt- issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes.
- Financings on Behalf of Other Entities- issuing financing on behalf of other governmental agencies of private third parties in order to further the public purposes of the District. This option enables the District to assist funding for projects, but not assume the debt liability or responsibility for payment of the debt service on such debt.

This Debt Policy is a critical element in any financial management program and allows the Town of Discovery Bay to allocate limited resources to provide the highest quality of service to the public and promote economic growth and enhance the strength of the District for its residents and businesses.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Resolution Number 2017-03

Debt Management Policy

AGENDA ITEM: F-2

DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (the “District”) was approved by the Board of Directors of the District on _____, 2017. The Debt Policy may be amended by Board of Directors of the District as it deems appropriate from time to time in the prudent management of the debt of the District.

This Debt Policy will also apply to any debt issued by the Discovery Bay Public Financing Authority or any other public agency for which the Board of Directors of the District acts as its legislative body.

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District’s interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the District’s effort to allocate limited resources to provide the highest quality of service to the public. The District understands that poor debt management can have ripple effects that hurt other areas of the District. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the District for its residents and businesses.

1. Findings

This Debt Policy shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District’s sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement program or budget, as applicable.
- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

2. Policies

A. Purposes For Which Debt May Be Issued

The District will consider the use of debt financing primarily for capital improvement projects ("CIP") when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

If a department has any project which is expected to use debt financing, the department director is responsible for expeditiously providing the General Manager and the Finance Director with reasonable cost estimates, including specific revenue accounts that will provide payment for the debt service. This will allow an analysis of the project's potential impact on the District's debt capacity and limitations. The department director shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

(i) Long-Term Debt. Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the Board of Directors of the District.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%, unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the District to violate any covenants to maintain the tax-exempt status of such debt, if applicable.

- The District estimates that sufficient income or revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The District considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources

(d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

In general, refundings which produce a net present value savings of at least four (4) percent of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than four (4) percent or negative savings will be considered on a case-by-case basis, and are subject to approval by the Board of Directors of the District.

(ii) Short-term debt. Short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes (“TRAN”).

Short-term borrowing, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board of Directors of the District determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment, and such equipment leases may be longer than 7 years.

(iii) Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will the District incur any liability or assume responsibility for payment of debt service on such debt.

B. Types of Debt

In order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

- General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.
- Revenue Bonds: Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. An example of projects that would be financed by a Revenue Bond would be improvements to a water system, which would be paid back with money raised from the rates and charges to water users. Generally, no voter approval is required to issue this type of obligation but in some cases, the District must comply with proposition 218 regarding rate adjustments. Revenue Bonds may be issued by the Discovery Bay Public Financing Authority on behalf of the District.
- Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds): Issuance of Lease-backed debt is a commonly used form of debt that allows a District to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the District from the general fund. Lease-Backed debt does not constitute indebtedness under the state or the District's constitutional debt limit and does not require voter approval. Lease Revenue Bonds may be issued by the Discovery Bay Public Financing Authority on behalf of the District.
- Special Assessment/Special District Debt: The District will consider requests from developers for the use of debt financing secured by property based assessments or special taxes in order to provide for necessary infrastructure for new development only under strict guidelines adopted by the Board of Directors of the District, which may include minimum value-to-lien ratios and maximum tax burdens. Examples of this type of debt are Assessment Districts (AD) and Community Facilities Districts (CFD) or more commonly known as Mello-Roos Districts. In order to protect bondholders as well as the District's credit rating, the District will also comply with all State guidelines regarding the issuance of special district or special assessment debt, as well as any policy required to be adopted under Government Code Section 53312.7.

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the District will give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The District may choose to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode, consideration will be given in regards to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose. The maximum amount of variable-rate debt should be limited to no more than 20 percent of the total debt portfolio.

The District will not employ derivatives, such as interest rate swaps, in its debt program. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate. Derivatives are commonly used as hedging devices in managing interest rate risk and thereby reducing borrowing costs. However, these products bear certain risks not associated with standard debt instruments.

C. Relationship of Debt to Capital Improvement Program and Budget

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear, unless a specific revenue source has been identified for this purpose, such as Gas Tax funds.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The District is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Except as described in Section 2.A., when refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations minimum net present value debt service savings equal to or greater than 4% of the refunded principal amount.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the District's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the General Manager or the Finance Director.

F. Waivers of Debt Policy

There may be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or in the best interests of the District and the failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the District in accordance with applicable laws.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT APPROVING A DEBT MANAGEMENT POLICY**

RESOLVED, by the Board of Directors (the "Board") of the Town of Discovery Bay Community Services District (the "District"), Contra Costa County, State of California, as follows:

WHEREAS, pursuant to the provisions of section 8855(i) of the California Government Code, prior to the issuance or incurrence of any debt, the District is required to adopt local debt policies concerning the use of debt and that any proposed debt issuance is consistent with those local debt policies; and

WHEREAS, a debt management policy has been developed for the District and the Board desires to adopt such policy in connection with any proposed debt of the District;

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

Section 1. The debt management policy, in the form attached hereto as Exhibit A (the "Debt Policy"), is hereby adopted by the Board for the District. The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District's interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

Section 2. The President, the General Manager, the Finance Manager, the Secretary and any and all other officers of the District are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this Resolution.

Section 3. This Resolution shall be effective upon adoption by the Board.

Robert Leete
Board President

I, the undersigned Secretary of the Discovery Bay Public Financing Authority, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the Board of Directors of the Authority at a meeting thereof on the 18th day of January, 2017, by the following vote of the members thereof:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Michael Davies
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 18, 2016

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

MRD

Agenda Title:

Public hearing to consider adoption of Resolution 2017-01 authorizing the issuance and sale of revenue bonds by the Discovery Bay Public Finance Authority to finance improvements to the Town of Discovery Bay's water and wastewater enterprises, and approving related documents and official actions.

Recommended Actions:

1. Adopt Resolution 2017-01 which authorizes the Discovery Bay Public Finance Authority to issue Bonds to finance the improvements to the Town of Discovery Bay's Water and Wastewater Enterprises with a principal amount not to exceed \$11,500,000; approves the Installment Sale Agreements, the Preliminary Official Statement and other documents that are on file with the Secretary, along with changes as the Designated Officers may deem necessary or appropriate; and authorizes the General Manager, the Finance Manager, and the Secretary in the name of and on behalf of the District to take actions necessary in order to consummate the lawful issuance and sale of the Bonds; and
2. Direct the General Manager to work with the Financial Advisor, Bond Counsel, Underwriter and Trustee to proceed with the issuance of not to exceed \$11,500,000 principal amount of Discovery Bay Public Financing Authority, Series 2017 Water and Wastewater Enterprise Revenue Bonds.

Executive Summary:

The Town of Discovery Bay Community Services District's (CSD) NPDES permit requires the construction of the "filtration" project. This 7.4M project is currently underway and must be operational by December 31, 2017. The CSD determined that the project should be financed. The CSD Board, at previous meetings, authorized the engagement of a financing team comprised of the Financial Advisor, the Underwriter, and the Bond and Disclosure Counsel to prepare for the issuance of revenue bonds to provide for the Project. The Board also determined, at the December 7, 2016 meeting, that the issuance should be structured as "wrap-around" financing to provide for stable costs, and that an "extraordinary" redemption option should not be included.

On January 4, 2017, the CSD Board determined that the District's Water Meter Completion Project should also be included within the 2017 Bond issuance. This 3.11M project is also underway. The Board determined that this portion of the bond issuance should be based on a ten-year term. The CSD Board has adopted Reimbursement Resolutions for both of these projects.

The Bonds are proposed to be structured as rated tax-exempt municipal bonds with a principal amount not to exceed \$11,500,000. If the proposed Resolution is adopted, the Discovery Bay Public Finance 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. The Resolution also includes the approval of associated documents which are on file with the District Secretary. Approval of both Resolutions is a prerequisite to accomplishing the issuance of the Bonds, which, if adopted, is expected to occur in March of 2017.

NEED FOR FINANCING

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 Enterprise at a manageable level.

The issuance of bonds for the Water Meter Completion Project allows the District's Board to provide a ten-year repayment option for customers receiving water meters, thus easing the financial burden on the District's residents.

FINANCING SUMMARY

The Resolutions for both the Town of Discovery Bay CSD and for the Public Financing Authority authorizes and approves the form of all of the base 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.

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 water and wastewater installment payments made to the Trustee.

Fiscal Impact:

Amount Requested \$11,500,000.00

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

- Wastewater Debt service repayment of \$375,000 in fiscal years 2018-2043, then \$1,121,000 in fiscal years 2044-2048
- Water Debt Service: The debt service repayment (including the financing cost) will be funded by a separate charge to the properties receiving the water meters. Reference: January 4, 2017 Agenda Item #C-2. Estimated debt service - \$345,000 – 10 years.

These amounts are estimated since they are dependent upon market conditions until the bonds are sold, at which time interest rates and annual debt service will be fixed.

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

December 7, 2016 – Related to amortization and redemption options

December 21, 2016 – Related to whether to include the Water Meter Completion Project costs within the offering

January 4, 2017 – Continuation and decision from the December 21, 2016 meeting.

Attachments

Resolution 2017-01
Public Hearing Notice

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2017-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT APPROVING PROCEEDINGS TO FINANCE
IMPROVEMENTS TO THE DISTRICT'S MUNICIPAL WATER AND WASTEWATER
ENTERPRISES, APPROVING THE ISSUANCE OF 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 "Water Project") to the District's municipal water enterprise (the "Water Enterprise"), and (b) the acquisition and construction of certain improvements and facilities (the "Wastewater Project") to the District's municipal wastewater enterprise (the "Wastewater 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) Enterprise Revenue Bonds, Series 2017 (Water and Wastewater Projects) (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 Water Project to the District pursuant to an installment sale agreement (the "Water Installment Sale Agreement"), under which the District will agree to make installment payments to the Authority payable from the net revenues of the Water Enterprise, and (b) sell the Wastewater Project to the District pursuant to an installment sale agreement (the "Wastewater Installment Sale Agreement"), under which the District will agree to make installment payments to the Authority payable from the net revenues of the Wastewater Enterprise, which together 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 Water Installment Sale Agreement will be on parity as to payment and security with the District's obligations with respect to that certain Water 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) (the "2012 Authority Bonds"), and the District's obligations under the Wastewater 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 2012 Authority Bonds;

WHEREAS, the form of an official statement (the "Official Statement") describing the Authority, the District, the Water Enterprise, the Wastewater 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 Water Project and the Wastewater Project, so long as (a) the principal amount of Bonds does not exceed \$11,500,000, (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 Agreements.

(a) The Board hereby approves the Water 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 Water Installment Sale Agreement for and in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the Water Installment Sale Agreement.

(b) The Board hereby approves the Wastewater Installment Sale Agreement in the form on file with the Secretary, together with such additions thereto and changes therein as 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 and affix the seal of the District to, the final form of the Wastewater Installment Sale Agreement for and in the name and on behalf of the District. The Board hereby authorizes the delivery and performance of the Wastewater 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.

Robert Leete
Board President

I, the undersigned Secretary of the Discovery Bay Public Financing Authority, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the Board of Directors of the Authority at a meeting thereof on the 18th day of January, 2017, by the following vote of the members thereof:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael Davies
Board Secretary

NOTICE OF PUBLIC HEARING

BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

NOTICE IS HEREBY GIVEN that on Wednesday, January 18, 2017, at the hour of 7:00 P.M., in the Community Center located at 1601 Discovery Bay Boulevard in Discovery Bay, California, the Board of Directors of the Town of Discovery Bay Community Services District (the "District") will hold a public hearing in accordance with section 6586.5(a)(2) of the California Government Code with respect to the financing of improvements by means of the issuance of revenue bonds (the "Bonds") by the Discovery Bay Public Financing Authority in an amount not to exceed \$11,500,000. The improvements to be financed will constitute part of the municipal water and wastewater enterprises of the District.

Notice is further given that at said hearing all interested persons will have an opportunity to be heard with respect to the financing of the improvements with proceeds of the Bonds and the public benefits arising from the financing. Written comments may be submitted at or before the hearing to Mr. Mike Davies, General Manager, Town of Discovery Bay Community Services District, 1800 Willow Lake Road, Discovery Bay, CA 94505 (925) 634-1131, mdavies@toddb.ca.gov.

Dated: January 13, 2017

**BOARD OF DIRECTORS OF THE TOWN
OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT**



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 8, 2017

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Mike Davies, General Manager

MRD

Agenda Title

District Financial Statement Report for the Period ending September 30, 2016

Recommended Action

Receive and File

Executive Summary

The attached information provides a snapshot of the District's Contra Costa County Fund Balance (*seen below*) as well as the Districts Cash Balances and Budget (*see attached pages*) on September 30, 2016.

Water & Wastewater Fund Balance \$9,323,738.00 plus revenues of \$7,177,473.16 less expenditures of \$2,691,787.85 = **Fund balance of \$13,809,423.31** In addition to the fund balance the District holds \$453,502.09 in the ECC Town bank account, as well as \$2,566,764.14 in the ECC Developer bank account.

Zone 8 Fund Balance \$393,857.48 plus revenues of \$597,533.05 less expenditures of \$240,423 = **Fund balance of \$750,967.53** In addition to the fund balance Zone 8 holds \$250,963.47 in the ECC Recreation Fund.

Zone 9 Fund Balance \$245,239.40 plus revenues of \$129,760.58 less expenditures of \$35,628.69 = **Fund balance of \$339,371.29**

Staff is available to answer or address any questions that the Board may have.

There is no action necessary.

Fiscal Impact:

Amount Requested \$ 0

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

Prog/Fund # Category

Previous Relevant Board Actions for This Item

N/A

Attachments

Administration, Water, Wastewater, L&L8, L&L 9, Financing Authority, Community Center, Caselle Quarterly Financial Statements

AGENDA ITEM: G-1

TOWN OF DISCOVERY BAY
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2016

COMBINED CASH ACCOUNTS

01-1009	XPRESS DEPOSIT ACCOUNT	107,656.66
01-1010	ECC BANK TOWN CHECKING ACCOUNT	453,502.09
01-1011	ECC BANK TOWN GENERAL ACCOUNT	428,347.42
01-1012	ECC BANK COMMUNITY CTR ACCT	424,203.61
01-1013	CCC FUNDS TOWN FUND 8058	6,344,749.31
01-1014	CCC ZONE 8 FUND 8059	158,652.05
01-1015	CCC ZONE 9 FUND 8061	196,959.68
01-1018	DEVELOPMENT ACCOUNT	2,566,764.14
01-1022	ECC RECREATION ACCOUNT	250,963.47
01-1075	UTILITY CASH CLEARING	(411.63)
	TOTAL COMBINED CASH	10,931,386.80
01-1000	CASH ALLOCATED TO OTHER FUNDS	(10,931,394.07)
	TOTAL UNALLOCATED CASH	(7.27)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2016

ADMINISTRATION

ASSETS

10-1000	CASH IN COMBINED FUND	(495,869.75)	
10-1010	PETTY CASH	(94.35)	
10-1030	ACCOUNTS RECEIVABLES		25,731.47	
10-1035	ACCOUNTS RECEIVABLES-MISC		6,568.37	
10-1052	DUE FROM OTHER FUNDS		4,684.41	
	TOTAL ASSETS			(458,979.85)

LIABILITIES AND EQUITY

LIABILITIES

10-2000	ACCOUNTS PAYABLES		4,057.68	
10-2100	PAYROLL LIABILITIES		147,444.00	
10-2250	DUE TO OTHER FUNDS	(500.00)	
	TOTAL LIABILITIES			151,001.68

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
10-2915	NET ASSETS - UNRESTRICTED CCC		6,153.17	
10-2980	RETAINED EARNINGS		46,204.36	
10-2981	COUNTY RECONCILIATION	(731,684.36)	
	REVENUE OVER EXPENDITURES - YTD		69,345.30	
	BALANCE - CURRENT DATE	(609,981.53)	
	TOTAL FUND EQUITY			(609,981.53)
	TOTAL LIABILITIES AND EQUITY			(458,979.85)

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

ADMINISTRATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION REVENUE</u>					
10-31-5150 LANDSCAPRE RELATED PAYROLL RMB	.00	.00	453,000.00	453,000.00	.0
10-31-5151 L&L VEHICLE REIMB	4,770.50	13,349.18	25,000.00	11,650.82	53.4
10-31-5226 LANDSCAPE REIMBURSABLE	2,756.17	70,154.31	1,090,000.00	1,019,845.69	6.4
10-31-6046 PERMIT FEE	.00	50.00	.00	(50.00)	.0
TOTAL ADMINISTRATION REVENUE	7,526.67	83,553.49	1,568,000.00	1,484,446.51	5.3
TOTAL FUND REVENUE	7,526.67	83,553.49	1,568,000.00	1,484,446.51	5.3

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

		ADMINISTRATION				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION EXPENDITURES</u>						
10-41-7000	SALARY & WAGES	.00	.00	841,000.00	841,000.00	.0
10-41-7393	VEHICLE & EQUIPMENT SUP & REP	.00	.00	25,000.00	25,000.00	.0
10-41-7529	LANDSCAPE RELATED REIMBURSABLE	3,856.18	14,208.19	305,000.00	290,791.81	4.7
TOTAL ADMINISTRATION EXPENDITURES		<u>3,856.18</u>	<u>14,208.19</u>	<u>1,171,000.00</u>	<u>1,156,791.81</u>	<u>1.2</u>
TOTAL FUND EXPENDITURES		<u>3,856.18</u>	<u>14,208.19</u>	<u>1,171,000.00</u>	<u>1,156,791.81</u>	<u>1.2</u>
NET REVENUE OVER EXPENDITURES		<u><u>3,670.49</u></u>	<u><u>69,345.30</u></u>	<u><u>397,000.00</u></u>	<u><u>327,654.70</u></u>	<u><u>17.5</u></u>

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2016

WATER

ASSETS

20-1000	CASH IN COMBINED FUND	4,663,061.73	
20-1010	PETTY CASH	237.74	
20-1030	ACCOUNTS RECEIVABLES	177,282.52	
20-1035	ACCOUNTS RECEIVABLES-MISC	52,603.48	
20-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(15,243.01)	
20-1045	ADV ON SUPPLEMENTAL TAX	332.98	
20-1052	DUE FROM OTHER FUNDS	2,330.33	
20-1100	EQUIPMENT	312,073.21	
20-1101	CIP RESERVE EXPENSE	111,913.14	
20-1105	LAND	108,000.00	
20-1110	OFFICE FURNITURE & EQUIP	39,521.73	
20-1120	VEHICLES	46,104.18	
20-1130	ACCUMULATED DEPRECIATION	(2,220,740.20)	
20-1135	BUILDING & IMPROV	164,244.33	
20-1150	CIP-BUILDINGS & IMPROV	99,848.67	
20-1160	CIP - WATER	28,031.90	
20-1170	STRUCTURES & IMPROV-WATER	2,404,864.48	
20-1171	TREATMENT & COLLECTION	5,007,700.61	
20-1180	INFRASTRUCTURE REPLACEMENT	203,198.65	
	TOTAL ASSETS		11,185,366.47

LIABILITIES AND EQUITY

LIABILITIES

20-2000	ACCOUNTS PAYABLES	173,007.17	
20-2001	AP - MANUAL OFFSET	(46,877.05)	
20-2100	PAYROLL LIABILITIES	41,454.04	
20-2101	ACCRUED VACATION LIABILITY	26,140.17	
20-2102	DEPOSIT LIABILITY	500.00	
20-2240	DEFERRED REVENUE	2,980.15	
	TOTAL LIABILITIES		197,204.48

FUND EQUITY

20-2500	INVESTED IN CAPITAL ASSETS	5,858,051.53	
	UNAPPROPRIATED FUND BALANCE:		
20-2910	NET ASSETS - UNRESTRICTED	2,313,113.86	
20-2980	RETAINED EARNINGS	3,130,770.08	
	REVENUE OVER EXPENDITURES - YTD	(313,773.48)	
	BALANCE - CURRENT DATE	5,130,110.46	
	TOTAL FUND EQUITY		10,988,161.99
	TOTAL LIABILITIES AND EQUITY		11,185,366.47

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

		WATER				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>						
20-31-5100	SEC COLLECTIONS WATER	.00	.00	2,009,873.00	2,009,873.00	.0
20-31-5102	SEC COLLECTIONS ACCOUNT CHARGE	.00	.00	225,000.00	225,000.00	.0
20-31-5177	REIMBURSEMENTS	.00	.00	4,200.00	4,200.00	.0
20-31-5179	MISC	2,667.04	4,854.46	.00	(4,854.46)	.0
20-31-5243	OTHER	(1,573.83)	5,582.74	1,100.00	(4,462.74)	505.7
20-31-6000	WATER CHARGES	108,789.95	350,230.40	790,000.00	439,769.60	44.3
20-31-6030	CONNECTION FEES CIP	.00	100.00	5,000.00	4,900.00	2.0
20-31-6045	CAPACITY FEE CIP	.00	4,850.00	20,000.00	15,150.00	24.3
20-31-6046	PERMIT FEE	.00	.00	5,000.00	5,000.00	.0
20-31-6047	INSPECTION FEE	.00	160.00	5,000.00	4,840.00	3.2
20-31-6086	METER CHARGE	4,487.39	13,462.17	.00	(13,462.17)	.0
	TOTAL WATER REVENUE	114,370.55	379,219.77	3,065,173.00	2,685,953.23	12.4
	TOTAL FUND REVENUE	114,370.55	379,219.77	3,065,173.00	2,685,953.23	12.4

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER EXPENDITURES</u>					
20-41-7000 SALARY & WAGES	19,991.78	73,509.91	327,721.00	254,211.09	22.4
20-41-7001 OVERTIME	.00	.00	2,000.00	2,000.00	.0
20-41-7030 GROUP INSURANCE	774.42	15,384.85	46,000.00	30,615.15	33.5
20-41-7045 WORKERS COMP	.00	1,280.73	20,600.00	19,319.27	6.2
20-41-7060 457 B PLAN	824.08	2,464.24	13,000.00	10,535.76	19.0
20-41-7150 TEMPORARY EMPLOYEES	1,152.34	7,289.38	3,000.00	(4,289.38)	243.0
20-41-7165 BOARD OF DIRECTORS COMPENSATIO	2,208.00	3,404.00	16,560.00	13,156.00	20.6
20-41-7181 TRAVEL & MEETINGS - BOD	8.64	17.09	2,400.00	2,382.91	.7
20-41-7182 TRAVEL	88.37	686.99	3,200.00	2,513.01	21.5
20-41-7196 TRAINING & EDUCATION - BOD	.00	502.00	800.00	298.00	62.8
20-41-7197 TRAIN, MEET & EDUCATION	.00	258.00	2,800.00	2,542.00	9.2
20-41-7210 DUES & SUBSCRIPTIONS	.00	.00	1,060.00	1,060.00	.0
20-41-7225 MEMBERSHIPS	.00	1,563.97	7,200.00	5,636.03	21.7
20-41-7255 TODB SPONSORED EVENTS	.00	.00	2,400.00	2,400.00	.0
20-41-7271 CONSULTING SERVICES	6,931.43	26,559.99	181,000.00	154,440.01	14.7
20-41-7272 WASTE WATER SERVICE CONTRACT	51,250.12	153,750.36	618,000.00	464,249.64	24.9
20-41-7275 PREVENTATIVE & CORRECTIVE	934.04	3,699.74	42,800.00	39,100.26	8.6
20-41-7276 CONTRACT MAILING	1,026.07	3,129.64	15,000.00	11,870.36	20.9
20-41-7277 VEOLIA W LARGE REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
20-41-7286 LEGAL - GENERAL	4,066.53	14,530.57	32,000.00	17,469.43	45.4
20-41-7288 LEGAL - LITIGATION	.00	1,734.34	30,000.00	28,265.66	5.8
20-41-7301 ANNUAL AUDIT SERVICES	.00	.00	16,300.00	16,300.00	.0
20-41-7316 ELECTION EXPENSE	.00	.00	9,000.00	9,000.00	.0
20-41-7317 ADVERTISING	.00	199.26	2,000.00	1,800.74	10.0
20-41-7318 PUBLIC RELATIONS	.00	.00	6,000.00	6,000.00	.0
20-41-7319 INTERNET WEBSITE	.00	.00	400.00	400.00	.0
20-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	149.82	5,600.00	5,450.18	2.7
20-41-7361 TELEPHONE - GENERAL	331.89	979.87	8,400.00	7,420.13	11.7
20-41-7362 TELECOM - NETWORKING	841.56	1,637.94	(1,080.00	(557.94)	151.7
20-41-7363 TELEPHONE - CELLULAR	180.24	1,251.33	2,800.00	1,548.67	44.7
20-41-7376 ROAD/CONSTRUCTION MATERIALS (S	3,850.47	7,286.77	(4,500.00	(2,786.77)	181.9
20-41-7391 DIESEL FUEL	411.58	411.58	1,500.00	1,088.42	27.4
20-41-7392 VEHICLE & EQUIPMENT - FUEL	392.92	1,039.15	6,500.00	5,460.85	16.0
20-41-7393 VEHICLE & EQUIPMENT SUP & REP	419.06	1,077.30	4,400.00	3,322.70	24.5
20-41-7404 WATER METER AND REGISTERS	11,775.64	25,285.41	40,000.00	14,714.59	63.2
20-41-7406 GENERAL REPAIRS	36,419.08	130,204.06	350,000.00	219,795.94	37.2
20-41-7408 SPECIAL EQUIPMENT	.00	23.95	1,200.00	1,176.05	2.0
20-41-7409 INFO SYSTEM - MAINTENANCE	979.69	2,102.65	10,000.00	7,897.35	21.0
20-41-7410 EQUIPMENT MAINTENANCE	123.81	322.15	3,600.00	3,277.85	9.0
20-41-7411 SOFTWARE HOSTING	694.35	2,024.02	12,000.00	9,975.98	16.9
20-41-7412 COMPUTER EQUIPMENT & SUPPLIES	211.58	211.58	2,400.00	2,188.42	8.8
20-41-7413 MISCELLANEOUS SMALL TOOLS	55.93	256.45	7,000.00	6,743.55	3.7
20-41-7414 EQUIPMENT REPAIR	.00	.00	400.00	400.00	.0
20-41-7415 COMPUTER SOFTWARE	.00	.00	4,000.00	4,000.00	.0
20-41-7424 POSTAGE	195.16	195.16	1,000.00	804.84	19.5
20-41-7425 OFFICE SUPPLIES	599.22	1,185.72	4,400.00	3,214.28	27.0
20-41-7437 RENT PUBLIC MEETINGS	.00	.00	200.00	200.00	.0
20-41-7438 BUILDING RENT	.00	12,000.00	12,000.00	.00	100.0
20-41-7439 EQUIPMENT RENTAL/LEASING	.00	96.41	2,000.00	1,903.59	4.8
20-41-7440 FACILITY MAINTENANCE - LANDSCA	.00	72.99	1,600.00	1,527.01	4.6
20-41-7441 BUILDING MAINTENANCE	651.07	1,266.67	4,000.00	2,733.33	31.7
20-41-7451 INSURANCE - LIABILITY	.00	.00	22,000.00	22,000.00	.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-41-7453 INSURANCE - PROPERTY	.00	.00	12,000.00	12,000.00	.0
20-41-7466 PERMITS & FEES	.00	.00	16,000.00	16,000.00	.0
20-41-7469 PERSONAL PROTECTIVE EQUIPMENT	.00	97.40	680.00	582.60	14.3
20-41-7470 SAFETY EQUIPMENT & SUPPLIES	.00	659.99	1,400.00	740.01	47.1
20-41-7481 UTILITIES/ELECTRICAL COST	34,032.01	122,031.72	320,000.00	197,968.28	38.1
20-41-7495 CHEMICALS	1,712.33	5,259.45	20,000.00	14,740.55	26.3
20-41-7510 FREIGHT	.00	.00	800.00	800.00	.0
20-41-7511 UPS/COURIER	.00	.00	320.00	320.00	.0
20-41-7526 MISCELLANEOUS BANK CHARGES	478.07	1,543.53	4,000.00	2,456.47	38.6
20-41-7527 MISCELLANEOUS SERVICES & SUPPL	350.72	467.61	1,200.00	732.39	39.0
20-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	400.00	400.00	.0
20-41-7530 UNRECOVERABLE CHARGES	.00	.00	1,000.00	1,000.00	.0
20-41-7532 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
20-41-7533 BAD DEBT	.00	.00	5,000.00	5,000.00	.0
20-41-7534 SPECIAL EXPENSE	.00	24.20	2,000.00	1,975.80	1.2
20-41-7535 CREDIT MEMO	.00	.00	5,000.00	5,000.00	.0
20-41-7537 DEBT SERVICE	60,529.49	61,129.49	89,000.00	27,870.51	68.7
20-41-7542 TAXES & ASSESSMENTS	.00	.00	400.00	400.00	.0
20-41-7545 REVENUE COLLECTION	.00	.00	2,400.00	2,400.00	.0
20-41-7547 DATA PROCESSING/PAYROLL WIRE T	19.80	49.30	1,040.00	990.70	4.7
20-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	800.00	800.00	.0
20-41-7549 PUBLIC WORKS - PERMITS	1,475.55	2,068.71	10,000.00	7,931.29	20.7
20-41-7550 PROPERTY TAXES	602.43	615.81	1,200.00	584.19	51.3
TOTAL WATER EXPENDITURES	246,389.47	692,993.25	2,450,461.00	1,757,467.75	28.3
TOTAL FUND EXPENDITURES	246,389.47	692,993.25	2,450,461.00	1,757,467.75	28.3
NET REVENUE OVER EXPENDITURES	(132,018.92)	(313,773.48)	614,712.00	928,485.48	(51.0)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2016

WASTEWATER

ASSETS

21-1000	CASH IN COMBINED FUND	5,979,115.08	
21-1010	PETTY CASH	356.61	
21-1030	ACCOUNTS RECEIVABLES	31,060.85	
21-1035	ACCOUNTS RECEIVABLES-MISC	69,300.06	
21-1040	ALLOWANCE FOR DOUBTFUL ACCOUNT	(2,775.02)	
21-1045	ADV ON SUPPLEMENTAL TAX	499.46	
21-1052	DUE FROM OTHER FUNDS	2,072.11	
21-1100	EQUIPMENT	658,870.69	
21-1101	CIP RESERVE EXPENSE	506,155.48	
21-1105	LAND	199,000.00	
21-1110	OFFICE FURNITURE & EQUIP	59,282.62	
21-1120	VEHICLES	371,386.97	
21-1130	ACCUMULATED DEPRECIATION	(9,279,603.68)	
21-1135	BUILDING & IMPROV	1,268,243.54	
21-1150	CIP-BUILDINGS & IMPROV	163,908.76	
21-1155	CIP - WASTEWATER	1,299,846.78	
21-1156	TREATMENT & COLLECTION	29,959,309.80	
21-1170	STRUCTURES & IMPROV-SEWER	6,814,866.77	
	TOTAL ASSETS		<u><u>38,100,896.88</u></u>

LIABILITIES AND EQUITY

LIABILITIES

21-2000	ACCOUNTS PAYABLES	586,495.83	
21-2001	AP - MANUAL OFFSET	(40,322.92)	
21-2100	PAYROLL LIABILITIES	61,249.57	
21-2101	ACCRUED VACATION LIABILITY	14,906.95	
21-2205	CAL CARD	161.80	
21-2280	DEBIT SERVICE INSTALLMENT PMT	6,219,316.55	
	TOTAL LIABILITIES		6,841,807.78

FUND EQUITY

21-2500	INVESTED IN CAPITAL ASSETS	11,316,645.49	
	UNAPPROPRIATED FUND BALANCE:		
21-2905	CONTRIBUTED CAPITAL	18,757,813.00	
21-2910	NET ASSETS - UNRESTRICTED	(895,585.17)	
21-2980	RETAINED EARNINGS	3,172,727.29	
	REVENUE OVER EXPENDITURES - YTD	(1,092,511.51)	
	BALANCE - CURRENT DATE		<u>19,942,443.61</u>
	TOTAL FUND EQUITY		<u>31,259,089.10</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>38,100,896.88</u></u>

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WASTEWATER REVENUE</u>					
21-31-5101 SEC COLLECTIONS WASTEWATER	.00	.00	4,109,994.00	4,109,994.00	.0
21-31-5177 REIMBURSEMENTS	.00	.00	6,300.00	6,300.00	.0
21-31-5243 OTHER	.00	3,380.00	1,100.00	(2,280.00)	307.3
21-31-6015 SEWER CHARGES	10,685.96	31,554.22	135,200.00	103,645.78	23.3
21-31-6030 CONNECTION FEES CIP	.00	100.00	5,000.00	4,900.00	2.0
21-31-6045 CAPACITY FEE CIP	.00	12,030.00	80,000.00	67,970.00	15.0
21-31-6046 PERMIT FEE	.00	.00	8,000.00	8,000.00	.0
21-31-6047 INSPECTION FEE	.00	160.00	5,000.00	4,840.00	3.2
TOTAL WASTEWATER REVENUE	10,685.96	47,224.22	4,350,594.00	4,303,369.78	1.1
TOTAL FUND REVENUE	10,685.96	47,224.22	4,350,594.00	4,303,369.78	1.1

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WASTEWATER EXPENDITURES					
21-41-7000 SALARY & WAGES	26,199.93	89,852.42	342,061.00	252,208.58	26.3
21-41-7001 OVERTIME	.00	.00	3,000.00	3,000.00	.0
21-41-7030 GROUP INSURANCE	1,161.63	23,077.30	69,000.00	45,922.70	33.5
21-41-7045 WORKERS COMP	.00	1,921.09	30,000.00	28,078.91	6.4
21-41-7060 457 B PLAN	1,236.12	3,696.36	18,540.00	14,843.64	19.9
21-41-7150 TEMPORARY EMPLOYEES	1,728.52	4,467.04	5,000.00	532.96	89.3
21-41-7165 BOARD OF DIRECTORS COMPENSATIO	3,312.00	5,106.00	24,840.00	19,734.00	20.6
21-41-7181 TRAVEL & MEETINGS - BOD	35.40	59.49	3,600.00	3,540.51	1.7
21-41-7182 TRAVEL	132.55	1,030.52	4,800.00	3,769.48	21.5
21-41-7196 TRAINING & EDUCATION - BOD	.00	753.00	1,200.00	447.00	62.8
21-41-7197 TRAIN, MEET & EDUCATION	.00	387.00	4,200.00	3,813.00	9.2
21-41-7210 DUES & SUBSCRIPTIONS	.00	.00	1,590.00	1,590.00	.0
21-41-7225 MEMBERSHIPS	.00	64.45	10,800.00	10,735.55	.6
21-41-7255 TODB SPONSORED EVENTS	.00	.00	3,600.00	3,600.00	.0
21-41-7271 CONSULTING SERVICES	3,318.50	19,294.84	222,000.00	202,705.16	8.7
21-41-7272 WASTE WATER SERVICE CONTRACT	76,875.19	230,625.57	927,000.00	696,374.43	24.9
21-41-7275 PREVENTATIVE & CORRECTIVE	2,643.88	12,623.84	64,200.00	51,576.16	19.7
21-41-7277 VEOLIA WW LARGE REPLACEMENT	.00	22,730.90	60,000.00	37,269.10	37.9
21-41-7286 LEGAL - GENERAL	6,099.81	21,795.87	48,000.00	26,204.13	45.4
21-41-7288 LEGAL - LITIGATION	.00	2,601.50	45,000.00	42,398.50	5.8
21-41-7301 ANNUAL AUDIT SERVICES	.00	.00	20,000.00	20,000.00	.0
21-41-7316 ELECTION EXPENSE	.00	.00	10,000.00	10,000.00	.0
21-41-7317 ADVERTISING	.00	49.14	3,000.00	2,950.86	1.6
21-41-7319 INTERNET WEBSITE	.00	.00	600.00	600.00	.0
21-41-7345 PUBLIC COMMUNICATIONS AND NOTI	.00	63.86	3,600.00	3,536.14	1.8
21-41-7361 TELEPHONE - GENERAL	1,073.60	3,005.04	10,500.00	7,494.96	28.6
21-41-7362 TELECOM - NETWORKING	1,469.62	3,078.78	5,000.00	1,921.22	61.6
21-41-7363 TELEPHONE - CELLULAR	270.35	851.65	4,200.00	3,348.35	20.3
21-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	1,800.00	1,800.00	.0
21-41-7391 DIESEL FUEL	617.38	617.38	5,000.00	4,382.62	12.4
21-41-7392 VEHICLE & EQUIPMENT - FUEL	183.75	813.34	6,000.00	5,186.66	13.6
21-41-7393 VEHICLE & EQUIPMENT SUP & REP	553.58	1,684.27	6,600.00	4,915.73	25.5
21-41-7405 GENERAL REPAIRS - PUMPS	.00	3,052.00	30,000.00	26,948.00	10.2
21-41-7406 GENERAL REPAIRS	2,001.36	2,988.91	200,000.00	197,011.09	1.5
21-41-7407 NTR/SIP TESTING - RWQCB	.00	.00	5,000.00	5,000.00	.0
21-41-7408 SPECIAL EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
21-41-7409 INFO SYSTEM - MAINTENANCE	1,392.55	3,076.99	15,000.00	11,923.01	20.5
21-41-7410 EQUIPMENT MAINTENANCE	185.71	512.49	5,400.00	4,887.51	9.5
21-41-7411 SOFTWARE HOSTING	265.92	741.26	6,000.00	5,258.74	12.4
21-41-7412 COMPUTER EQUIPMENT & SUPPLIES	317.37	317.37	3,600.00	3,282.63	8.8
21-41-7413 MISCELLANEOUS SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
21-41-7414 EQUIPMENT REPAIR	.00	.00	600.00	600.00	.0
21-41-7415 COMPUTER SOFTWARE	.00	.00	6,000.00	6,000.00	.0
21-41-7424 POSTAGE	292.73	292.73	1,500.00	1,207.27	19.5
21-41-7425 OFFICE SUPPLIES	981.42	1,870.70	6,600.00	4,729.30	28.3
21-41-7437 RENT PUBLIC MEETINGS	.00	.00	300.00	300.00	.0
21-41-7438 BUILDING RENT	.00	18,000.00	18,000.00	.00	100.0
21-41-7439 EQUIPMENT RENTAL/LEASING	.00	144.62	3,000.00	2,855.38	4.8
21-41-7440 FACILITY MAINTENANCE - LANDSCA	.00	177.48	2,400.00	2,222.52	7.4
21-41-7441 BUILDING MAINTENANCE	1,559.32	2,552.72	12,000.00	9,447.28	21.3
21-41-7451 INSURANCE - LIABILITY	.00	.00	30,300.00	30,300.00	.0
21-41-7453 INSURANCE - PROPERTY	.00	.00	16,800.00	16,800.00	.0

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-41-7466 PERMITS & FEES	.00	11,358.00	36,000.00	24,642.00	31.6
21-41-7468 NPDES NOV FINES	.00	.00	25,000.00	25,000.00	.0
21-41-7469 PERSONAL PROTECTIVE EQUIPMENT	56.80	156.20	1,020.00	863.80	15.3
21-41-7470 SAFETY EQUIPMENT & SUPPLIES	.00	989.99	3,000.00	2,010.01	33.0
21-41-7481 UTILITIES/ELECTRICAL COST	39,312.86	124,212.49	480,000.00	355,787.51	25.9
21-41-7483 UTILITIES/WASTE COST	.00	.00	4,000.00	4,000.00	.0
21-41-7495 CHEMICALS	.00	215.95	20,000.00	19,784.05	1.1
21-41-7510 FREIGHT	.00	.00	1,000.00	1,000.00	.0
21-41-7511 UPS/COURIER	.00	.00	480.00	480.00	.0
21-41-7526 MISCELLANEOUS BANK CHARGES	.00	(.50)	.00	.50	.0
21-41-7527 MISCELLANEOUS SERVICES & SUPPL	466.09	566.46	4,500.00	3,933.54	12.6
21-41-7528 MISCELLANEOUS REIMBURSABLE	.00	.00	600.00	600.00	.0
21-41-7532 MISCELLANEOUS	.00	.00	2,000.00	2,000.00	.0
21-41-7534 SPECIAL EXPENSE	.00	35.53	3,000.00	2,964.47	1.2
21-41-7535 CREDIT MEMO	.00	.00	5,000.00	5,000.00	.0
21-41-7537 DEBT SERVICE	508,356.65	509,256.65	740,000.00	230,743.35	68.8
21-41-7542 TAXES & ASSESSMENTS	.00	.00	17,000.00	17,000.00	.0
21-41-7545 REVENUE COLLECTION	.00	.00	3,600.00	3,600.00	.0
21-41-7547 DATA PROCESSING/PAYROLL WIRE T	29.70	73.95	1,560.00	1,486.05	4.7
21-41-7548 ACCOUNTING (A/P, A/R, GL)	.00	.00	1,200.00	1,200.00	.0
21-41-7549 PUBLIC WORKS - PERMITS	.00	.00	2,000.00	2,000.00	.0
21-41-7550 PROPERTY TAXES	8,893.09	8,893.09	8,500.00	(393.09)	104.6
TOTAL WASTEWATER EXPENDITURES	691,023.38	1,139,735.73	3,692,691.00	2,552,955.27	30.9
TOTAL FUND EXPENDITURES	691,023.38	1,139,735.73	3,692,691.00	2,552,955.27	30.9
NET REVENUE OVER EXPENDITURES	(880,337.42)	(1,092,511.51)	657,903.00	1,750,414.51	(166.1)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2016

L&L 8

ASSETS

40-1000	CASH IN COMBINED FUND	221,557.67	
40-1045	ADV ON SUPPLEMENTAL TAX	2,773.49	
40-1052	DUE FROM OTHER FUNDS	131,842.78	
40-1100	EQUIPMENT	229,661.70	
40-1105	LAND	380,083.00	
40-1110	OFFICE FURNITURE & EQUIP	19,817.44	
40-1120	VEHICLES	80,133.48	
40-1130	ACCUMULATED DEPRECIATION	(1,221,027.37)	
40-1135	BUILDING & IMPROV	2,825,111.13	
40-1150	CIP-BUILDINGS & IMPROV	2,163.79	
40-1155	CIP - PARKS	5,998.74	
TOTAL ASSETS			2,677,715.85

LIABILITIES AND EQUITY

LIABILITIES

40-2000	ACCOUNTS PAYABLES	12,825.83	
40-2001	AP - MANUAL OFFSET	20,167.90	
40-2100	PAYROLL LIABILITIES	54,617.73	
40-2101	ACCRUED VACATION LIABILITY	2,895.59	
TOTAL LIABILITIES			90,507.05

FUND EQUITY

40-2500	INVESTED IN CAPITAL ASSETS	1,348,359.35	
UNAPPROPRIATED FUND BALANCE:			
40-2905	CONTRIBUTED CAPITAL	947,190.37	
40-2910	NET ASSETS - UNRESTRICTED	1,270,777.75	
40-2980	RETAINED EARNINGS	(779,285.60)	
	REVENUE OVER EXPENDITURES - YTD	(199,833.07)	
BALANCE - CURRENT DATE			1,238,849.45
TOTAL FUND EQUITY			2,587,208.80
TOTAL LIABILITIES AND EQUITY			2,677,715.85

TOWN OF DISCOVERY BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 8 REVENUE</u>					
40-31-5107 SUPPLEMENTAL PROPERTY TAX	159.38	159.38	.00	(159.38)	.0
40-31-5111 CURRENT UNSECURE PROPERTY TAX	15,913.09	15,913.09	.00	(15,913.09)	.0
40-31-5117 OTHER TAX	2.07	2.07	.00	(2.07)	.0
40-31-5120 ASSESSMENT INCOME	.00	12,078.58	500,000.00	487,921.42	2.4
40-31-5148 ADVERTISING REVENUE	.00	.00	4,500.00	4,500.00	.0
40-31-5149 COMMUNITY CENTER PROGRAM FEES	.00	.00	28,000.00	28,000.00	.0
40-31-5150 COMMUNITY CENTER EVENTS	.00	.00	3,000.00	3,000.00	.0
40-31-5151 LANDSCAPE RELATED REIMBURSABLE	.00	.00	6,000.00	6,000.00	.0
40-31-5180 PAYROLL REIMBURSEMENTS - CCC	.00	.00	8,207.00	8,207.00	.0
40-31-6000 RECREATION REVENUE	8,129.50	24,120.00	.00	(24,120.00)	.0
40-31-6090 SWIM TEAM	.00	.00	32,000.00	32,000.00	.0
40-31-6095 RENTALS	30,000.00	30,000.00	35,000.00	5,000.00	85.7
40-31-6996 COMMUNITY CENTER APPAREL	.00	.00	100.00	100.00	.0
40-31-6997 COMMUNITY CENTER FOOD	.00	.00	500.00	500.00	.0
40-31-6998 COMMUNITY CENTER BEVERAGE	.00	.00	500.00	500.00	.0
40-31-6999 COMMUNITY CENTER POOL FEE	.00	.00	7,500.00	7,500.00	.0
TOTAL L&L 8 REVENUE	54,204.04	82,273.12	625,307.00	543,033.88	13.2
TOTAL FUND REVENUE	54,204.04	82,273.12	625,307.00	543,033.88	13.2

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 8 EXPENDITURE</u>					
40-41-7000 SALARY & WAGES	(35,352.25)	50,988.96	108,000.00	57,011.04	47.2
40-41-7182 TRAVEL	.00	.00	1,000.00	1,000.00	.0
40-41-7197 TRAIN, MEET & EDUCATION	552.50	564.50	1,500.00	935.50	37.6
40-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
40-41-7225 MEMBERSHIPS	.00	.00	525.00	525.00	.0
40-41-7286 LEGAL - GENERAL	.00	.00	1,000.00	1,000.00	.0
40-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,220.00	2,220.00	.0
40-41-7317 ADVERTISING	.00	.00	50.00	50.00	.0
40-41-7361 TELEPHONE - GENERAL	.00	.00	1,125.00	1,125.00	.0
40-41-7362 TELECOM - NETWORKING	82.74	278.25	700.00	421.75	39.8
40-41-7363 TELEPHONE - CELLULAR	133.37	355.66	2,000.00	1,644.34	17.8
40-41-7376 ROAD/CONSTRUCTION MATERIALS (\$.00	.00	500.00	500.00	.0
40-41-7392 VEHICLE & EQUIPMENT - FUEL	359.37	1,119.05	3,000.00	1,880.95	37.3
40-41-7393 VEHICLE & EQUIPMENT SUP & REP	96.57	102.27	2,000.00	1,897.73	5.1
40-41-7409 INFO SYSTEM - MAINTENANCE	.00	17.16	800.00	782.84	2.2
40-41-7410 EQUIPMENT MAINTENANCE	152.54	708.29	3,500.00	2,791.71	20.2
40-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	.00	150.00	150.00	.0
40-41-7413 MISCELLANEOUS SMALL TOOLS	.00	80.00	1,500.00	1,420.00	5.3
40-41-7414 EQUIPMENT REPAIR	.00	.00	750.00	750.00	.0
40-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	1,000.00	1,000.00	.0
40-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	150.00	150.00	.0
40-41-7424 POSTAGE	.00	.00	150.00	150.00	.0
40-41-7425 OFFICE SUPPLIES	.00	468.64	1,200.00	731.36	39.1
40-41-7438 BUILDING RENT	.00	.00	200.00	200.00	.0
40-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	2,000.00	2,000.00	.0
40-41-7440 FACILITY MAINTENANCE - LANDSCA	2,025.86	23,905.01	50,000.00	26,094.99	47.8
40-41-7441 BUILDING MAINTENANCE	760.00	3,636.10	3,000.00	(636.10)	121.2
40-41-7451 INSURANCE - LIABILITY	.00	.00	1,700.00	1,700.00	.0
40-41-7469 PERSONAL PROTECTIVE EQUIPMENT	222.17	721.63	3,000.00	2,278.37	24.1
40-41-7481 UTILITIES/ELECTRICAL COST	8,209.20	24,519.17	80,000.00	55,480.83	30.7
40-41-7482 UTILITIES/WATER COST	5,092.27	20,007.21	35,000.00	14,992.79	57.2
40-41-7483 UTILITIES/WASTE COST	770.72	1,769.62	5,000.00	3,230.38	35.4
40-41-7526 MISCELLANEOUS BANK CHARGES	.00	866.66	.00	(866.66)	.0
40-41-7527 MISCELLANEOUS SERVICES & SUPPL	3.50	52.50	2,000.00	1,947.50	2.6
40-41-7534 SPECIAL EXPENSE	.00	100.00	1,000.00	900.00	10.0
40-41-7542 TAXES & ASSESSMENTS	.00	.00	1,200.00	1,200.00	.0
40-41-7543 INTERFUND (INVESTMENT PROPERTY	.00	.00	300.00	300.00	.0
40-41-7544 REIMBURSEMENT FOR COUNTY ADMIN	.00	6,155.21	500.00	(5,655.21)	1231.0
40-41-7545 REVENUE COLLECTION	.00	.00	2,000.00	2,000.00	.0
40-41-7549 PUBLIC WORKS - PERMITS	.00	.00	500.00	500.00	.0
40-41-7550 PROPERTY TAXES	938.45	938.45	2,000.00	1,061.55	46.9
40-41-8000 SALARY & WAGES	70,671.81	99,582.38	178,908.00	79,325.62	55.7
40-41-8182 TRAVEL & MEETINGS	.00	.00	700.00	700.00	.0
40-41-8197 TRAIN, MEET & EDUCATION	.00	137.72	1,500.00	1,362.28	9.2
40-41-8210 DUES & SUBSCRIPTIONS	310.00	310.00	300.00	(10.00)	103.3
40-41-8256 EVENTS	.00	1,162.00	.00	(1,162.00)	.0
40-41-8286 LEGAL - GENERAL	.00	.00	1,500.00	1,500.00	.0
40-41-8301 ANNUAL AUDIT SERVICES	.00	.00	1,000.00	1,000.00	.0
40-41-8317 ADVERTISING	.00	4,933.17	9,000.00	4,066.83	54.8
40-41-8361 TELEPHONE - GENERAL	206.39	880.24	2,000.00	1,119.76	44.0
40-41-8362 TELECOM - NETWORKING	170.35	455.84	700.00	244.16	65.1
40-41-8363 TELEPHONE - CELLULAR	.00	88.91	1,200.00	1,111.09	7.4

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

L&L 8

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-41-8392 VEHICLE & EQUIPMENT - FUEL	.00	.00	100.00	100.00	.0
40-41-8406 GENERAL REPAIRS	.00	254.79	1,000.00	745.21	25.5
40-41-8408 SPECIAL EQUIPMENT	.00	.00	100.00	100.00	.0
40-41-8409 INFO SYSTEM - MAINTENANCE	32.50	777.50	2,000.00	1,222.50	38.9
40-41-8410 EQUIPMENT MAINTENANCE	.00	.00	800.00	800.00	.0
40-41-8411 SOFTWARE HOSTING	349.40	1,148.20	4,000.00	2,851.80	28.7
40-41-8415 COMPUTER SOFTWARE	.00	109.99	.00	(109.99)	.0
40-41-8424 POSTAGE	.00	989.00	3,000.00	2,011.00	33.0
40-41-8425 OFFICE SUPPLIES	456.72	1,249.64	1,500.00	250.36	83.3
40-41-8439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
40-41-8440 FACILITY MAINTENANCE - LANDSCA	582.65	7,670.87	18,000.00	10,329.13	42.6
40-41-8441 BUILDING MAINTENANCE	925.05	2,392.49	5,000.00	2,607.51	47.9
40-41-8442 POOL MAINTENANCE	616.30	2,388.04	6,000.00	3,611.96	39.8
40-41-8451 INSURANCE - LIABILITY	.00	.00	3,500.00	3,500.00	.0
40-41-8453 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
40-41-8466 PERMITS & FEES	.00	.00	2,000.00	2,000.00	.0
40-41-8469 PERSONAL PROTECTIVE EQUIPMENT	.00	.00	500.00	500.00	.0
40-41-8470 SAFETY EQUIPMENT & SUPPLIES	.00	60.50	500.00	439.50	12.1
40-41-8481 UTILITIES/ELECTRICAL COST	1,639.44	5,083.85	20,000.00	14,916.15	25.4
40-41-8482 UTILITIES/WATER COST	32.92	150.31	12,000.00	11,849.69	1.3
40-41-8483 UTILITIES/WASTE COST	444.66	1,025.63	6,000.00	4,974.37	17.1
40-41-8495 CHEMICALS	34.92	3,763.14	8,500.00	4,736.86	44.3
40-41-8526 MISCELLANEOUS BANK CHARGES	363.33	625.50	2,000.00	1,374.50	31.3
40-41-8527 MISCELLANEOUS SERVICES & SUPPL	518.03	655.81	1,000.00	344.19	65.6
40-41-8534 SPECIAL EXPENSE	.00	20.58	300.00	279.42	6.9
40-41-8535 CREDIT MEMO	.00	260.00	3,500.00	3,240.00	7.4
40-41-8540 SWIM TEAM EXPENSES	.00	.00	8,000.00	8,000.00	.0
40-41-8543 PROGRAM FEES	2,308.50	8,575.75	20,000.00	11,424.25	42.9
40-41-8548 INTER-GOVERNMENTAL CHARGES	.00	.00	200.00	200.00	.0
TOTAL L&L 8 EXPENDITURE	63,709.98	282,106.19	650,728.00	368,621.81	43.4
TOTAL FUND EXPENDITURES	63,709.98	282,106.19	650,728.00	368,621.81	43.4
NET REVENUE OVER EXPENDITURES	(9,505.94)	(199,833.07)	(25,421.00)	174,412.07	(786.1)

TOWN OF DISCOVERY BAY
BALANCE SHEET
SEPTEMBER 30, 2016

L&L 9

ASSETS

41-1000	CASH IN COMBINED FUND	167,988.27	
41-1052	DUE FROM OTHER FUNDS	10,378.17	
41-1100	EQUIPMENT	5,732.63	
41-1105	LAND	35,847.00	
41-1130	ACCUMULATED DEPRECIATION	(48,988.05)	
41-1135	BUILDING & IMPROV	160,217.46	
41-1155	CIP - PARKS	9,640.91	
TOTAL ASSETS			340,796.39

LIABILITIES AND EQUITY

LIABILITIES

41-2000	ACCOUNTS PAYABLES	2,441.73	
41-2001	AP - MANUAL OFFSET	(736.27)	
41-2100	PAYROLL LIABILITIES	10,886.66	
41-2101	ACCRUED VACTION LIAB	669.68	
TOTAL LIABILITIES			13,261.80

FUND EQUITY

41-2500	INVESTED IN CAPITAL ASSETS	127,623.64	
UNAPPROPRIATED FUND BALANCE:			
41-2905	CONTRIBUTED CAPITAL	35,847.00	
41-2910	NET ASSETS - UNRESTRICTED	124,335.51	
41-2980	RETAINED EARNINGS	77,484.79	
	REVENUE OVER EXPENDITURES - YTD	(37,756.35)	
BALANCE - CURRENT DATE			199,910.95
TOTAL FUND EQUITY			327,534.59
TOTAL LIABILITIES AND EQUITY			340,796.39

TOWN OF DISCOVERY BAY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>L&L 9 REVENUE</u>					
41-31-5114 PRIOR UNSECURED PROPERTY TAX	384.56	384.56	.00	(384.56)	.0
41-31-5120 ASSESSMENT INCOME	.00	.00	119,000.00	119,000.00	.0
41-31-5177 REIMBURSEMENTS	.00	.00	4,000.00	4,000.00	.0
41-31-5179 MISC	.00	.00	5,000.00	5,000.00	.0
TOTAL L&L 9 REVENUE	384.56	384.56	128,000.00	127,615.44	.3
TOTAL FUND REVENUE	384.56	384.56	128,000.00	127,615.44	.3

TOWN OF DISCOVERY BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

L&L 9

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>L&L 9 EXPENDITURE</u>					
41-41-7000 SALARY & WAGES	4,097.76	20,899.93	54,524.00	33,624.07	38.3
41-41-7182 TRAVEL	.00	.00	500.00	500.00	.0
41-41-7197 TRAIN, MEET & EDUCATION	110.50	122.50	300.00	177.50	40.8
41-41-7210 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
41-41-7225 MEMBERSHIPS	.00	.00	400.00	400.00	.0
41-41-7271 CONSULTING SERVICES	.00	.00	4,100.00	4,100.00	.0
41-41-7286 LEGAL - GENERAL	.00	.00	1,000.00	1,000.00	.0
41-41-7301 ANNUAL AUDIT SERVICES	.00	.00	2,200.00	2,200.00	.0
41-41-7317 ADVERTISING	.00	.00	60.00	60.00	.0
41-41-7361 TELEPHONE - GENERAL	153.43	168.29	1,000.00	831.71	16.8
41-41-7362 TELECOM - NETWORKING	16.54	147.78	700.00	552.22	21.1
41-41-7363 TELEPHONE - CELLULAR	133.39	355.71	1,200.00	844.29	29.6
41-41-7376 ROAD/CONSTRUCTION MATERIALS (S	.00	.00	200.00	200.00	.0
41-41-7392 VEHICLE & EQUIPMENT - FUEL	410.09	1,024.84	3,000.00	1,975.16	34.2
41-41-7393 VEHICLE & EQUIPMENT SUP & REP	105.02	126.01	1,500.00	1,373.99	8.4
41-41-7406 GENERAL REPAIRS	.00	.00	100.00	100.00	.0
41-41-7409 INFO SYSTEM - MAINTENANCE	.00	17.14	1,000.00	982.86	1.7
41-41-7410 EQUIPMENT MAINTENANCE	80.27	309.45	1,500.00	1,190.55	20.6
41-41-7412 COMPUTER EQUIPMENT & SUPPLIES	.00	.00	750.00	750.00	.0
41-41-7413 MISCELLANEOUS SMALL TOOLS	15.61	73.49	900.00	826.51	8.2
41-41-7414 EQUIPMENT REPAIR	.00	.00	750.00	750.00	.0
41-41-7421 CLEANING SUPPLIES (HOUSEHOLD I	.00	.00	500.00	500.00	.0
41-41-7422 MINOR EQUIPMENT (FURNITURE <\$1	.00	.00	500.00	500.00	.0
41-41-7424 POSTAGE	.00	.00	50.00	50.00	.0
41-41-7425 OFFICE SUPPLIES	.00	645.27	500.00	(145.27)	129.1
41-41-7438 BUILDING RENT	.00	.00	200.00	200.00	.0
41-41-7439 EQUIPMENT RENTAL/LEASING	.00	.00	1,000.00	1,000.00	.0
41-41-7440 FACILITY MAINTENANCE - LANDSCA	225.46	975.48	12,750.00	11,774.52	7.7
41-41-7441 BUILDING MAINTENANCE	280.00	1,417.51	3,000.00	1,582.49	47.3
41-41-7451 INSURANCE - LIABILITY	.00	.00	1,200.00	1,200.00	.0
41-41-7489 PERSONAL PROTECTIVE EQUIPMENT	931.10	1,586.43	1,500.00	(86.43)	105.8
41-41-7481 UTILITIES/ELECTRICAL COST	138.55	414.03	1,350.00	935.97	30.7
41-41-7482 UTILITIES/WATER COST	2,566.14	9,006.90	20,000.00	10,993.10	45.0
41-41-7483 UTILITIES/WASTE COST	261.45	761.15	1,500.00	738.85	50.7
41-41-7527 MISCELLANEOUS SERVICES & SUPPL	.00	.00	500.00	500.00	.0
41-41-7534 SPECIAL EXPENSE	.00	89.00	500.00	411.00	17.8
41-41-7542 TAXES & ASSESSMENTS	.00	.00	1,000.00	1,000.00	.0
41-41-7545 REVENUE COLLECTION	.00	.00	600.00	600.00	.0
TOTAL L&L 9 EXPENDITURE	9,525.31	38,140.91	122,534.00	84,393.09	31.1
TOTAL FUND EXPENDITURES	9,525.31	38,140.91	122,534.00	84,393.09	31.1
NET REVENUE OVER EXPENDITURES	(9,140.75)	(37,756.35)	5,466.00	43,222.35	(690.8)

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 SEPTEMBER 30, 2016

FINANCING AUTHORITY

ASSETS

50-1000	CASH IN COMBINED FUND	(28,605.86)	
50-1036	DEBT SERVICE - INSTALLMENT REC		6,219,316.55	
50-1063	DEBT ISSUANCE COST- PREPAID IN		56,608.84	
50-1160	CIP - WATER		1,549,094.48	
50-1170	STRUCTURES & IMPROV-SEWER		6,937,776.57	
	TOTAL ASSETS			14,734,190.58

LIABILITIES AND EQUITY

LIABILITIES

50-2000	ACCOUNTS PAYABLES		231,252.76	
50-2002	RETENTIONS PAYABLE		344,982.55	
50-2010	ACCRUED INTEREST PAYABLES		43,917.71	
50-2150	UNAMORTIZED BOND PREMIUM		312,378.64	
	TOTAL LIABILITIES			932,531.66

FUND EQUITY

50-2500	BOND LIABILITY		13,565,000.00	
	UNAPPROPRIATED FUND BALANCE:			
50-2920	INVESTED IN CAPITAL ASSETS	(6,396,132.50)	
50-2980	RETAINED EARNINGS		6,632,791.42	
	BALANCE - CURRENT DATE		238,658.92	
	TOTAL FUND EQUITY			13,801,658.92
	TOTAL LIABILITIES AND EQUITY			14,734,190.58

TOWN OF DISCOVERY BAY
 BALANCE SHEET
 SEPTEMBER 30, 2016

COMMUNITY CENTER

ASSETS

60-1000	CASH IN COMBINED FUND	424,166.93	
60-1020	CERTIFICATE OF DEPOSIT (CD)	6,782.49	
60-1065	INVENTORY	4,578.98	
60-1100	EQUIPMENT	5,793.56	
60-1130	ACCUMULATED DEPRECIATION	(1,034.56)	
	TOTAL ASSETS		<u>440,287.40</u>

LIABILITIES AND EQUITY

FUND EQUITY

60-2500	INVESTED IN CAPITAL ASSETS	5,586.65	
	UNAPPROPRIATED FUND BALANCE:		
60-2910	NET ASSETS - UNRESTRICTED	538,762.15	
60-2980	RETAINED EARNINGS	(104,061.40)	
	BALANCE - CURRENT DATE	<u>434,700.75</u>	
	TOTAL FUND EQUITY		<u>440,287.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>440,287.40</u>

Charles and Carol Helfrick
661 Beaver Court
Discovery Bay, California 94505

925-516-1227

December 21, 2016

Dina Breitstein
Town of Discovery Bay
A Community Service District
1800 Willow Lake Road
Discovery Bay, California 94505-9376

RE: COST OF THE WATER METER INSTALLATION

Dear Ms. Breitstein:

Attached is an Excel spreadsheet comparing my interpretation of the cost to install the water meters based on the information provided to the Board in the Special Meeting of November 29, 2016 vs. the stated installation cost tonight at the December 21 Board Meeting. Also attached is a copy of the Minutes from the Special Meeting of the Board Of Directors of the Town of Discovery Bay Community Service District on November 29, 2016. I assume these minutes are correct because the Board approved them in the December 17, 2016 regular meeting.

Based on the information in the November 29, 2016 minutes of the Special Meeting of the Board of Directors, it appears that the cost of installing the 3,531 water meters would be \$1,273,700 or \$360.72 per meter. At the regular board meeting tonight, December 21, 2016, there was a discussion regarding financing the cost of the water meter installation and the cost was said to now be \$3,200,000.00.

Please explain this difference of an installation cost of \$360.72 per meter vs. \$906.26 per meter. Am I misreading or misinterpreting the information provided in the minutes of the Special Meeting of the Board Of Directors on November 29, 2016?

I also would like to know what the actual cost of the meter really is.

Sincerely,



Charles W. Helfrick

Enc/2

Cc: Town of Discovery Bay Community Service District Board Of Directors (via email only)

SCHEDULE A

**WATER METER INSTALLATION COST
FROM THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
TUESDAY, NOVEMBER 29, 2016**

VERSUS

**STATED TOTAL INSTALLATION COST AT THE DECEMBER 21, 2016 TOWN OF DISCOVERY BAY COMMUNITY SERVICE
DISTRICT BOARD MEETING**

	NUMBER OF WATER METERS	INSTALLATION PRICING	COST OF INSTALLATION FOR THESE METERS
4 DIFFERENT TYPES FOR INSTALLATION PRICING			
APPROXIMATELY 500 AT THE \$100 LEVEL	500	\$ 100.00	\$ 50,000.00
400 TO 500 AT THE \$950 LEVEL	500	\$ 950.00	\$ 475,000.00
1 AT THE \$15,000 COST	1	\$ 15,000.00	\$ 15,000.00
THE MAJORITY (2,530 METERS). AT THE \$290 LEVEL	2,530	290	\$ 733,700.00
APPROXIMATE NUMBER OF WATER METERS THAT WILL BE INSTALLED AS PART OF THIS PROJECT	3,531		\$ 1,273,700.00

COST PER METER AT THIS INSTALLATION PRICE	\$ 360.72
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STATED WATER METER INSTALLATION COST. AT THE DECEMBER 21, 2016 CST MEETING	\$ 3,200,000.00
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COST PER METER AT THIS INSTALLATION PRICE	\$ 906.26
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UNEXPLAINED INCREASE IN THE INSTALLATION COST-TOTAL	\$ 1,926,300.00
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UNEXPLAINED INCREASE IN THE INSTALLATION COST-PER-UNIT	\$ 545.54
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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Tuesday, November 29, 2016

SPECIAL MEETING 6:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By President Pease
2. Roll Call – All Present

B. PUBLIC COMMENT

None

C. BUSINESS AND ACTION ITEMS

1. Accept the report and recommendations from the General Manager regarding the schedule, public outreach, logistics and financing related to the Water Meter Installation Project.

Interim General Manager Kutsuris – Provided a list of items to be discussed and asked for feedback on elements for the Water Meter Installation Project:

- Project Information
- Logistics
- Public Outreach
- Budget
- Cost to Residents – Billing Options

Interim General Manager Kutsuris stated the reasons why we are moving forward with the Water Meter Project is Assembly Bill 2572 (2004 Legislation) requires water meters on all service connections by January 1, 2025, and to charge metered customers based on volume rather than on a flat rate. After doing research the Water Meter Installation Project was reviewed in 2009 and at that time a decision of the board was to place a hold on the project due to the economy; ultimately determined that meters will be installed this Fiscal Year. The goals of the project are to ensure the District is in compliance with state law requirements that all connections have a water meter and to also promote water conservation in compliance with District and Town objectives. There are approximately 3,531 meters that will be installed as part of this project. A map was provided within the PowerPoint that outlines the properties in the western section of Discovery Bay that are already metered.

Current Activities:

- Development of the Phasing Plan
- Pre-construction logistical issues
- Development of Public Outreach and Communication Plan
- Development of Inventory Control System
- Ensure staffing support, training and organization
- Budget and financing options

Town of Discovery Bay CSD Board of Directors
Special Meeting Minutes for November 29, 2016 - Pg.1

Interim General Manager Kutsuris provided the details of the organizational chart which outlines construction management and inspection services, financial services, public field service, and inventory.

Luhdorff and Scalmanini Consulting Engineers Justin Shobe provided additional details regarding the bidding process, the types of meters that will be installed, along with the timeline of the water meter installation. The phasing plan will be setup into 7 phases.

Interim General Manager Kutsuris provided the construction schedule which includes the phases that will take between 2 weeks and 5 weeks and the public outreach materials will begin in early December. The construction will begin the first week in January; substantial completion on May 31, 2017 and the project completion in August of 2017. Reasonable worst case substantial completion would be July 15, 2017 assuming 20 days for rain delays and/or additional District requested work. The suggestion of starting in December was discussed along with the advantages and disadvantages. The General Manager and the Project Manager recommended a January start date and the Board concurred.

Project Manager Justin Shobe described the construction teams and the arrangement – 3 crews working (the team will be taking care of the 7 to 10 meters a day (identify, clear the area, dig out the box, and expose everything), next crew will be taking care of the setup and cleanup.

Interim General Manager Kutsuris explained how Water and Wastewater Manager Koehne will lead the Public Field Services section. Water and Wastewater Manager Koehne explained a number of obstacles that may occur at a particular residence with the installation of a new meter. The discussion continued; Water and Wastewater Manager estimated that there may be roughly 50 at the max which may have some sort of impediment.

Interim General Manager Kutsuris explained what is included within the base budget which will be charged back to residents receiving the meters:

- Cost of the meters, meter boxes, contractor and project management;
- Cost of returning the landscape and soft-scape to basic condition – that is, replacing sod, bark, or rocks.
- Easily removable stones, rocks and landscaping will be removed and replaced.

The Interim General Manager discussed that there were 4 different “types” for installation pricing - the majority were at the \$290.00 level, approximately 500 at the \$100.00 level and 400 to 500 at the \$950.00 level and 1 at the \$15,000 cost.

The Board concurred by consensus that the Construction costs for Type 1-3 installations which vary from approximately \$100.00 to \$950.00 would be collectively included with the “base” cost which would be charged equally to residents receiving a meter.

There was significant discussion regarding the examples of where landscaping or hardscape obstructions have been added to the right-of-way areas including retaining walls and trees. In addition, the staff reviewed specific examples of what is not included within the base budget and will be the responsibility of homeowners:

- Removal and possible replacement of synthetic turf that is blocking access: Homeowners will be requested to have their contractor remove and restore the turf;
- Removal of trees within the R/W blocking access or otherwise interfering with construction;
- Removal and replacement of retaining walls; mailboxes or other obstructions;
- Matching of hardscape material and color after replacement of meter box.

The Board concurred that the removal of these obstructions would be the responsibility of the property owner.

Water and Wastewater Manager Koehne explained that there are 53 units (including the Clubhouse) at Sand Bay Isle that will not have a water meter installed; research was done and the Board of Supervisors established that the Homeowners Association is responsible for the water at Sand Bay Isle. The discussion continued regarding the construction contingency and the number of water leaks.

Finance Manager Breitstein provided the details regarding the existing Billing System. The details were provided regarding the billing statement, the Xpress Bill pay System, and the Water Utility Customer Portal (EyeOnWater). There was discussion regarding the Water Utility Customer Portal and how the system shows a possible leak and the water usage of the customer.

Finance Manager Breitstein provided the details regarding the Inventory Control System that has been developed utilizing barcode readers.

Interim General Manager Kutsuris – Also explained the Public Outreach and Communication plan which was distributed.

There was a consensus within the Board the Public Outreach Plan was appropriate.

Finance Manager Breitstein provided options regarding Meter Installation Customer Payback:

- Staff recommends placing the payment of the water meter on the Contra Costa County Tax Roll.

Three Suggested Options

Within each option there are 4 scenarios to consider

Option 1 - Monthly billing with payback schedules of 12, 24, 36 or 48 months

Option 2 - Assumes a 1-4 year payback the payment is billed on the tax roll

Option 3 - Assumes a 3 year payback plan billed on the tax roll

The consensus within the Board is Option 3 – 3 year (36 month) payback plan billed on the tax roll was preferred.

The Board commended Staff and Luhdorff and Scalmanini on all of the hard work with the Water Meter Installation Project.

D. ADJOURNMENT

1. The meeting adjourned at 7:33 p.m. to the Regular Meeting on December 7, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-02-16

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