



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday
January 21, 2015

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday January 21, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, 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 that 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. PRESENTATIONS

1. Discovery Bay Community Foundation Presentation by Jim Mattison

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

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 DRAFT minutes of regular meeting dated January 7, 2015
2. Approval of DRAFT minutes of special meeting dated January 14, 2015
3. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Consideration of a Change in Electronic (paperless) Agenda Packets Mobile Devices
2. Contra Costa County Department of Conservation and Development – Urban Farm Animal Questionnaire/Survey

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay

H. VEOLIA REPORT

1. Veolia Report – Month of December 2014

- I. **MANAGER'S REPORTS – Discussion and Possible Action**
- J. **GENERAL MANAGER'S REPORT – Discussion and Possible Action**
- K. **DISTRICT LEGAL COUNSEL REPORT**
- L. **COMMITTEE UPDATES – Discussion and Possible Action**
- M. **CORRESPONDENCE – Discussion and Possible Action**
 - 1. Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes dated October 8, 2014
 - 2. Contra Costa County Aviation Advisory Committee meeting minutes dated October 9, 2014
- N. **PUBLIC RECORD REQUESTS RECEIVED**
 - 1. PRA request for 2014 employee compensation
- O. **FUTURE AGENDA ITEMS**
- P. **ADJOURNMENT**
 - 1. Adjourn to the next Regular meeting dated February 4, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"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 CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item C-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 7, 2015
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present

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

None

C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2015 Year

Nominations opened for Board President

Director Graves – Nominated Chris Steele for President
Director Pease - Nominated himself – Bill Pease for President

There was a discussion regarding changes to the Board Officers nominations. The Board decided to have any changes to the procedure for Board Officers Appointment moved to the Annual Board Workshop dated January 31, 2015

Nominations Closed

Vote - Motion Carried – For Chris Steele Board President: AYES: 3 - President Simon, Vice-President Steele, Director Graves, NOES: 2 - Director Leete, Director Pease

Nominations opened for Board Vice- President

President Simon – Nominated Bill Pease for Vice-President
Vote Motion Carried – For Bill Pease Vice-President – AYES: 5, NOES: 0

Nominations opened for Board President Pro-Tempore

Director Pease – Nominated Robert Leete for President Pro-Tempore
Vice-President Steele – Nominated Kevin Graves for President Pro-Tempore

Vote – Motion Carried – For Robert Leete Board President Pro-Tempore – AYES: 3 – President Simon, Director Leete, Director Pease, NOES: 2 – Vice-President Steele, Director Graves

General Manager Howard – Thanked Mark Simon for his term as Board President on behalf of General Manager Howard and Staff.

Board of Directors – Thanked Mark Simon for his term as Board President

Appointment of Board Members to District Representative Committee Positions

Committee Name

Contra Costa County Aviation Advisory Committee
Contra Costa County Code Enforcement
Contra Costa Special Districts Association
East Contra Costa County Fire Protection District Liaison
East County Water Management Agency

Director Appointed

Kevin Graves
Robert Leete
Bill Pease
Kevin Graves
Board President

Alternate

Chris Steele
Mark Simon
Kevin Graves
Mark Simon
Board Vice-President

LAFCO/Liaison
Police Services (P6 Committee)
School District Representative Liaison
Regional Transportation Agencies

Chris Steele
Robert Leete
Chris Steele
Bill Pease

Bill Pease
Bill Pease
Kevin Graves
Kevin Graves

Board Subcommittee Appointments

Committee Name

Budget Subcommittee	Mark Simon	Bill Pease
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Robert Leete	Mark Simon
Landscaping Subcommittee	Mark Simon	Robert Leete
Park and Recreation Subcommittee	Chris Steele	Kevin Graves
Public Financing Authority Subcommittee	Kevin Graves	Mark Simon
Water and Wastewater Subcommittee	Chris Steele	Kevin Graves

There was discussion between the General Manager and the Board. There was a consensus within the Board of Directors regarding the District Representative Listing.

Motion by: President Steele to approve the Board Members to District Representative Committee Positions

Second by: Director Graves

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

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of December. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Scheduler/Office Operations – Provided an update of several projects surrounding Discovery Bay. There was discussion between the Board and the Scheduler/Office Operations.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

Director Graves – Stated that there continues to be a sign problem. There was a discussion between the General Manager and the Board.

4. Special Districts Report** – No Report

***These meetings are held Quarterly*

F. PRESENTATIONS

None

G. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting dated December 17, 2014

2. Approval of DRAFT minutes of Public Financing Authority meeting dated December 17, 2014

3. Approve Register of District Invoices

4. Annual "State of the Town" Chamber of Commerce Event for 2015

Vice-President Pease – Remove item G-3 for discussion

Director Graves – Remove item G-4 for discussion

Motion by: Vice-President Pease to approve the Consent Calendar excluding items G-3 and G-4.

Second by: Director Graves

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

Vice-President Pease – Stated his questions regarding item G-3. There was discussion between the General Manager and the Board.

Motion by: Vice-President Pease to approve item G-3 of the Consent Calendar

Second by: Director Graves

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

Director Graves – Stated his questions regarding item G-4. There was discussion between the General Manager and the Board.

Motion by: Director Graves to approve item G-4 as a Town Event and that the cost of the event will be covered by the District but not the Stipend.

Second by: Director Leete

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

H. BUSINESS AND ACTION ITEMS

1. SCADA System Upgrade Award of Bid to Cascade Integration and Development Inc. in the amount of \$255,146.80

General Manager Howard – Provided the details of item H-1.

District Engineer Harris – Provided additional details of item H-1. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Graves to award the bid to the lowest responsive and responsible bidder, Cascade Integration and Development Inc., in the amount of \$255,146.80 plus applicable taxes; authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and authorize the General Manager to execute all contract documents

Second by: Director Simon

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

2. Wastewater Master Plan Nitrite and Nitrate Update - Award of Bid to Stantec Inc. in the amount of \$13,000.00

General Manager Howard – Provided the details of item H-2.

District Engineer Harris – Provided additional details of item H-2. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Graves to award a contract to Stantec Inc., in the amount of \$13,000;00; authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and authorize the General Manager to execute all contract documents.

Second by: Vice-President Pease

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

3. Purchase of 2015 Ford F-150 Work Truck

General Manager Howard – Provided the details of item H-3.

Parks and Recreation Manager Perez – Provided additional details of item H-3. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

Motion by: Vice-President Pease to approve the purchase of one 2015 Ford 150 pickup truck and accessories; approve a modification to the Zone 8 Lighting and Landscape Operating and Capital Budget of \$29,000.00; and authorize the General Manager to execute all purchase documents between the Town of Discovery Bay CSD and Bill Brandt Ford in the amount of \$24,709.57, including tax and fees.

Second by: Director Graves

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

4. Agency Comment Request – Condition of Approval of Development Plan Application – DP14-3045 – Change Front Yard Setbacks to Subdivision’s 8992, 8993, and 9067

General Manager Howard – Provided the details of item H-4. There was discussion between the General Manager, the representative from Kiper Homes, and the Board.

Motion by: Director Graves to send a letter to the County regarding no negative comment on the Agency Comment Request DP14-3045.

Second by: Vice-President Pease

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

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

J. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

Director Graves – Stated that East Contra Cost County Chief Henderson provided the update

President Steele – Stated his concerns regarding the weeds in our Delta waters.

K. MANAGER’S REPORT – Discussion and Possible Action

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

General Manager Howard – Wanted to thank the Board and Staff for their patience with his absence from surgery. Also, confirming the date for the Special meeting; Wednesday, January 14, 2015 beginning at 6:00 p.m.

M. DISTRICT LEGAL COUNSEL REPORT

None

N. COMMITTEE UPDATES – Discussion and Possible Action

O. CORRESPONDENCE – Discussion and Possible Action

1. Contra Costa Special District Quarterly meeting minutes dated October 20, 2014

P. PUBLIC RECORD REQUESTS RECEIVED

None

Q. FUTURE AGENDA ITEMS

None

R. ADJOURNMENT

The meeting adjourned at 8:24 p.m. to the next regular meeting dated January 21, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 01-14-15

<http://www.todb.ca.gov/page/576/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 14, 2015
SPECIAL MEETING 6:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING 6:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 6:00 p.m. by President Steele
Pledge of Allegiance – Led by President Steele
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

C. BUSINESS AND ACTION ITEMS

1. Review of GreenPlay Recommendations Report

General Manager Howard – Provided the details of item C-1. There was discussion between the General Manager and the Board.

a. On Going Programming Update and Status Report

Recreation Programs Coordinator Meewis – Provided the details of item C-1-a. There was discussion between the General Manager, the Recreation Programs Coordinator and the Board.

2. Volunteer Policy and Adoption of Resolution No. 2015-01

Parks and Recreation Manager Perez – Provided the details of item C-2. There was discussion between the Parks and Recreation Manager, the General Manager and the Board.

Motion by: Vice-President Pease to approve and adopt Resolution No. 2015-01 adopting the Volunteer Policy.

Second by: Director Graves

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

3. River Otters Swim Team Annual Operating Program Recommendations

General Manager Howard – Provided the details of item C-3.

Parks and Recreation Manager Perez – Provided additional details of item C-3. There was one Public Comment Speaker. There was discussion between the Parks and Recreation Manager and the Board.

Motion by: Director Graves to approve the 2015 River Otters Program Budget

Second by: Vice-President Pease

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

4. Community Center Facility and Operations:

a. Board Room Relocation Considerations

General Manager Howard – Provided the details of item C-4-a. There was discussion between the General Manager and the

Motion by: Director Leete to acquire the equipment and move the Board of Directors meeting place to the Community Center.

The discussion continued between the General Manager, the Parks and Recreation Manager, and the Board.

Second by: Director Graves

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

b. Community Center Long Term Site Plan

General Manager Howard – Provided the details of item C-4-b. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

i. Dog Park Update

a) Approval of Revised Sponsorship form

Parks and Recreation Manager Perez – Provided the details of item C-4-b-i-a

Recreation Programs Coordinator Meewis – Provided additional details of item C-4-b-i-a. There was discussion between the General Manager, the Parks and Recreation Manager, the Recreation Programs Coordinator, and the Board.

Motion by: Vice-President Pease to approve the revised Sponsorship form

Second by: Director Graves

Public Comment Speaker - the Lion's Club presented a check as a donation for the Dog Park. There was one other Public Comment Speaker. The discussion continued regarding the Dog Park.

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

i. Aquatics Complex/Existing Pool Renovations

Parks and Recreation Manager Perez - Provided the details of item C-4-b-1-i. There was discussion between the Parks and Recreation Manager and the Board. There was one Public Comment Speaker. The discussion continued between the Parks and Recreation Manager and the Board.

ii. Tennis Complex Upgrades/Renovations

Parks and Recreation Manager Perez – Provided the details of item C-4-b-1-ii. There was discussion between the Parks and Recreation Manager and the Board.

iii. Skate Park Options

General Manager Howard – Provided the details of item C-4-b-1-iii. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

c. Next Steps

General Manager Howard – Provided the details of item C-4-c. There was discussion between the General Manager, the Parks and Recreation Manager, and the Board.

D. ADJOURNMENT

The meeting adjourned at 8:04 p.m. to the next Regular Board meeting dated January 21, 2015 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 01-15-15

<http://www.todb.ca.gov/page/576/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 21, 2015

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

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 \$ 287,563.87

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 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: E-3

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 21, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Brut Force Janitorial	20151	Janitorial Service Jan 2015 (Z57,Z61)	01/05/15	\$50.00
Hydropoint Data Systems, Inc.	HR110954/12/1028990	Landscape Reimb (Z61)	12/15/14	\$450.00
Old Republic Title Company	0120017415/7373	Parcel Title Requests	12/11/14	\$150.00
U.S. Bank Corporate Payment System	4246044555703473/124	Landscape Reimb (Z35,Z57,Z61)	12/26/14	\$76.18
Watersavers Irrigation Inc.	1528678-00	Landscape Reimb (Z61)	12/12/14	\$130.42
		Administration	Sub-Total	\$856.60
Water				
Alhambra	13710019 122614	Water Service	12/26/14	\$14.37
American Retrofit Systems	1049	Filter Change District Office	01/08/15	\$60.00
Bay Area Barricade Service, Inc.	0313554-IN	Safety Cones	01/08/15	\$345.09
Big Dog Computer	BDC33076	Video Security Repair	12/13/14	\$196.00
Big Dog Computer	BDC33077	Updated Fax Server and Windows Update	12/19/14	\$65.00
Big Dog Computer	BDC33078	Trouble Shoot Rackspace	12/19/14	\$38.00
Big Dog Computer	BDC33080	Printer Install	12/22/14	\$19.50
Big Dog Computer	BDC33082	Diver Server Re-boot	01/06/15	\$174.00
Brut Force Janitorial	20151	Janitorial Service Jan 2015	01/05/15	\$100.00
Caselle, Inc.	62561	Support and Maintenance Feb 2015	01/01/15	\$364.00
Cintas	185494780	Uniform Service	12/24/14	\$14.93
Cintas	185496412	Uniform Service	01/07/15	\$14.93
Conco West Inc.	762	WWTP#2 Reclaimed Water	12/19/14	\$20,370.66
County Clerk	1306	Nov 2014 General Election	12/18/14	\$2,966.19
County of Contra Costa Public Works Dept	918168	Encroachment Permit	12/04/14	\$612.54
County Of Contra Costa, Dept of Info Tec	9272	Data Processing Nov 2014	12/16/14	\$17.60
Denalect Alarm Company	R14534	Quarterly Alarm Charge	01/02/15	\$44.40
Du-All Safety	16584	Safety Support and Training for 2014-2015	12/31/14	\$1,160.00
Golden State Flow Measurement, Inc	I-042785	3 Chamber Meter with Nicor"	12/16/14	\$1,806.49
J.W. Backhoe & Construction, Inc.	2253	Paved Windward Pt	12/23/14	\$5,844.55
J.W. Backhoe & Construction, Inc.	2254	Water Leak Discovery Pt	12/31/14	\$2,709.28
J.W. Backhoe & Construction, Inc.	2256	Fog Seal and Crack Filler Winward and Clipper	12/31/14	\$1,985.80
Luhdorff & Scalmanini	30291	Water Level Monitoring	11/30/14	\$1,405.50
Luhdorff & Scalmanini	30303	Urban Water Management Plan	11/30/14	\$2,205.00
Mike Fernandes	517 STIRLING CT	Closed Account, Refund Overpayment	01/06/15	\$8.72
Neumiller & Beardslee	266300	Services Performed Nov 2014	12/15/14	\$2,261.50
Office Depot	746124618001	Office Supplies	12/17/14	\$26.15
ReliaStar Life Insurance Company	#JR52 457(B) 011515	457(b) 01/01/15-01/15/15	01/15/15	\$496.05
Ricoh USA, Inc	5033839540	Photocopier Dec 2014	12/18/14	\$36.06
SDRMA	16188	Ancillary Benefits Jan 2015	12/23/14	\$546.49
TASC	450775312003/1	Flexible Spending Jan 2015	01/01/15	\$281.65
TASC	IN457121	Annual Administration Fees	12/23/14	\$353.60
Tracy Chevrolet	268725	Coolant Thermostat Replacement	12/17/14	\$163.78
U.S. Bank Corporate Payment System	4246044555703473/124	Health Insurance	12/26/14	\$3,313.04
U.S. Bank Corporate Payment System	4246044555703473/124	Travel & Meetings	12/26/14	\$859.39
U.S. Bank Corporate Payment System	4246044555703473/124	TODB Sponsored Events	12/26/14	\$234.02
U.S. Bank Corporate Payment System	4246044555703473/124	Telephone General	12/26/14	\$507.25
U.S. Bank Corporate Payment System	4246044555703473/124	Telecom Networking	12/26/14	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/124	Vehicle & Equipment Fuel	12/26/14	\$240.02
U.S. Bank Corporate Payment System	4246044555703473/124	General Repairs	12/26/14	\$5.53
U.S. Bank Corporate Payment System	4246044555703473/124	Info System Maintenance	12/26/14	\$230.96
U.S. Bank Corporate Payment System	4246044555703473/124	Computer Equipment & Supplies	12/26/14	\$12.56
U.S. Bank Corporate Payment System	4246044555703473/124	Computer Software	12/26/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/124	Office Supplies	12/26/14	\$7.16
U.S. Bank Corporate Payment System	4246044555703473/124	Safety Equipment & Supplies	12/26/14	\$58.70
U.S. Bank Corporate Payment System	4246044555703473/124	Special Expense	12/26/14	\$730.46
Univar	SJ661045	Chemicals Delivered 12/29/14	12/29/14	\$300.01
Univar	SJ661046	Chemicals Delivered 12/29/14	12/29/14	\$247.66
Veolia Water North America	44258	Monthly R&M Nov 2014	01/29/14	\$2,516.10
Veolia Water North America	44506	Monthly O&M Jan 2015	01/01/15	\$40,403.73
Verizon Wireless	9737921547	Cell Phone Bill Dec 2014	12/26/14	\$151.48
Zenner USA	26346-IN	Water Meter End Points	12/22/14	\$6,400.40
		Water	Sub-Total	\$103,042.30

Wastewater

Alhambra	13710019 122614	Water Service	12/26/14	\$21.56
American Retrofit Systems	1047	Repair WWTP#1 Clarifier	01/05/15	\$550.00
American Retrofit Systems	1048	Check Ox Ditch Wires	01/06/15	\$350.00
American Retrofit Systems	1049	Filter Change District Office	01/08/15	\$90.00
Bay Area Barricade Service, Inc.	0313554-IN	Safety Cones	01/08/15	\$517.65
Big Dog Computer	BDC33076	Video Security Repair	12/13/14	\$294.00
Big Dog Computer	BDC33077	Updated Fax Server and Windows Update	12/19/14	\$97.50
Big Dog Computer	BDC33078	Trouble Shoot Rackspace	12/19/14	\$57.00
Big Dog Computer	BDC33080	Printer Install	12/22/14	\$29.25
Big Dog Computer	BDC33082	Diver Server Re-boot	01/06/15	\$261.00
Brut Force Janitorial	20151	Janitorial Service Jan 2015	01/05/15	\$150.00
Caselle, Inc.	62561	Support and Maintenance Feb 2015	01/01/15	\$546.00
Cintas	185494780	Uniform Service	12/24/14	\$22.39
Cintas	185496412	Uniform Service	01/07/15	\$22.39
Comcast	8155400350232938/115	Internet WWTP#1	01/03/15	\$114.00
Comcast	8155400350232946/115	Internet WWTP#2	01/03/15	\$88.95
County Clerk	1306	Nov 2014 General Election	12/18/14	\$4,449.29
County Of Contra Costa, Dept of Info Tec	9272	Data Processing Nov 2014	12/16/14	\$26.40
Delta Debris Box Service	1005210	Green Waste	11/30/14	\$896.00
Denalect Alarm Company	R14534	Quarterly Alarm Charge	01/02/15	\$66.60
Du-All Safety	16584	Safety Support and Training for 2014-2015	12/31/14	\$1,740.00
Herwit Engineering	14-12	Professional Services Dec 2014	12/31/14	\$9,277.12
Herwit Engineering	DB-MP-5,6,7,12-8	Effluent Equalization & Filters	12/31/14	\$53,929.90
Herwit Engineering	DB-MP-5,6,7,12-8	Export Pump Station Modifications	12/31/14	\$5,237.50
J.W. Backhoe & Construction, Inc.	2250	Haul Rock To WWTP#1	12/22/14	\$1,660.50
Kleinfelder, Inc.	1041298	WWTP Filter Layout	12/23/14	\$3,109.12
Neumiller & Beardslee	266300	Services Performed Nov 2014	12/15/14	\$3,209.62
Office Depot	746124618001	Office Supplies	12/17/14	\$39.23
Office Depot	746124752001	Office Supplies	12/17/14	\$4.33
Old Republic Title Company	0120017415/7373	Parcel Title Requests	12/11/14	\$150.00
Pacific Gas & Electric	1181942262-4	Electric & Gas Bill 12/09/14-01/07/15	01/08/15	\$6,883.43
ReliaStar Life Insurance Company	#JR52 457(B) 011515	457(b) 01/01/15-01/15/15	01/15/15	\$744.07
Ricoh USA, Inc	5033839540	Photocopier Dec 2014	12/18/14	\$54.10
SDRMA	16188	Ancillary Benefits Jan 2015	12/23/14	\$819.74
TASC	450775312003/1	Flexible Spending Jan 2015	01/01/15	\$422.47
TASC	IN457121	Annual Administration Fees	12/23/14	\$530.40
Tracy Chevrolet	268725	Coolant Thermostat Replacement	12/17/14	\$245.68
U.S. Bank Corporate Payment System	4246044555703473/124	Health Insurance	12/26/14	\$4,969.56
U.S. Bank Corporate Payment System	4246044555703473/124	Travel & Meetings	12/26/14	\$150.23
U.S. Bank Corporate Payment System	4246044555703473/124	TODB Sponsored Events	12/26/14	\$351.04
U.S. Bank Corporate Payment System	4246044555703473/124	Telephone General	12/26/14	\$837.69
U.S. Bank Corporate Payment System	4246044555703473/124	Telecom Networking	12/26/14	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/124	Vehicle & Equipment Fuel	12/26/14	\$105.04
U.S. Bank Corporate Payment System	4246044555703473/124	General Repair	12/26/14	\$75.00
U.S. Bank Corporate Payment System	4246044555703473/124	Special Equipment	12/26/14	\$21.68
U.S. Bank Corporate Payment System	4246044555703473/124	Info System Maintenance	12/26/14	\$346.43
U.S. Bank Corporate Payment System	4246044555703473/124	Computer Equipment & Supplies	12/26/14	\$12.99
U.S. Bank Corporate Payment System	4246044555703473/124	Computer Software	12/26/14	\$30.98
U.S. Bank Corporate Payment System	4246044555703473/124	Office Supplies	12/26/14	\$10.73
U.S. Bank Corporate Payment System	4246044555703473/124	Safety Equipment & Supplies	12/26/14	\$88.05
U.S. Bank Corporate Payment System	4246044555703473/124	Special Expense	12/26/14	\$1,231.11
Veolia Water North America	44102	Effluent Filtration	12/19/14	\$404.34
Veolia Water North America	44103	Misc. Small Tools	12/19/14	\$157.47
Veolia Water North America	44258	Monthly R&M Nov 2014	01/29/14	\$3,202.43
Veolia Water North America	44324	Safety Equipment & Supplies	12/19/14	\$820.59
Veolia Water North America	44506	Monthly O&M Jan 2015	01/01/15	\$60,605.60
Verizon Wireless	9737921547	Cell Phone Bill Dec 2014	12/26/14	\$227.22

Wastewater Sub-Total \$170,499.37

Community Center

Community Center Sub-Total \$0.00

Grand Total \$274,398.27

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 21, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 122614	Community Center-Water Service	12/26/14	\$54.88
Big Dog Computer	BDC33083	Reception Desk PC	01/07/15	\$130.00
Big Dog Computer	BDC33083	Community Center-Reception Desk PC	01/07/15	\$97.50
Brentwood Ace Hardware	808/123114	Automotive Supplies & Maintenance	12/31/14	\$30.25
Brentwood Ace Hardware	808/123114	Misc. Small Tools	12/31/14	\$44.13
Brentwood Ace Hardware	808/123114	Landscape Maintenance	12/31/14	\$5.33
Brut Force Janitorial	20151	Janitorial Service Jan 2015	01/05/15	\$310.00
Cintas	185494780	Uniform Service	12/24/14	\$18.66
Cintas	185494780	Community Center-Mats	12/24/14	\$22.75
Cintas	185496412	Uniform Service	01/07/15	\$18.66
Cintas	185496412	Community Center-Mats	01/07/15	\$22.75
Comcast	8155400350238372/121	Internet Service	12/22/14	\$36.63
Comcast	8155400350238372/121	Community Center-Telephone	12/22/14	\$50.39
Comcast	8155400350238372/121	Community Center-Internet	12/22/14	\$36.64
Commercial Tree Care	20482	Debris Clean Up	12/31/14	\$1,275.00
Discovery Bay Disposal	17-0001966/123114	2 Yd Bin	12/31/14	\$292.37
Discovery Bay Disposal	17-0013218/123114	Community Center-2 Yd Bin	12/31/14	\$292.37
Melinda Esau	106A	Community Center-Program Fees	08/03/14	\$220.80
Melinda Esau	108	Community Center-Program Fees	09/30/14	\$321.60
Melinda Esau	109	Community Center-Program Fees	11/18/14	\$188.80
Melinda Esau	110	Community Center-Program Fees	12/29/14	\$40.00
National Recreation and Park Assoc.	251352	NRPA Membership	01/13/15	\$82.50
Office Depot	744932042001	Office Supplies	12/10/14	\$18.01
Office Depot	744932042001	Community Center-Office Supplies	12/10/14	\$36.05
Office Depot	746764425001	Office Supplies	12/22/14	\$55.31
Office Depot	746764580001	Community Center-Office Supplies	12/20/14	\$67.80
Pacific Gas & Electric	5939734421-5/121614	Electric & Gas Bill 11/18/14-12/16/14	12/16/14	\$6,715.63
U.S. Bank Corporate Payment System	4246044555703473/124	Telephone General	12/26/14	\$96.21
U.S. Bank Corporate Payment System	4246044555703473/124	Vehicle & Equipment Fuel	12/26/14	\$133.31
U.S. Bank Corporate Payment System	4246044555703473/124	Landscape Maintenance	12/26/14	\$170.79
U.S. Bank Corporate Payment System	4246044555703473/124	Personal Protective Equipment	12/26/14	\$182.39
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Advertising	12/26/14	\$131.37
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Telephone General	12/26/14	\$96.21
U.S. Bank Corporate Payment System	4246044555703473/124	Automotive Supplies & Repairs	12/26/14	\$131.53
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Special Equipment	12/26/14	\$22.44
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Computer Software	12/26/14	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Building Repairs	12/26/14	\$254.96
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Waste	12/26/14	\$19.44
U.S. Bank Corporate Payment System	4246044555703473/124	Community Center-Misc. Service & Supplies	12/26/14	\$55.89
Verizon Wireless	9737921547	Cell Phone Bill Dec 2014	12/26/14	\$93.29
Verizon Wireless	9737921547	Community Center-Cell Phone Bill Dec 2014	12/26/14	\$93.29
Watersavers Irrigation Inc.	2855/123114	Service Charge	12/31/14	\$4.75
Woodmill Recycling Company	2014-3426	Landscape Maintenance	12/15/14	\$137.00
Total				\$12,468.63

Request For Authorization To Pay Invoices (RFA)
For The Meeting On January 21, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/123114	Automotive Supplies & Repairs	12/31/14	\$30.25
Brentwood Ace Hardware	808/123114	Personal Protective Equipment	12/31/14	\$16.25
Brut Force Janitorial	20151	Janitorial Service Jan 2015	01/05/15	\$25.00
Cintas	185494780	Uniform Service	12/24/14	\$18.65
Cintas	185496412	Uniform Service	01/07/15	\$18.65
Comcast	8155400350238372/121	Internet Service	12/22/14	\$36.63
National Recreation and Park Assoc.	251352	NRPA Membership	01/13/15	\$82.50
Pacific Gas & Electric	0403377952-3/010815	Electric & Gas Bill 12/09/14-01/07/15	01/08/15	\$39.29
U.S. Bank Corporate Payment System	4246044555703473/124	Telephone General	12/26/14	\$103.14
U.S. Bank Corporate Payment System	4246044555703473/124	Vehicle & Equipment Fuel	12/26/14	\$47.04
U.S. Bank Corporate Payment System	4246044555703473/124	Landscape Maintenance	12/26/14	\$94.37
U.S. Bank Corporate Payment System	4246044555703473/124	Personal Protective Equipment	12/26/14	\$91.90
Verizon Wireless	9737921547	Cell Phone Bill Dec 2014	12/26/14	\$93.30
			Total	\$696.97



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 21, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Consideration of a Change in Electronic (paperless) Agenda Packets Mobile Devices

Recommended Action

As necessary

Executive Summary

In August 2012 the Town transitioned from paper and notebook Agenda Packets to Electronic Agenda Packets. The medium utilized for this task has been accomplished with Apple iPad2's. Each Board member and key staff utilizes their assigned iPad2 for Board agenda packages, using the iAnnotate application.

The paperless agenda process has worked well since its inception, and has saved numerous paper supplies and countless hours of staff time in preparing the agenda notebooks and distributing them to the Board.

Recently, a Board member accidentally dropped and shattered his iPad and has requested that the Board consider this opportunity and transition away from the iPad to the Microsoft Surface Pro 3.

Pricing for the replacement iPadAir2 (as it is now called) is \$499.99 for a 16GB tablet, or \$599.99 for a 64GB tablet. Surface Pro 3 pricing is \$999.99 for a 64GB tablet (smallest amount of storage offered) with the i5 processor. Pricing is through Best Buy. The cost to replace the existing iPad products with the Surface Pro product is approximately \$10,000 for ten units, plus accessories (cases/keyboard/protective screen covers).

Staff had intended to replace the broken iPad with a new replacement iPad; however, the Board member recommends that the Surface Pro 3 be utilized in lieu of the Apple product and seeks Board authorization to proceed in that direction.

Staff is seeking Board direction on this item.

Fiscal Impact:

Amount Requested \$TBD

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Electronic Agenda Proposal - Surface Pro 3

Electronic Agenda Proposal - iPadAir2

AGENDA ITEM: F-1



[Enlarge](#)

Microsoft - Surface Pro 3 - 12" - Intel Core i5 - 128GB - Silver

Model: MQ2-00001 | SKU: 6243045 |
 Customer Rating: **4.6** (1,298 customer reviews)

New from
\$999.99

Open-Box from
\$929.99

\$999.99

FREE SHIPPING
 on orders \$35 and up

Overview	Specifications	Ratings & Reviews	Accessories	Buying Options	Protection & Services
--------------------------	--------------------------------	---------------------------------------	-----------------------------	--------------------------------	---

Product Availability

Shipping: Usually leaves our warehouse in 1 business day

[See when you can get it](#)

Store Pickup: Available at most stores

[Check Stores](#)

[Learn more about store pickup](#)



Special Offers

[See \(6\) Special Offers](#)

Cardholder Offers

[See \(2\) Financing Offers](#)

Hover Over Image to Zoom

What's Included

- Microsoft Surface Pro 3 - 12" - Intel Core i5 - 128GB
- 36W power supply
- Surface pen
- Owner's manual

[Learn more about the New Windows](#)

Microsoft Surface Pro 3 Tablet: The new Surface Pro 3 is in a category of its own. With a stunning 12" display in a sleek magnesium frame, Surface Pro 3 has all the power and performance of a laptop in an incredibly lightweight, versatile form. It may just be the ultimate device.



Tablet Buying Guide

[Learn about operating systems, connectivity and more >](#)

Ratings & Reviews

Overall Customer Rating:

4.6

(1,298 Reviews)

95% of customers would recommend this product to a friend (1,231 out of 1,298)

Product Features

12" screen with 2160 x 1440 resolution

High pixel density and stunning detail make this screen ideal for Web browsing, studying, reading and streaming HD content.

Microsoft Windows 8.1 Pro operating system

Full laptop capability in the size of a tablet. Run your existing desktop programs, download apps from the Windows Store and share files in the cloud with enhanced data protection and networking.

[Write a Review](#)

128GB internal storage plus microSD slot

Plenty of on-board storage for photos, videos, documents and more. Expand storage with a microSD card (sold separately).

Dual HD cameras for photos and face-to-face chat

5.0MP front camera and 5.0MP rear camera with stereo microphones.

Powerful connectivity with USB 3.0

Share files, connect accessories and display content on the big screen with a full-size USB port.

A category of its own

The multi-position Kickstand and Type Cover take you from tablet to laptop in a snap.

Write naturally

With a Pen that feels like an actual pen, this is the most natural writing experience on a tablet. Palm Block technology lets you rest your hand as you mark up presentations, sign documents or enjoy art apps.

Intel, Pentium, Celeron, Centrino, Core, Viiv, Intel Inside and the Intel Inside logo are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

Customers Who Bought This Item Also Bought

Page 1 of 4



Microsoft - Type Cover for Surface Pro 3 - Black - Black

(1264)

\$129.99



Microsoft - Type Cover for Surface Pro 3 - Blue - Blue

(1264)

\$129.99



Microsoft - Type Cover for Surface Pro 3 - Purple - Purple

(1264)

\$129.99



Geek Squad® - Tech Support Membership (1 Year)

(3335)

\$199.99



Microsoft - Type Cover for Surface Pro 3 - Cyan - Cyan

(1264)

\$129.99

Customers Who Viewed This Item Also Viewed

Page 1 of 4



Microsoft - Surface Pro 3 - 64GB - Intel i3 - Silver

(415)

\$799.99



Microsoft - Surface Pro 3 - 12" - Intel Core i5 - 256GB - Silver

(643)

\$1299.99



Microsoft - Surface 2 - 32GB - Magnesium

(1552)

\$449.99



Microsoft - Type Cover for Surface Pro 3 - Blue - Blue

(1264)

\$129.99



Microsoft - Surface Pro 3 - 12" - Intel Core i7 - 256GB - Silver

(235)

\$1549.99



Apple® - iPad Air 2 Wi-Fi 64GB - Space Gray/Black

Model: MGKL2LL/A | SKU: 3313043 | Customer Rating: **4.9** (3,397 customer reviews)

New from **\$599.99**
Open-Box from **\$557.99**

\$599.99
FREE SHIPPING
on orders \$35 and up

[Enlarge](#)

Color: Black



Overview	Specifications	Ratings & Reviews	Accessories	Buying Options	Protection & Services
--------------------------	--------------------------------	---------------------------------------	-----------------------------	--------------------------------	---



Hover Over Image to Zoom

Product Availability

Shipping: Usually leaves our warehouse in 1 business day.

[See when you can get it](#)

Store Pickup:

[Check Stores](#)

[Learn more about store pickup](#)

Package Deal



[See \(1\) Package Deal That Includes This Item](#)

Special Offers

[See \(7\) Special Offers](#)

Cardholder Offers

[See \(2\) Financing Offers](#)

What's Included

- iPad Air 2
- Lightning to USB cable
- USB power adapter

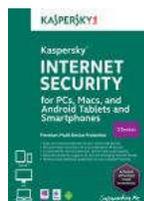
The thinnest iPad ever is also the most capable. It's loaded with advanced technologies, including the Touch ID fingerprint sensor.

Ratings & Reviews

Overall Customer Rating:

4.9

Free Bonus Item



Kaspersky Internet Security - 3-Device - 6 Months - Android/iOS - Mac/Windows [Download]

Software to protect up to three devices - any combination of PCs, Macs and Android, iOS and Windows tablets and mobile phones that defends against viruses, malware, phishing attacks and other online threats. Includes identity protection and parental controls.

Usually available in 30 min. in your BestBuy.com Digital Library, but it could take up to 4 hours.

[\(3,397 Reviews\)](#)

99% of customers would recommend this product to a friend (3,348 out of 3,397)

[Write a Review](#)

Product Features

9.7" Retina display (diagonal)

Touch ID fingerprint sensor

A8X chip

8MP iSight camera

FaceTime HD camera

802.11ac Wi-Fi with MIMO

Up to 10 hours of battery life²

Cellular data service on Wi-Fi + Cellular models (sold separately)

[™] and © 2014 Apple Inc. All rights reserved.

²Battery life varies by use and configuration. See www.apple.com/batteries for more information.

Package Deal That Includes This Item



iPad Air 2 Wi-Fi 64GB (Space Gray) & \$50 iTunes Gift Card Package

\$649.99

FREE SHIPPING
on orders \$35 and up

Services

Safeguard your product with a Geek Squad Protection Plan.

Mobile broadband lets you access the Internet from almost anywhere.

Walk Out Working™



Get setup of e-mail, apps, social networking, data transfer and more with purchase of any tablet or mobile phone.

[Learn more](#)

Limited to setup of three applications. See Customer Specialist for details.

Product images, including color, may differ from actual product appearance.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 21, 2015

Prepared By: Carol McCool, Administrative Assistant, Board Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Contra Costa County Department of Conservation and Development – Urban Farm Animal Questionnaire/Survey

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input regarding the raising and keeping of small farm animals for non-commercial purposes on smaller residential lots. The different types of farm animals that are most common are chickens, goats, and honeybees. The farm animals are kept for the enjoyment of the owner for the use of such things as eggs, milk, and honey.

Presently, livestock is permitted on property that is an acre or greater (40,000 square feet). Small farming is permitted on half-acre or greater (20,000 square foot) in the R-20, R-40, R-65, and R-100 zoning districts. Small farming in the County is described as raising no more than 24 fowl, rabbits, other grain-fed rodents, or livestock. County Staff is currently doing a study on the considerations of permitting the chickens, goats, and honeybees on smaller single-family residential lots (20,000 square foot or less) including lots with duplexes, condominiums, apartments, and mobile homes

The Contra Costa County Department of Conservation and Development is seeking Board input into the attached Urban Farm Animal Questionnaire.

Fiscal Impact:

Amount Requested \$ N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Contra Costa County Department of Conservation and Development – Letter and Questionnaire Urban Farm Animal

AGENDA ITEM: F-2

**Department of
Conservation and
Development**

TownOfDiscoveryBay CSD
Received

30 Muir Road
Martinez, CA 94553

DEC 15 2014

Phone: 1-855-323-2626

**Contra
Costa
County**



John Kopchik
Interim Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Robert T. Calkins
Interim Deputy Director

To: Town of Discovery Bay

Date: December 11, 2014

Subject: Urban Farm Animal Questionnaire

On September 16, 2014, the Board of Supervisors directed staff to initiate a study for the raising and keeping of small farm animals for non-commercial purposes on smaller residential lots. The Board also directed staff to seek input on small farm animals from the Municipal Advisory Councils. Accordingly, staff is requesting your suggestions on Urban Farm Animals.

Please complete the enclosed short questionnaire. You may return the completed questionnaire to Stan Muraoka, at stanley.muraoka@dcd.cccounty.us by January 23, 2015. Staff is available if you need further information or have questions.

Sincerely,

A handwritten signature in blue ink that reads "Stan Muraoka".

Stan Muraoka
Senior Planner
(925) 674-7781

DEC 15 2014

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra
Costa
County**



John Kopchik
Interim Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Robert T. Calkins
Interim Deputy Director

December 11, 2014

Urban Farm Animal Questionnaire

The purpose of this survey is to receive suggestions on the keeping and maintenance of certain urban farm animals on smaller residential lots located in Contra Costa County.

Urban farm animals are those animals that have become increasingly accepted across the country as suitable to keep on smaller residential lots, and most commonly include chickens, goats, and honeybees. The animals are kept for enjoyment by their owners and for products such as eggs, milk, and honey. Currently, livestock is allowed on lots that are about an acre or greater (40,000 square feet) in size. "Small farming" is allowed on lots that are about a half-acre or greater (20,000 square feet) in size in the R-20, R-40, R-65, and R-100 zoning districts. "Small farming" is defined in the County Code as the raising and keeping of no more than twenty-four (24) fowl, rabbits, other grain-fed rodents, or livestock. County staff is studying whether to allow the keeping of chickens, goats, and honeybees on smaller single-family residential lots, (20,000 square foot or less) including lots with duplexes, condominiums, apartments, and mobile homes.

1. Would you support allowing the following urban farm animals on residential lots smaller than a half-acre? [Check all that apply.]

- Chickens
- Goats
- Honeybees

(Continued on other side)

2. Would you support a minimum size for lots on which urban farm animals are kept?

- Yes
- No

If yes, what would be an appropriate minimum size?

3. Which of the following types of lots are more appropriate for keeping an urban farm animal? [Check all that apply.]

- Single-Family
- Duplexes
- Multifamily dwellings (Apartments & Condominiums)
- Mobile Homes

4. What is your preference for limiting the number of urban farm animals that can be kept on one lot?

- Allow a total of ?? chickens, goats, or bee hives
- Allow one chicken or goat or bee hive per ?? square feet
- No limit

5. Do you have any concern or other comments related to the keeping of urban farm animals in your neighborhood or community?



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 21, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay

Recommended Action

No action necessary.

Executive Summary

At the Board meeting of November 19, 2014, the Board approved a contract with Digital Deployment, Inc. for the development of a new TODB website. At that meeting, the Board sought options for monthly maintenance agreement costs associated with ongoing website support.

On December 17, 2014 staff presented Service Agreement options as proposed by Digital Deployment, Inc. to the Town. At that meeting, the Board directed staff to go back and make an effort to negotiate better price points for the annual service agreements. Staff did follow-up with Digital Deployment and they responded thusly:

"While I would love be able to drop the price of the SLA to meet the board's recommendation, we have already offered to complete the project at near a 50% discount and are offering an SLA agreement that is well below our floor price. I am going to respectfully stand strong on the current offer that I have given to you. Please let me know if you have any additional questions."

The Digital Deployment staff had previously identified three different cost options for the Board to consider (as presented on December 17, 2014). They are as follows:

- Enter into annual maintenance contract at \$3,600 annually (no discount).
- 1 Year paid up front - \$3,200 - a savings of \$400 annually over the monthly annual rate of \$300/month, or \$3,600/year.
- 3 years paid up front - \$8,800 - a savings of \$2,000 over 36 months, or \$666 annually.
- 5 years paid up front - \$13,000 - a savings of \$5,000 over 60 months, or \$1,000 annually.

Staff will proceed with the three year option as noted above.

Fiscal Impact:

Amount Requested \$8,800.00

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

November 19, 2014 – Contract Award

Attachments

Proposal from Digital Deployment, Inc.

AGENDA ITEM: G-1



November 25, 2014

Rick Howard
Town of Discovery Bay Community Service District
1800 Willow Lake Road

Discovery Bay, CA 94505

Rick,

Digital Deployment, Inc. is pleased to present the Town of Discovery Bay Community Service District with two different discount options if you choose to pay the SLA cost up front.

- 1 year paid up front: \$3,200, which is a \$400 dollar savings over 12 months
- 3 years paid up front: \$8,800, which is a \$2000 dollar savings over 36 months (\$666 savings per year)
- 5 years paid up front: \$13,000, which is a \$5000 dollar savings over 60 months (\$1,000 savings per year)

We are willing to extend this offer till December 18th. Please let me know if you have any questions or need any clarifications of anything included herein.

Sincerely,

Rocky Martin

Digital Deployment, Inc. | 2321 P Street, First Floor | Sacramento, CA 95816
www.digitaldeployment.com | (916) 238-1812

MONTHLY OPERATIONS REPORT

December 2014

Town of Discovery Bay, CA

1950 Days of Safe Operations

86,924 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: West Region Safety Council Call Monthly Regional Safety Webinar	4.0
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)
--

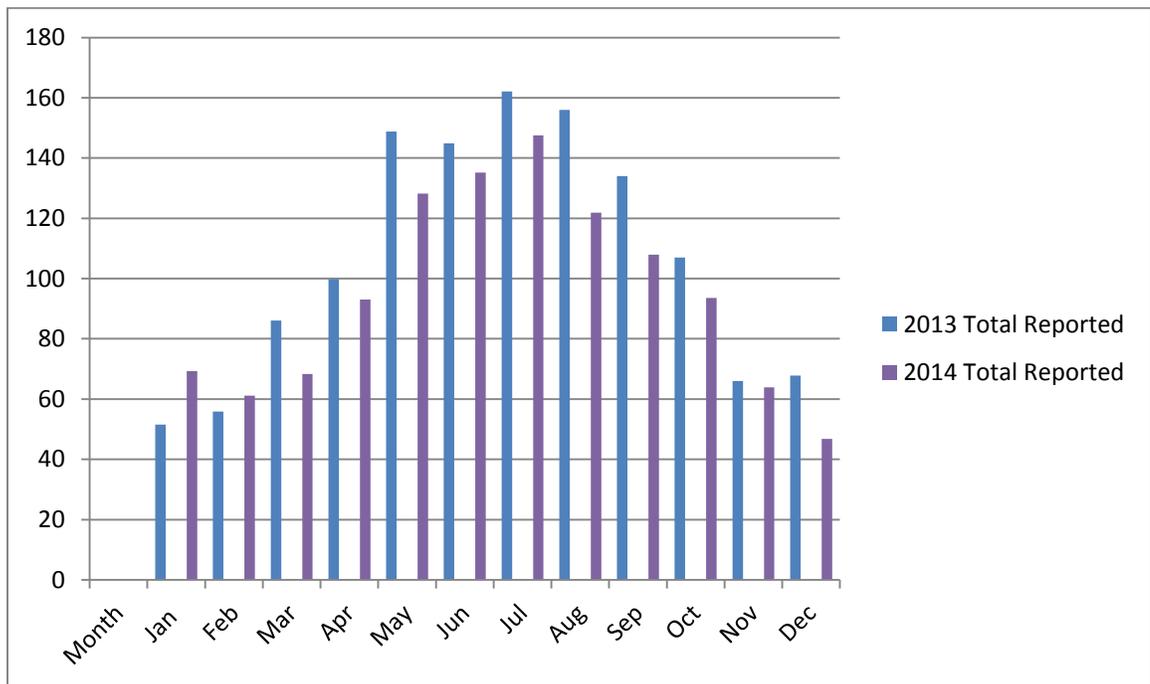
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	46.8	1360	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2014 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	135.2
July	August	September	October	November	December
147.5	121.9	107.9	93.6	63.9	46.8



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20 + 7 Re-samples	2*	0	0

Note * – 2 samples had a false positive had to be re-tested.

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>November Lab Data</i>	<i>December Lab Data</i>
Flow, MG Effluent, monthly total		38.0	49.7
Flow, MG Daily Influent Flow, avg.	N/A	1.28	1.31
Flow, MG Daily Discharge Flow, avg.	2.1	1.27	1.60
Effluent BOD ₅ , lbs/d, monthly avg.	350	25	50
Effluent TSS, lbs/d, monthly avg.	525	32	40
Effluent BOD ₅ , mg/L, monthly avg.	20	2.5	4
Effluent TSS, mg/L, monthly avg.	30	2.9	3
Total Coli form 7 day Median Max	23	0	2
Total Coli form Daily Maximum	240	7	22
% Removal BOD ₅ , monthly avg.	85% min.	99	98
% Removal, TSS, monthly avg.	85% min.	98	97
Electrical Conductivity, umhos/cm annual avg.	2100	2011	2043

Wastewater Laboratory Analysis

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

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

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
15	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)

15	0	62.4	2	40.7
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COLLECTION:

- Flushed 0 ft. of sanitary sewer lines, YTD **19613** ft. **30%** completed
- CCTV **17900** ft. **27%** completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **83** YTD
- Flushing will resume in Feb 2015
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
307	345

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
20	21

Call & Emergency Responses

Call Outs	Emergencies
8	1

Personnel Hours & Overtime:

Regular Hours	Overtime
1515	67.0

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



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**Discovery Bay
P-6 Zone Citizen
Advisory
Committee**

DRAFT



Office of Supervisor Mary N. Piepho
Contact: Alicia Nuchols
3361 Walnut Blvd, Ste. 140
Brentwood, CA 94513
925-242-4500

Respectfully submitted by: _____

The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Record of Actions

Meeting start time: 8:02 p.m.

Wednesday, October 8, 2014

- 1.) Meeting called to order by Vice Chair Diane Stevens at 8:02 p.m., with Chair Kane and Councilmember Mankin absent.**
- 2.) Public Comment:** No public comment received.
- 3.) Review of Record of Actions of May 14, 2014 meeting:** Committee member Zeigler made a motion to accept the Record of Actions as prepared. Second made by Committee member Earl. Motion carried 3-0. AYES: Earl, Stevens, and Zeigler.
- 4.) Correspondence: (Key: R= Received S= Sent) None.**
- 5.) Old Business:**
Discuss DB P-6 Zone CAC Budget: Committee member Zeigler made a motion to accept the Budget as prepared. Second made by Committee member Earl. Motion carried 3-0. AYES: Earl, Stevens, and Zeigler.
- 6.) New Business:**
 - a.) Monthly Activity Report (Lt. Hobbs): Lt. Beltran discussed the calls for service and reports for September 2014.
 - b.) Discuss and Review 2014 Overview and 2015 Workplan: Committee member Zeigler made a motion to accept the 2014 Overview and 2015 Workplan with the correction of the day of the meetings to be the quarterly. Second made by Committee member Earl. Motion carried 3-0. AYES: Earl, Stevens, and Zeigler.
 - c) Other new Business: None.
- 7.) Future agenda items/Committee Member Comments:**
- 8.) Adjourn:** Meeting adjourned at 8:34p.m.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 9, 2014**



MEETING CALLED: Chair Mike Bruno called the meeting to order at 10:00 am at the Byron Airport Office.

PRESENT: **Roger Bass**, District II
Mike Bruno, Chair, CCC Airports Business Association
DeWitt Hodge, Member at Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1

ABSENT: **Janet Kaiser**, Diablo Valley College
Keith McMahon, City of Concord
Rudi Raab, District I
Russell Roe, District V

STAFF: Keith Freitas, Director of Airports

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

Jim Gwerder working with the Mariposa Energy Project commented that the plant is running, they are having no issues and things are going well. Tom Weber questioned what percent of the time the plant is running. Jim responded that he did not know.

**APPROVAL OF
MINUTES:**

Tom Weber motioned to have the minutes amended to reflect which members expressed concerns and those that voiced their opinions during the meeting; seconded by Ronald Reagan. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

Moved to approve amended minutes by Ronald Reagan; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

PRESENTATION/SPECIAL REPORTS – Aviation Advisory Committee (AAC) Tenant Recognition Award

Ron Reagan presented the AAC Tenant Recognition Award to Randy Howell, founder/owner and director of the Patriot Jet Team Foundation, for their work with the local schools and at the Byron Airport.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Byron Area Aerobatic Box Noise Complaints

Mike Bruno commented that he had invited an aerobatic pilot to attend the meeting but the pilot had been called out of state to do an interview with the FAA.

- The aerobatic practice area is designed for use by any aerobatic pilot.
- Most of the aerobatics being performed are from the Livermore Airport as they have an aerobatic flight school.
 - There may be a few pilots from Buchanan Field and Byron Airports that utilize that box.
- The problem is the Airports' themselves do not have jurisdiction over that airspace and do not have the ability to regulate it.
 - Jurisdiction of airspace belongs to the Federal Government or FAA.
- Although the pilots at both Buchanan Field and Byron Airports can be educated about the closeness and proximity to the residential areas; the Airports do not have any oversight with pilots from other airports.
- An awareness campaign was proposed for Buchanan Field and Byron Airports.
 - As a courtesy, the campaign should be extended to the Livermore Airport so they are also aware of the community concerns being brought to Airport staff's attention.

Motion was made to draft a letter advising Buchanan Field and Byron Airport tenants of the aerobatic flight concerns being expressed by community members adjacent to the aerobatic practice area near Brentwood; additional letters advising nearby airports of the community concerns will also be sent. **Moved by Derek Mims, seconded by Ed Young. Approved**

unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Derek Mims, Ronald Reagan, Tom Weber and Ed Young. No: None. Abstained: None. Absent: Janet Kaiser, Keith McMahon, Rudi Raab, and Russell Roe.

c. Byron Airport General Plan Land Uses

A brief update was given as this item had been previously discussed.

- The Byron Airport General Plan Land Use issue was discussed at the last Airport Committee meeting.
- The item is progressing through the process.
- Department of Conservation and Development (DCD) staff specifically heard the comments about making the opportunities for development at Byron Airport similar to what is already established at Buchanan Field.
- Will take several months to go through the process and could take a year to a year and a half to finish out the environmental component.

d. Economic Development Working Group Update

A brief overview was given on the purpose of the Economic Development Working Group.

- Currently pulling all the ideas together that have been discussed together
 - i. Some of the suggestions include:
 - Lowering rates and amending leases for aviation businesses
 - Lower rates for tiedown/hangar tenants
 - Finding ways to bring more pilots and the community to the airports.
- Items will be prioritized for each airport and those lists will then go through the AAC and the Airport Committee.

e. Fiscal Year 2013/14, 100% Budget Review

Keith Freitas gave a brief overview of the final Fiscal Year 2013/14 budget.

- Revenues exceed budgeted expectations and expenses came in well below budget.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Airport Committee met in September.

- Primary discussion was the Byron General Plan Amendment for Byron Airport.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Ed Young asked about getting a new Airport Rescue and Fire Fighting (ARFF) truck or fire suppression for Byron Airport as the current ARFF truck is getting pretty old.

- One of the Operations Leads is doing a cost analysis on whether the ARFF truck should be replaced, refurbished, or disposed of.
 - If the Byron Airport ARFF truck is disposed of the second ARFF truck at Buchanan Field could be moved to Byron Airport.

- The analysis should be complete by the end of the year.

c. Airport Land Use Commission (ALUC) Update

Next meeting scheduled for late October early November.

- The sustainable farm in the field across Highway 4 from Buchanan Field Airport, on Sanitary District land, is on the agenda.

d. AAC Announcements

- Mike Bruno, Tom Weber and Supervisor Mitchoff's office have been working to get some consistent representation for Diablo Valley College.

e. Airport Staff Announcements

AAC was asked to adjourn the meeting in memory of Robert Gray who was a long time pilot/tenant of Buchanan Field Airport.

FUTURE AGENDA ITEMS

ADJOURNMENT: The meeting was adjourned by the Chair at 12:00 pm.



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