



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
March 6, 2013

7:00P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday March 6, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time 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. County Code Enforcement Update

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. Fire District Report
4. East Contra Costa Fire Protection District Report
5. Supervisor Mary Piepho, District III Report

**E. COMMITTEE/LIAISON REPORTS**

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

*\*\*These meetings are held Quarterly*

**F. CONSENT CALENDAR**

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

1. DRAFT Minutes of previous special meeting dated February 20, 2013
2. DRAFT Minutes of previous regular meeting dated February 20, 2013
3. DRAFT Minutes of previous special workshop meeting dated February 23, 2013
4. Approve Register of District Invoices

**G. NEW BUSINESS AND ACTION ITEMS**

1. Review, discussion, and possible action on Operating and Capital Budget for Contra Costa County Lighting and Landscape Zones 35, 57, and 61
2. Discussion and possible action regarding 2013 Earth Day and Family Festival
3. Influent Pump Station, Pump Station W and Emergency Storage Lagoon Project Electrical Upgrade
4. Discovery Bay Community Center Swimming Pool Repair
5. Introduction of DRAFT Ordinance No. 23 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting the establishment of compensation for the Board of Directors
6. National Pollutant Discharge Elimination System (NPDES) 2013 Permit Renewal Process and Consulting Services

- H. **PRESIDENT REPORT AND DIRECTORS' COMMENTS**
- I. **MANAGER'S REPORT**
  - 1. Update on Park Transfer Agreement
- J. **GENERAL MANAGER'S REPORT**
- K. **DISTRICT LEGAL COUNSEL REPORT**
- L. **COMMITTEE UPDATES**
  - 1. Approved minutes from the Community Center meeting dated February 11, 2013
  - 2. Community Center Status Report (No written report)
- M. **CORRESPONDENCE – Discussion and Possible Action**
  - 1. R – Byron Municipal Advisory Council meeting minutes dated December 4, 2012
- N. **PUBLIC RECORD REQUESTS RECEIVED**
  - 1. Request from William Richardson – Some Gave All – Request date February 16, 2013
  - 2. Request from William Richardson – Hofmann Land Development Co. v Town of Discovery Bay Community Services District
- O. **FUTURE AGENDA ITEMS**
- P. **ADJOURNMENT**
  - 1. Adjourn to the next regular meeting on March 20, 2013 starting at 7:00 p.m. at 1800 Willow Lake Rd – 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 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."



No Back Up  
Documentation For  
Agenda Item # C



No Back Up  
Documentation For  
Agenda Item # D



No Back Up  
Documentation For  
Agenda Item # E



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, February 20, 2013  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:30 P.M.**

**A. ROLL CALL**

**Call business meeting to order** – 6:32 p.m. by President Tetreault

**Roll Call** – All present with the exception of Director Pease

**Director Graves** – Arrived at 6:34 p.m.

**B. PUBLIC COMMENT**

None

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA  
(Government Code Section 54957.7)**

**Legal Counsel Schroeder** – The Board is adjourning into Closed Session regarding action item D-1

**D. CLOSED SESSION:**

**1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

Pursuant to subdivision (a) of Section 54956.9 of the Government Code

Name of case: Hofmann Land Development Co. v. Town of Discovery Bay Community Services District,  
Case No. C-13-00274

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION  
(Government Code Section 54957.1)**

**Legal Counsel Schroeder** – The Board has reconvened from Closed Session regarding item D-1. Director Graves arrived shortly after we convened into Closed Session. All of the Board Members were present with the exception of Director Pease, the reportable action is as follows – by unanimous vote of the Board Members present, the Law Firm of Neumiller and Beardslee has been authorized to provide the legal defense in this action.

**F. ADJOURNMENT**

The meeting adjourned at 6:50 p.m. to the Regular Meeting on February 20, 2013 at 7:00 p.m. on 1800 Willow Lake Road

cmc – 02.22.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday February 20, 2013  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – 7:00 p.m. by President Tetreault  
**Pledge of Allegiance** – Led by President Tetreault  
**Roll Call** – All present with the exception of Director Pease

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

None

**C. PRESENTATIONS**

None

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

**President Tetreault** – Stated that Vice-President Simon, General Manager Howard, and he attended the Veolia Safety Dinner on February 19, 2013.

**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. DRAFT Minutes of previous special meeting dated February 6, 2013
2. DRAFT Minutes of previous regular meeting dated February 6, 2013
3. Approve Register of District Invoices

**Motion by:** Vice-President Simon to approve the Consent Calendar

**Second by:** Director Steele

**Vote:** Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Town of Discovery Bay Fiscal Year 2012-13 Operating and Capital Improvement Program Budget Mid-Year Summary Report**

**General Manager Howard** – Provided details of item F-1. There was discussion between the General Manager, the Finance Manager, and the Board.

**2. Town of Discovery Bay “DRAFT” Vehicle Use Policy**

**General Manager Howard** – Provided details of item F-2. There was discussion between the General Manager and the Board.

**3. Resolution No. 2013-05 Authorizing Access to State and Federal criminal history information for pre-employment purposes**

**General Manager Howard** – Provided details of item F-3. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves Approve and adopt Resolution No. 2013-05 Authorizing Access to State and Federal criminal history

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 3 – President Tetreault, Vice-President Simon, Director Graves, NOES: 1 – Director Steele, ABSENT: 1 – Director Pease

**4. Contract with GreenPlay LLC for professional consulting services related to the future planning and operational functions of the Discovery Bay Community Center**

**General Manager Howard** – Provided details of item F-4. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to approve the contract with GreenPlay in the amount of \$10,800.00 for professional consulting services to begin within the schedule presented by the General Manager

**Second by:** Director Steele

**Vote:** Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

**5. Influent Pump Station, Pump Station W, and Emergency Storage Lagoon Project Rehabilitation**

**General Manager Howard** – Provided details of item F-5.

**District Engineer Gregory Harris** – Provided additional details on item F-5. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to approve a contract amendment with Veolia Water N.A., for SCADA related equipment and services in the amount of \$250,000.00; authorize the purchase of Influent Pumps and Pump Station W pumps from Weir Specialty Pumps, Inc., in the amount of \$375,753.20; authorize the purchase of control valves from Red Valve Company, Inc. in the amount of \$27,110.00; and authorize the General Manager to execute all contract documents

**Second by:** Vice-President Simon

**Vote:** Motion Carried – AYES: 4, NOES: 0, ABSENT: 1 – Director Pease

**G. VEOLIA REPORT**

**1. Veolia Report for January 2013**

**Project Manager Fermin Garcia** – Provided the details of the January Monthly Operations Report.

**H. MANAGER'S REPORTS**

**1. Salinity Report Update**

**Water and Wastewater Manager Koehne** – Provided a presentation for item H-1. There was discussion between the Water and Wastewater Manager and the Board.

**2. Well 7 Status Update**

**Water and Wastewater Manager Koehne** – Provided a presentation for item H-2.

**3. Water Leak Report for 2012**

**Water and Wastewater Manager Koehne** – Provided a presentation for item H-3. There was discussion between the Water and Wastewater Manager, the District Engineer, and the Board.

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

**General Manager Howard** – Provided the details in regards to the meeting hosted by Supervisor Piepho's office and with the Department of Boating and Waterways present in regards to the waterweed situation. The lawsuit with Southwest Water has been resolved, also the Close of Escrow for the Community Center was just last Wednesday, February 13, 2013 and things are moving forward. There was discussion between the General Manager and the Board.

**J. DISTRICT LEGAL COUNSEL REPORT**

None

**K. COMMITTEE UPDATES– Discussion and Possible Action**

1. Approved minutes from the Community Center meeting dated January 24, 2013
2. Community Center Status Report (No written report)

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

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated November 8, 2012
2. R – East Contra Costa Fire Protection District meeting minutes dated January 7, 2013

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

None

**O. ADJOURNMENT**

The meeting adjourned at 8:05 p.m. to the next Regular meeting of March 6, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.25.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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

Saturday February 23, 2013

WORKSHOP MEETING - 1:00 P.M. to 4:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### WORKSHOP MEETING at 1:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 1:01 p.m. by President Tetreault

Pledge of Allegiance – Led by President Tetreault

Roll Call – All Present – Director Graves arrived at 1:02 p.m.

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

None

#### **C. WORKSHOP ITEMS**

##### **1. Review Schedule of Regular Board of Directors Meetings for 2013**

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

##### **2. FY2013-2014 Budget Calendar**

**General Manager Howard** – Provided details of item C-2. There was discussion between the General Manager and the Board.

##### **3. Board Goals and Objectives for the 2013-2014 Year and Beyond**

- **Topics to be discussed may include a variety of subjects including issues related to Water, Wastewater, Landscape/Parks/Community Center and other associated subjects.**

**General Manager Howard** – Provided details of item C-3. There was discussion between the General Manager and the Board. There were four Public Comment Speakers.

##### **4. Consideration of conducting a Board Workshop with Brent Ives Consulting to perform an analysis and to conduct a study session on Board dynamics, protocols and practices**

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

**Water and Wastewater Manager Koehne** – Provided details in regards to the lead material used on the current water meters.

#### **D. ADJOURNMENT**

The meeting adjourned 3:39 p.m. to next Regular meeting of March 6, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.25.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

March 06, 2013

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

**Agenda Title**

Approve Register of District Invoices

**Recommended Action**

Staff recommends that the Board approve the listed invoices for payment

**Executive Summary**

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

**Fiscal Impact:**

**Amount Requested** \$ 78,273.72

**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 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: F-4

**Request for authorization to pay invoices (RFA)**  
**For the Meeting on March 06, 2013**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Big Dog Computer	BDC32942	Laptop Configuration	02/25/13	\$237.50
Big Dog Computer	BDC32944	Migration to Hosted Exchange	02/25/13	\$1,962.50
Clay Martin	3432 KEYSTONE LOOP	Closed Acct, Refund of Overpayment	02/26/13	\$9.53
Cory & Lauren Hefner	5466 GOLD CREEK CIR	Closed Acct, Refund of Overpayment	02/26/13	\$7.80
Costco	111807341657/2013	Annual Renewal 2013	02/25/13	\$74.53
County Of Contra Costa, Dept of Info Tec	8002	Data Processing Jan 2013	02/15/13	\$43.06
Discovery Bay Designs	865	Logo Apparel	02/15/13	\$519.77
MailFinance	N3817569	Postage Machine Lease 03/13-04/13	02/15/13	\$69.68
Muazam Shaikh	2341 CAMBRIDGE DR	Closed Acct, Refund of Overpayment	02/26/13	\$19.05
ReliaStar Life Insurance Company	JR#52 457(B) 03/13	457 (b) 02/16/13-03/15/13	02/16/13	\$3,025.34
Richard & Stephanie Reppert	200 SUSSEX CT	Closed Acct, Refund of Overpayment	02/26/13	\$37.33
Rob Broocker, Painting Contractor	1	Painting of District Office @ Willow Lake Rd	01/24/13	\$4,500.00
Robert Vezina	5446 GOLD CREEK CIR	Closed Acct, Refund of Overpayment	02/26/13	\$28.58
Shred-It	9401532249	Shredding Service 02/07/13	02/08/13	\$70.99
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$10,605.66</b>
<b>Water</b>				
Express Services, Inc.	12112791-4	Laborer Week Ending 02/03/13	02/06/13	\$230.27
Finesse Limousine Service	15721	Detail Service for Vehicles	01/17/13	\$132.50
Golden State Flow Measurement, Inc	I-037047	Repair Parts	02/06/13	\$480.16
Golden State Flow Measurement, Inc	I-037053	Flange Gasket	02/07/13	\$15.46
J.W. Backhoe & Construction, Inc.	1848	Paved Clipper Dr & Willow Lake	02/12/13	\$5,395.55
J.W. Backhoe & Construction, Inc.	1850	Painted White Line Clipper Dr	02/12/13	\$419.00
J.W. Backhoe & Construction, Inc.	1853	Paved Cherry Hill & Willow Lake	02/12/13	\$5,557.13
Luhdorff & Scalmanini	28453	WWTP Booster & Well 1B review, Willow Filter Assessme	01/31/13	\$1,790.95
Luhdorff & Scalmanini	28454	Well 4 Destruction	01/31/13	\$1,575.00
Pacific Gas & Electric	29437218075/020813	Electric & Gas bill 01/09/13-02/08/13	02/08/13	\$12,586.09
ReliaStar Life Insurance Company	JR#52 457(B) 03/13	457 (b) 02/16/13-03/15/13	02/16/13	\$425.00
UPS	000012X417053	UPS	02/02/13	\$5.28
		<b>Water</b>	<b>Sub-Total</b>	<b>\$28,612.39</b>
<b>Wastewater</b>				
Express Services, Inc.	12112791-4	Laborer Week Ending 02/03/13	02/06/13	\$345.41
Finesse Limousine Service	15721	Detail Service for Vehicles	01/17/13	\$132.50
Pacific Gas & Electric	73121157587/021313	Electric & Gas bill 01/09/13-02/10/13	02/13/13	\$22,297.54
ReliaStar Life Insurance Company	JR#52 457(B) 03/13	457 (b) 02/16/13-03/15/13	02/16/13	\$262.50
UPS	000012X417053	UPS	02/02/13	\$7.92
Watersavers Irrigation Inc.	I1256393	Wetlands Supply Water Repair	02/12/13	\$16.78
		<b>Wastewater</b>	<b>Sub-Total</b>	<b>\$23,062.65</b>
		<b>Grand Total</b>		<b>\$62,280.70</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on March 06, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	288	Community Center-Clean up Electrical Pool Area	02/25/13	\$620.00
American Retrofit Systems	289	Community Center-Electrical Property Inspection Repairs	02/25/13	\$2,825.00
American Retrofit Systems	290	Community Center-Front Pole Light	02/26/13	\$600.00
Big Dog Computer	BDC32941	Community Center-Computer install	02/25/13	\$158.25
Brentwood Reprographics	2013-4631	Cornell Park	02/06/13	\$71.71
Brut Force Janitorial	100	Community Center-Initial Cleaning of Facility	02/25/13	\$1,420.00
Contra Costa County Fire Protection	13-0843	Community Center-Public Assembly Permit	02/13/13	\$231.25
Contra Costa Fire Equipment	1844	Community Center-Annual Maintenance	02/08/13	\$97.50
Delta Fence Company, Inc.	24047	Community Center-Fence Repair	02/15/13	\$396.00
Lake Movers LLC	2237	Community Center-Moving Exercise Equip.	02/21/13	\$1,487.50
Office Depot	345307908001	Community Center-Office Supplies	02/14/13	\$75.76
Office Depot	345307908001	Community Center-Office Supplies	02/14/13	\$102.41
Office Depot	644597938001	Office Supplies	02/08/13	\$2.16
Pacific Gas & Electric	08692589941/020713	Electric & Gas bill 01/08/13-02/07/13	02/07/13	\$540.25
Pacific Gas & Electric	59397344215/021413	Electric & Gas bill 01/16/13-02/14/13	02/14/13	\$6,341.77
Patricia Cimlov-Zahares	13-008	Banners Design	02/20/13	\$150.00
Patricia Cimlov-Zahares	13-008	Community Center-Logo Design	02/20/13	\$315.00
Sue Heintl	FEB EXP REPORT	Community Center-Staff Mileage	02/26/13	\$21.47
Town of Discovery Bay CSD	9-900-000-004-2.01	Water Bill from 01/01/13-01/31/13	01/31/13	\$17.73
Town of Discovery Bay CSD	9-900-000-004-2.02	Water Bill from 01/01/13-01/31/13	01/31/13	\$5.94
Town of Discovery Bay CSD	9-900-000-004-2.03	Water Bill from 01/01/13-01/31/13	01/31/13	\$5.48
Town of Discovery Bay CSD	9-900-000-004-2.04	Water Bill from 01/01/13-01/31/13	01/31/13	\$4.58
Town of Discovery Bay CSD	9-900-000-004-2.05	Water Bill from 01/01/13-01/31/13	01/31/13	\$3.22
Town of Discovery Bay CSD	9-900-000-004-2.06	Water Bill from 01/01/13-01/31/13	01/31/13	\$59.02
Town of Discovery Bay CSD	9-900-000-004-2.07	Water Bill from 01/01/13-01/31/13	01/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.08	Water Bill from 01/01/13-01/31/13	01/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.09	Water Bill from 01/01/13-01/31/13	01/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-4.02	Water Bill from 01/01/13-01/31/13	01/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-4.03	Water Bill from 01/01/13-01/31/13	01/31/13	\$13.65
Town of Discovery Bay CSD	9-900-000-004-4.04	Water Bill from 01/01/13-01/31/13	01/31/13	\$2.90
Town of Discovery Bay CSD	9-900-000-004-4.05	Water Bill from 01/01/13-01/31/13	01/31/13	\$19.55
Watersavers Irrigation	I1258721	Community Center-Turf Chemicals	02/20/13	\$327.02
			<b>Total</b>	<b>\$15,931.60</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on March 06, 2013**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Town of Discovery Bay CSD	87	Reimbursement-CPRS Agency Award Application	02/06/13	\$50.00
Town of Discovery Bay CSD	9-900-000-004-3.01	Water Bill for 01/01/13-01/31/13	01/31/13	\$3.22
Town of Discovery Bay CSD	9-900-000-004-3.02	Water Bill for 01/01/13-01/31/13	01/31/13	\$8.20
			<b>Total</b>	<b>\$61.42</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

March 6, 2013

**Prepared By:** Fairin Perez, Parks & Landscape Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Review, discussion, and possible action on Operating and Capital Budget for Contra Costa County Lighting and Landscape Zones 35, 57 and 61

### Recommended Action

Review, discuss and provide input on Operating and Capital Budgets for Contra Costa County Lighting and Landscape Zones 35, 57, and 61

### Executive Summary

Discovery Bay's landscapes and parks are divided into five separate zones. Two of the zones (Discovery Bay Lighting and Landscape Zone's 8 & 9) are owned directly by the Town of Discovery Community Services District (District). These budgets and operating decisions are approved through the District's Board of Directors. The remaining three zones (Contra Costa Lighting and Landscape District #2, Zones 35, 57 & 61) are owned by Contra Costa County (County). The budgets pertaining to the operations and improvements in these zones are presented to and approved by the County Supervisors.

The District currently maintains and manages the landscapes and parks within the County Zones identified above under a Joint Executive Powers Agreement. Each February, the County Special Districts department contacts District staff for budget estimates, based upon the upcoming years operational needs. The Special District's Department is then responsible for finalizing the operating and capital budgets, working with an Engineer to determine assessments and presenting to County Supervisor's for approval. The County is in process of transferring the parks within Zones 57 and 61 to the District; at which time all operating decisions relating to the park would be addressed by the District.

The attached preliminary budgets were provided to the County by District staff for FY 2013/2014 and FY2014/15. Zones 57 and 61 have been split into Park and Streetscape categories. The splits within each Zone were determined by referring to an extensive inventory internally documented last winter, by using actual operating costs, and future operational and capital needs. The budgets were sent to the County for review on February 28, 2013. It is anticipated that further discussion and revisions will be made to these budgets.

It should be noted that while two years' worth of proposed budgets were provided for Zone 57 and 61 this is only to aid in the calculations and negotiations in regards to the proposed park transfer agreements; and only the FY2013/14 budget will be considered by the County Board of Supervisors for approval.

**Fiscal Impact:** N/A

### Previous Relevant Board Actions for This Item

None

### Attachments

- Zone 57 – Year End Estimate with Park and Streetscape Splits – February 28, 2013 (DRAFT)
- Zone 57 – Proposed Operating and Capital Budget 2013 thru 2015 – February 28, 2013 (DRAFT)
- Zone 61 – Year End Estimate with Park and Streetscape Splits – February 28, 2013 (DRAFT)
- Zone 61 – Proposed Operating and Capital Budget 2013 thru 2015 – February 28, 2013 (DRAFT)
- Zone 35 – Fund 2281- Org 7815 Sandy Cove 2013/14 Budget – (DRAFT)

AGENDA ITEM: G-1

Zone 57 - Year End Estimate  
w/ Park Streetscape Split

February 28, 2013

	PARK		STREETSCAPE		PARK		STREETSCAPE	
	2012/13 Approved Budget	2012/13 6 month Projections	2012/13 6 month Projections	2012/13 Year End Estimate	2012/13 Year End Estimate	2012/13 Year End Estimate	2012/13 Year End Estimate	
Fund Balance as of June 30	\$ 171,364.00	\$ 135,485.12	\$ 47,602.88	\$ 135,485.12	\$ 47,602.88			
<b>Revenues:</b>								
Taxes & Assessment (9895)	\$ 87,549.00	\$ 64,786.26	\$ 22,762.74	\$ 64,786.26	\$ 22,762.74			
Interfund Rev. - Gov/Gov (9851)								
Earnings on Investment								
<b>Operating Expenditures</b>								
Office Expenses	\$ 250.00	\$ 72.61	\$ 25.51	\$ 145.22	\$ 51.02			0.74
Postage		\$ 10.44	\$ 3.67	\$ 20.88	\$ 7.34			0.26
Utilities	\$ 18,000.00	\$ 8,459.86	\$ 2,141.12	\$ 16,943.64	\$ 4,282.24			
PG&E		\$ 159.30	\$ 259.52	\$ 318.60	\$ 519.04			
Water		\$ 8,288.60	\$ 1,811.00	\$ 16,577.20	\$ 3,622.00			
Garbage/Green Waste								
Phone		\$ 11.96	\$ 70.60	\$ 47.84	\$ 141.20			
Publications								
Vehicle Fuel		\$ 1,374.02	\$ 599.01	\$ 2,748.05	\$ 1,198.01			
Other Special Dept.	2550							
Grounds Maintenance	\$ 50,697.00	\$ 21,189.29	\$ 7,410.70	\$ 30,603.44	\$ 10,384.20			
Landscape Maintenance		\$ 17,623.15	\$ 6,190.70	\$ 27,738.90	\$ 9,744.20			
Irrigation Repairs				\$ 500.00	\$ 500.00			
Clock Replacements								
Plantings		\$ 1,942.60						
Mulch								
Turf Care Program								
Tree Work		\$ 760.00	\$ 1,080.00					
Drinking Fountain Maint.		\$ 355.00		\$ 480.00				
Backflow Testing		\$ 70.00	\$ 140.00	\$ 70.00	\$ 140.00			
Mutt Mitt / Dog Stations		\$ 176.00		\$ 352.00				
Playground Maintenance		\$ 37.54		\$ 1,237.54				
Pest Control								
Site Furnishings								
Misc		\$ 225.00		\$ 225.00				
Auto Mileage								
Professional Services	\$ 26,668.00	\$ 7,873.86	\$ 4,038.36	\$ 15,321.50	\$ 8,649.94			
District Staff		\$ 5,947.64	\$ 3,361.58	\$ 11,895.28	\$ 6,723.16			
Misc. Prof. Services		\$ 1,926.22	\$ 676.78	\$ 2,926.22	\$ 1,676.78			
Training				\$ 500.00	\$ 250.00			
Interest on Notes & Warrants								
Tax & Assessment Fees	\$ 600.00	\$ 424.02	\$ 148.98	\$ 424.02	\$ 148.98			
Interfund Exp.		\$ 1.00		\$ 1.00				
General Services Occupancy								
Grounds Maintenance In House								
Professional Serv. County Staff	\$ 9,777.00	\$ 5,117.17	\$ 474.24	\$ 7,617.17	\$ 948.48			
Playground Inspection								
Vandalism / Incidental								
Reimbursements Gov/Gov								
<b>CAPITAL IMPROVEMENTS</b>								
Park	\$ 106,596.00	\$ -		\$ -				
Streetscape								
Reserves (50% Revenue)	\$ 43,775.00							
Expenditure Total	\$ 258,913.00	\$ 44,522.28	\$ 14,841.59	\$ 73,824.92	\$ 25,670.21			
Year End Balance	\$ -			\$ 126,446.46	\$ 44,695.41			

DRAFT

Zone 61 - Year End Estimate  
w/ Park Streetscape Split

February 28, 2013

	PARK		STREETSCAPE		PARK		STREETSCAPE	
	2012/13 Approved Budget	2012/13 6 month Projections	2012/13 6 month Projections	2012/13 Year End Estimate	2012/13 Year End Estimate	2012/13 Year End Estimate	2012/13 Year End Estimate	
Fund Balance as of June 30	\$ 794,168.58	\$ 347,212.60	\$ 407,597.40	\$ 347,212.60	\$ 407,597.40			
<b>Revenues:</b>								
Taxes & Assessment (9895)	\$ 201,937.50	\$ 92,891.25	\$ 109,046.25	\$ 92,891.25	\$ 109,046.25			
Interfund Rev. - Gov/Gov (9851)								0.46
Earnings on Investment								0.54
<b>Operating Expenditures</b>								
Office Expenses	\$ 1,000.00	\$ 112.00	\$ 255.78	\$ 500.00	\$ 500.00			
Postage		\$ 35.25	\$ 14.11	\$ 125.00	\$ 50.00			
Utilities	\$ 27,355.00	\$ 10,798.63	\$ 15,607.28	\$ 21,597.26	\$ 31,214.56			
PG&E		\$ 77.67	\$ 231.45	\$ 155.34	\$ 462.90			
Water		\$ 10,720.96	\$ 15,375.83	\$ 21,441.92	\$ 30,751.66			
Garbage/Green Waste			\$ 232.51	\$ 250.00	\$ 600.00			
Phone		\$ 27.84	\$ 197.40	\$ 55.68	\$ 394.80			
Publications		\$ -	\$ -	\$ 250.00	\$ 250.00			
Vehicle Fuel		\$ 1,330.92	\$ 3,231.00	\$ 3,992.76	\$ 8,077.50			
Other Special Dept.								
Grounds Maintenance	\$ 77,761.00	\$ 14,376.11	\$ 20,503.00	\$ 31,821.40	\$ 54,130.90			
Landscape Maintenance		\$ 13,500.00	\$ 12,180.00	\$ 27,506.40	\$ 24,816.90			
Irrigation Repairs			\$ 1,480.00	\$ 500.00	\$ 2,960.00			
Clock Replacements					\$ 3,500.00			
Plantings		\$ 170.00	\$ 3,336.00	\$ 170.00	\$ 5,004.00			
Mulch					\$ 6,500.00			
Turf Care Program								
Tree Work			\$ 60.00		\$ 250.00			
Drinking Fountain Maint.		\$ 150.00		\$ 300.00				
Backflow Testing		\$ 35.00	\$ 280.00	\$ 35.00	\$ 280.00			
Mutt Mitt / Dog Stations		\$ 405.00	\$ 209.00	\$ 810.00	\$ 418.00			
Playground Maintenance		\$ 90.11		\$ 2,500.00				
Pest Control					\$ 750.00			
Site Furnishings			\$ 1,170.00		\$ 2,500.00			
Misc		\$ 26.00	\$ 1,788.00		\$ 7,152.00			
Auto Mileage		\$ 3.06	\$ 3.06					
Professional Services	\$ 65,174.93	\$ 12,864.00	\$ 8,369.00	\$ 27,419.00	\$ 26,026.00			
District Staff		\$ 12,226.00	\$ 7,888.00	\$ 24,452.00	\$ 23,664.00			
Legal		\$ 350.00	\$ 350.00	\$ 2,000.00	\$ 2,000.00			
Misc. Prof. Services		\$ 179.00	\$ 131.00	\$ 358.00	\$ 262.00			
Training		\$ 109.00		\$ 609.00	\$ 100.00			
Interest on Notes & Warrants								
Tax & Assessment Fees	\$ 1,900.00	\$ 1,462.00	\$ 423.00	\$ 1,462.00	\$ 423.00			
Interfund Exp.				37.5	37.5			
General Services Occupancy								
Grounds Maintenance In House								
Professional Serv. County Staff	\$ 15,251.02	\$ 315.50	\$ 315.50	5000	5000			
Playground Inspection								
Vandalism / Incidentals								
Operating Expenditures	\$ 188,441.95	\$ 41,297.47	\$ 48,721.73	\$ 92,204.92	\$ 125,709.46			
<b>CAPITAL IMPROVEMENTS</b>								
Slifer Park Shade Structure	\$ 180,000.00	\$ 5,826.70		\$ 7,283.38				
Caplital Improvement Projects	\$ 526,695.38				\$ 55,000.00			
Landscape Imp. Point of Timber					\$ 25,000.00			
Landscape Imp. Newport Dr.					\$ 30,000.00			
Capital Total	\$ 706,695.38	\$ 5,826.70	\$ -	\$ 7,283.38	\$ 55,000.00			
TOTAL EXPENDITURES	\$ 895,137.33	\$ 47,124.17	\$ 48,721.73	\$ 99,488.30	\$ 180,709.46			
Reserve	\$ 100,968.75							
Balance Forward	\$ -				\$ 676,549.75			

DRAFT

Fund 2881 - Org 7815 Sandy Cove-Discovery Bay Area				
	Work Orders	FY 2012-13 2nd Quarter	FY 2012-13 6 month projections	FY 2013-14 Prop. Budget
<b>Fund Balance as of June 30</b>		\$175,144	\$175,144	\$173,495
<b>Revenues:</b>				
Taxes and Assessments (9895)		\$23,932	\$23,932	\$20,000
Interfund Rev.-Gov/Gov (9851)				
Earnings on Investment (9181)				
Total Revenue Available:		\$199,076	\$199,076	\$193,495
<b>Expenditures:</b>				
Office Expense (2100)		\$19	\$50	\$50
Utilities-Water & Electricity (2120)	WO5043	\$45	\$130	\$250
Publications & Legal Notices (2190)				
Other Special Departmental (2250)				\$75
Grounds Maintenance- (out of house, contractor) (2282)	WO5583	\$3,683	\$10,000	\$10,000
Gasoline / Vehicle Reimbursements (2272)		\$351	\$700	\$700
Professional Services (Non-County Staff) (2310)	WO5557	\$1,635	\$3,700	\$3,830
Interest on Notes & Warrants (3520)				
Tax & Assessment Fees (3530)		\$258	\$258	\$300
Interfund Exp- (County Counsel) (3611)		\$1	\$1	\$1
General Services Occupancy Cost (3619)				
Grounds Maintenance-(in house) (3620)	WO5583			
Professional Services (County Staff) (5011)	WO5557/5409	\$946	\$1,892	\$2,000
Playground Inspection (5011)				
Vandalism/ Incidentals (Task L99)	WO5576			\$500
<b>Capital Improvement Projects &amp; Reserves:</b>				
Capital Improvement Projects				
Capital Replacement Projects			\$8,850	\$30,000
Operating Reserves (50% of Revenue)				
Total Expenditures:		\$6,938	\$25,581	\$47,706
<b>Balance Forward to Ensuing Year</b>			\$173,495	\$145,789

DRAFT



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

March 6, 2013

**Prepared By:** Fairin Perez, Parks & Landscape Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Discussion and possible action regarding 2013 Earth Day and Family Festival

### Recommended Action

As necessary

### Executive Summary

Discovery Bay's first annual Earth Day and Family Festival took place on April 21, 2012. The event, which was held at Slifer Park, was a huge success. Over 200 residents volunteered their time and energy to plant over 120 street and park trees; preform a clean up our environmentally sensitive wetlands area, and assisted vendors and visitors at various booths and activities during the day long festival. The event not only promoted environmental stewardship with our community but also provided a *sense* of community.

As Earth Day grows closer, Staff has begun to discuss and plan for this year's event. The Board of Directors previously approved a Blue Star Memorial Bi-Way Project at Slifer Park as part of the volunteer projects for this year's Earth Day event. Preliminary work associated with that project is currently underway.

With the recent purchase of the Discovery Bay Community Center, it is recommended that we hold this year's family festival at the new facility. The Community Center Committee met on February 25, 2013 and recommended support of a Community Garden installation on the northwest border of the Community Center site. The local Discovery Bay Garden Club, also working with the District on the Blue Star Memorial, has submitted a letter of support for the Community Garden project (see attached). Staff, with Board's approval, will begin to plan and reach out for additional support and donations for the garden.

This year's event will include two volunteer projects, a dog parade promoted by Halo, various Eco-friendly vendors, a kids zone, delicious and healthy food options and will wrap up with an evening concert on the back lawn. Staff is requesting a budget not to exceed \$4,000.00 to promote and plan this year's event. Funds are budgeted for this event.

### Fiscal Impact:

Amount Requested \$4,000.00. Sufficient Budgeted Funds Available?: Yes  
Category: Operating

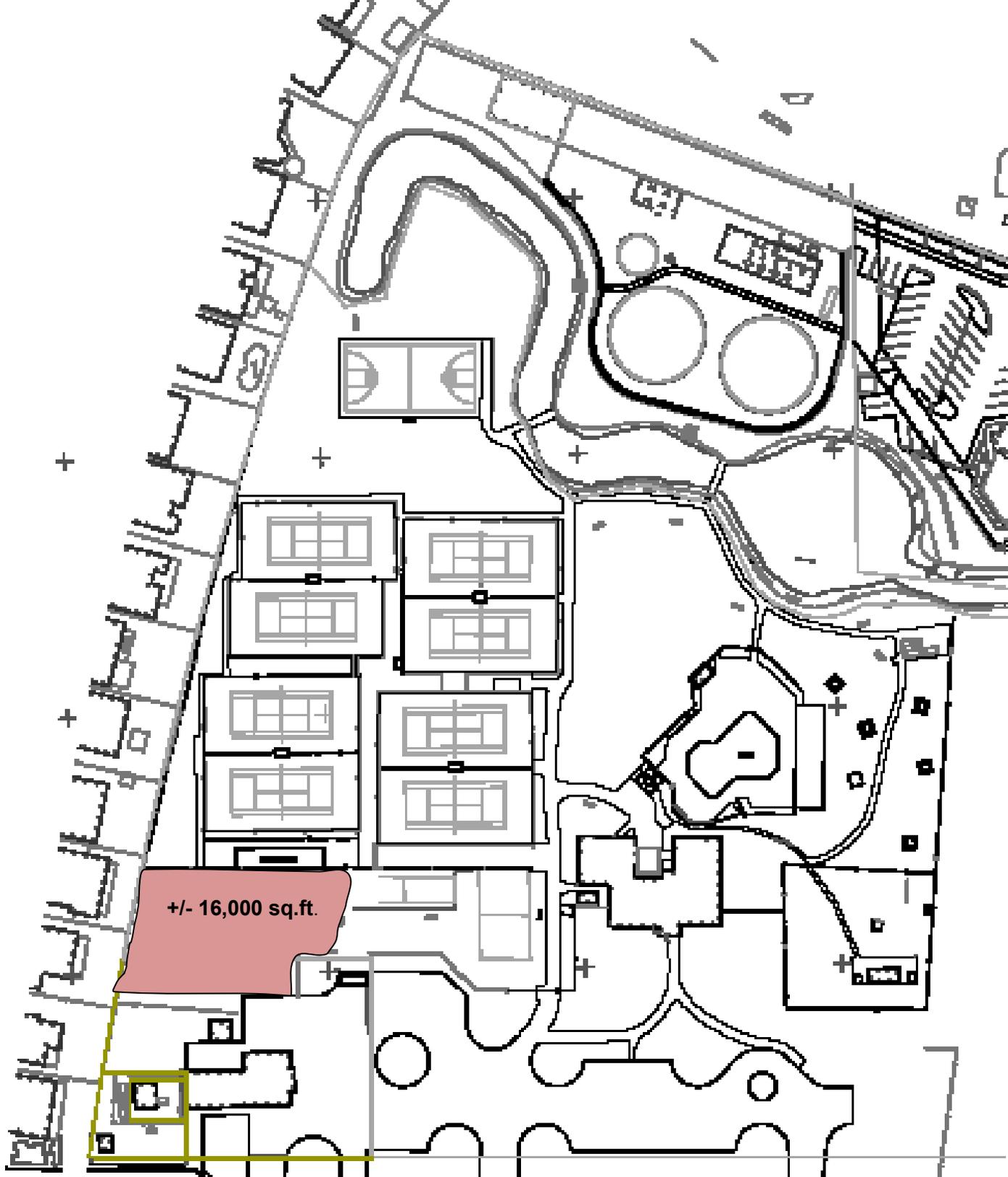
### Previous Relevant Board Actions for This Item

November 6, 2012 – Approval of Blue Star Memorial Project – Earth Day 2013

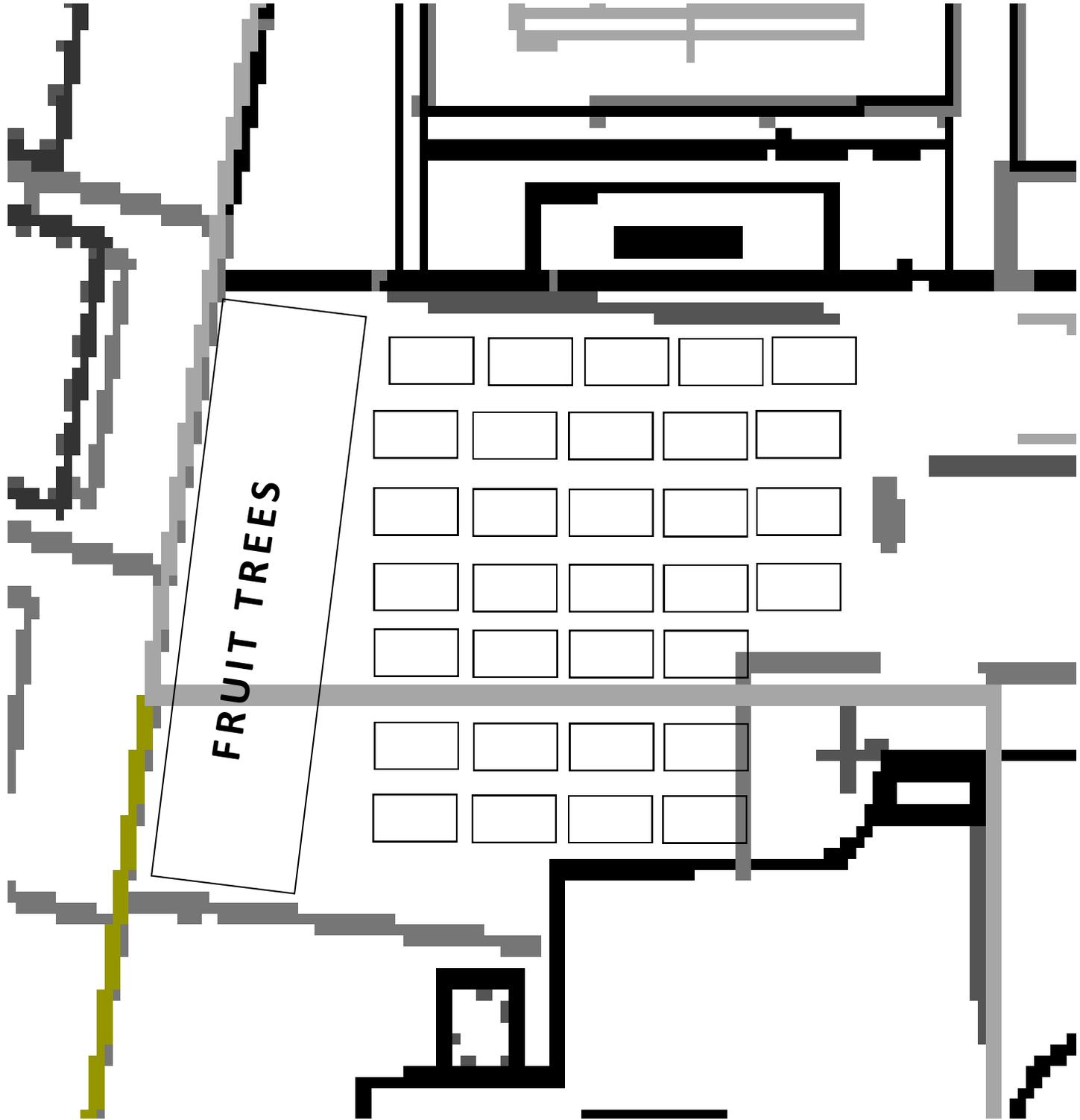
### Attachments

Site Plan identifying Community Garden Area  
Letter of Support – Discovery Bay Garden Club, dated February 11, 2013

AGENDA ITEM: G-2



+/- 16,000 sq. ft.



**FRUIT TREES**



FEB 12 2013

## DISCOVERY BAY GARDEN CLUB

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February 11, 2012

Fairin Perez, Parks & Landscape Manager

Town of Discovery Bay CSD

1800 Willow Lake Road

Discovery Bay, CA 94505

Dear Fairin,

This letter is to inform you that the Discovery Bay Garden Club met on February 8<sup>th</sup> and unanimously voted to support the concept of establishing a community garden on the vacant piece of land behind the Discovery Bay Health Club. This piece of land was recently purchased by the Town of Discovery Bay.

We look forward to discussing future plans for this worthy project.

Sincerely,

Karolyn Eastham, Secretary

Discovery Bay Garden Club

Cc: Charity Reed, Linda Darrah



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

March 6, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Influent Pump Station, Pump Station W and Emergency Storage Lagoon Project Electrical Upgrade

**Recommended Action**

Authorize PG&E to provide necessary electrical upgrades associated with the Influent Pump Station, Pump Station W and Emergency Storage Lagoon project in the amount of \$28,272.68 and authorize the General Manager to execute all necessary contractual documents

**Executive Summary**

The Board of Directors has previously approved the Influent Pump Station, Pump Station W and Emergency Storage Lagoon repairs and upgrades. This project is identified and included as a part of the long term capital financed project listing.

In order to provide the necessary electrical requirements for the Influent Pump Station, Pump Station W and Emergency Storage Lagoon project, an upgrade to the existing electrical distribution system is necessary.

PG&E provides the electrical distribution to the site and will provide all essential equipment to ensure the electrical demands are met.

The cost of the equipment and installation is \$28,272.68. Adequate funds are available in the overall project budget.

**Fiscal Impact:**

**Amount Requested** \$28,272.68

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

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

**Previous Relevant Board Actions for This Item**

Adoption of FY 2012/13 Capital Improvement Program

**Attachments**

PG&E Contract Documents

**AGENDA ITEM: G-3**



February 6, 2013

RICK HOWARD, DISTRICT MANAGER  
TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency  
1800 WILLOW LAKE RD  
DISCOVERY BAY , CA 94505

RE: Contract ID: 1152397: REPLACE T-14991

Dear RICK HOWARD, DISTRICT MANAGER ,

Enclosed are gas and/or electric agreements for your project located at:

2500 CHANNEL RD, DISCOVERY BAY, 94505

This letter summarizes the agreements for this project.

	Non-Refundable Payment	Refundable Option*	50% Discount Option*
Electric Distribution and Service Extension	\$1,970.15	\$62,605.05	\$31,302.52
Less Credit (Engineering Advance, etc.)	\$5,000.00	\$0.00	\$0.00
<b>TOTAL **</b>	<b>-\$3,029.85</b>	<b>\$62,605.05</b>	<b>\$31,302.52</b>
<b>TOTAL PAYMENT DUE</b>	<b>\$59,575.20</b>	<b>OR</b>	<b>\$28,272.68</b>

\* Only applies to Rule 15 Refundable Amounts. Amount shown is less credit for associated Applicant work.

\*\* The Income Tax Component of Contribution (ITCC) is included in the above charges when applicable.

Please sign both copies of the agreement and return one copy of the agreement to the address below along with your payment and retain one copy for your records. If the agreement is not returned to PG&E within 90 days of the date of this letter, the proposed agreement is canceled and PG&E may need to re-estimate the job.

Changes to the agreement, either to any of the terms or to the amount owing, are not permitted, and any change or interlineations voids the agreement. The payment of any amount less than the full amount shown will be deposited by PG&E, but PG&E will not begin any work on this contract until the amount is paid in full. The contract shall be deemed effective the date a fully executed copy is received by PG&E. Please allow 30 days from PG&E's receipt of the Agreement for construction to commence.

PG&E is committed to providing timely and efficient service and we look forward to continuing to work with you on this and future projects.

Should you have any questions regarding these contracts, please contact your project manager Barry J. Carangelo at 925-779-7774 or BJCB@pge.com.

Please send the executed Agreements and payment to:

PG&E CFM/PPC DEPARTMENT  
PO BOX 997340  
Sacramento, CA 95899-7340

Sincerely,

Mark Luna

Mark Luna  
Service Planning Supervisor



106569197E

Ref: Contract ID: 1152397: 2500 CHANNEL RD, DISCOVERY BAY, 94505



Dear RICK HOWARD, DISTRICT MANAGER,

In response to your application for service, enclosed is the new CPUC-required form, "Statement of Applicant's Contract Anticipated Costs," (SACAC) which identifies PG&E's cost for the refundable work that is PG&E's responsibility to install as part your job. However, this is work that you can elect to provide under the competitive bidding provisions of Gas/Electric Rules 15 and 16. You can perform this work yourself, hire a contractor, or hire PG&E to do this work. Regardless of whom you choose to do the work, you must complete and return this form.

- If you elect to perform this work or have a contractor do it, please enter your costs in the section of the form entitled "Applicant Costs."
- If you elect to perform this work yourself or have a contractor do it and choose not to provide your costs, please so indicate in the section entitled "Applicant's Election Not To Provide Costs," date, sign and return the form.
- If you want PG&E to perform the work, check the section "Applicant's Election Not To Provide Costs," date, sign and return the form.

PG&E's costs are valid for 90 days from 02/06/2013

**PG&E cannot proceed with any work on your application until you sign and return the SACAC form.**

Please return this document with any other contract documents regarding this job to:

PG&E CFM/PPC DEPARTMENT  
PO BOX 997340  
Sacramento, CA 95899-7340

If you have any questions regarding this form please contact your project manager or our contract help line at 1-800-422-0436.





# STATEMENT OF APPLICANT'S CONTRACT ANTICIPATED COSTS.\*

Project Name: REPLACE T-14991

Project Location: 2500 CHANNEL RD, DISCOVERY BAY, 94505

Notification Number: 106569197

PM Number(s): (Gas)

(Electric) 30974579

## APPLICANT COSTS

The following statement must only include the contracted anticipated installed costs of facilities installed by the Applicant that are refundable and that are PG&E's responsibility under its tariffs.

The costs provided by the Applicant must be taken from the Applicant's contract with its contractor. If the Applicant will be performing the work itself, the Applicant must also complete and sign this form.

The Applicant's statement of costs will be compared with PG&E's estimated installed costs of the same facilities, the lower of which will be used to determine the amount subject to allowances and refunds in accordance with the provisions of PG&E's Gas and Electric Rules 15 and 16.

If the Applicant chooses not to provide its costs, it must complete the last section of this form. Until the Applicant either provides the refundable cost from its contract with its contractor (or its own cost, if applicable), or returns this form indicating that it will not do so, PG&E will not proceed with any work on the Applicant's project.

### GAS

#### Residential Service Facilities:

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

Number of gas service: 0 Stubs: 0

### ELECTRIC

#### Residential Service Facilities:

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

Number of Electric service: 0

- Applicant's statement of costs include: overhead or underground service conductors, poles, service transformers, connection fittings, service pipe, valves, service connections, and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16.
- Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.



106569197E

GAS

ELECTRIC

Gas Distribution Facilities  
and Non-Residential Service Services:

Electric Distribution Facilities  
and Non-Residential Service Services:

Applicant: \$ \_\_\_\_\_

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

PG&E: \$25,017.14

GAS DISTRIBUTION TRENCH

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

- Applicant's statement of costs include: cables, switches, transformers, distribution main, valves, regulators, nonresidential service costs, and other distribution facilities required to complete the distribution line extension, as detailed in Gas and Electric Rule 15 as PG&E's responsibility.
- Applicant's statement of costs DOES NOT include: inspection fees, tie-in of system by PG&E, distribution substructures, electric trench, conduits, feeder conduits, or protective structures, as detailed in Gas and Electric Rule 15.

**I declare under penalty of perjury that the foregoing is true and correct.**

**APPLICANT'S ELECTION NOT TO PROVIDE COSTS:** (if this option selected, box must be checked)

I choose not to provide to the utility my refundable costs for this project as taken from my contract with my contractor, or as performed by myself, and acknowledge that PG&E will use its estimate of the refundable costs for this project in the contract between it and me.

Executed on \_\_\_\_\_ at DISCOVERY BAY, CA  
(Date) (City)

By:

Print Applicant Name: RICK HOWARD, DISTRICT MANAGER

Signed: \_\_\_\_\_

Title: \_\_\_\_\_





## DISTRIBUTION SERVICE AND EXTENSION AGREEMENT DECLARATIONS <sup>1</sup>

Submitted to Applicant by:  
BARRY J. CARANGELO

Date of issuance: February 6, 2013

- TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency (Applicant),** has requested PACIFIC GAS & ELECTRIC COMPANY, a California corporation (PG&E), to deliver Electric energy to the property situated at 2500 CHANNEL RD, DISCOVERY BAY, 94505 and shown on the attached drawings.
- Applicable Documents.** The cost summary for the facilities to be installed is attached hereto as Exhibit A. These facilities shall be installed in accordance with the applicable rules on file with the California Public Utilities Commission (which may include Gas and Electric Rules 2, 13, 15, 16, and 20), as well as the requirements set forth in the Provisions and the General Terms and Conditions for Gas and Electric Service by Applicant.
- Construction Options.** The responsibility for providing line extension work is divided between PG&E and the Applicant. However, Applicant may choose to have a qualified contractor perform some of the work that is PG&E's responsibility, and may choose to have PG&E perform some or all of the work that is the Applicant's responsibility. PG&E will reimburse or collect money based on its estimate of the costs, subject to the applicable rules. Based on Applicant's request, the contract costs are based on the following construction options:

PG&E Responsibility <sup>1</sup>		To Be Performed By	
		PG&E	Applicant
Gas	Main Trench	<input type="checkbox"/>	<input type="checkbox"/>
	Main Pipe Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Pipe Installation	<input type="checkbox"/>	<input type="checkbox"/>
Electric	Distribution Wire and Equipment Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Wire Installation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Applicant Responsibility <sup>2</sup>		To Be Performed By	
		PG&E	Applicant
Gas	Service Trench	<input type="checkbox"/>	<input type="checkbox"/>
Electric	Distribution Trench	<input type="checkbox"/>	<input type="checkbox"/>
	Service Trench	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Distribution Substructure Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Substructure Installation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. PG&E's responsibilities per Rule 15.b.1.b and Rule 16.D.2  
 2. Applicant's responsibilities per Rule 15.b.1.a and Rule 16.D.1



4.  N/A

**Refund/Discount Option Selection**

Applicant, in accordance with PG&E's extension rules, must select **one** of the following options for each commodity you are requesting service (gas and/or electric). Once the selection has been made, it cannot be changed.

<p><b>Gas</b></p> <p><input type="checkbox"/> 10-Year Subject to Refund Option</p> <p style="text-align: center;">- or -</p> <p><input type="checkbox"/> Non-Refundable 50% Discount Option</p>	<p><b>Electric</b></p> <p><input type="checkbox"/> 10-Year Subject to Refund Option</p> <p style="text-align: center;">- or -</p> <p><input type="checkbox"/> Non-Refundable 50% Discount Option</p>
---	--

**ACCEPTED:**

**APPLICANT: TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency**

<b>By:</b>	
	(Authorized Signature)
	<b>RICK HOWARD, DISTRICT MANAGER</b>
	(Type or Print Name)
<b>TITLE:</b>	
<b>DATE:</b>	
<b>MAILING ADDRESS:</b>	<b>1800 WILLOW LAKE RD DISCOVERY BAY , CA 94505</b>

**PACIFIC GAS AND ELECTRIC COMPANY:**

<b>By:</b>	Mark Luna
	(Authorized Signature)
	Mark Luna
	(Type or Print Name)
<b>TITLE:</b>	<b>Service Planning Supervisor</b>
<b>DIVISION:</b>	<b>Diablo</b>
<b>DATE:</b>	

4.  N/A

**Refund/Discount Option Selection**

Applicant, in accordance with PG&E's extension rules, must select one of the following options for each commodity you are requesting service (gas and/or electric). Once the selection has been made, it cannot be changed.



106569197E

<b>Gas</b>	<b>Electric</b>
<input type="checkbox"/> 10-Year Subject to Refund Option	<input type="checkbox"/> 10-Year Subject to Refund Option
- or	- or
<input type="checkbox"/> Non-Refundable 50% Discount Option	<input type="checkbox"/> Non-Refundable 50% Discount Option

**ACCEPTED**

**GROUP OF APPLICANTS**

By:	MAILING ADDRESS	Amount of Payment/
(Authorized Signature)		\$ _____ /
(Type or Print Name)		
DATE:		



106569197E



**Pacific Gas and Electric Company  
DISTRIBUTION AND SERVICE EXTENSION AGREEMENT  
EXHIBIT A - COST SUMMARY**

**REFERENCES:** Notification # 106569197  
Contract # 1152397  
E-PM # 30974579  
G-PM #

Applicant: TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency

Project Location/Name: 2500 CHANNEL RD, DISCOVERY BAY, 94505

**SUMMARY OF PAYMENTS**

The total cash payment you need to make depends upon your selection of the 10 Year Refundable Advance Option or the Non-Refundable Discount Option for your gas and/or electric extension under Rule 15. Since you may elect one option for the gas extension and a different option for the electric extension, several different cash payments are available. Each payment option is summarized below. These payments include all billing under this Agreement including payments subject to refund, and non-refundable payments. To determine what is refundable or non-refundable, or to see full detailed billing information, please see the attached cost summaries. Even if you have no payment due for your gas and/or electric extension (Rule 15), you must still elect the 10 Year Refundable or Non-Refundable Discount Option for each extension on the second page of the Declarations.

10 Year Refundable Advance Option - Gas & Electric <sup>(1)</sup> \$64,575.20 <sup>(2)</sup>

-- OR

Non-Refundable Discount Option - Gas & Electric <sup>(1)</sup> \$33,272.68 <sup>(3)</sup>

-- OR

10 Year Refundable Advance Option - Gas / <sup>(1)</sup> \$33,272.68 <sup>(2)</sup>  
Non-Refundable Discount Option - Electric

-- OR

10 Year Refundable Advance Option - Electric / <sup>(1)</sup> \$64,575.20 <sup>(2)</sup>  
Non-Refundable Discount Option - Gas

- 
- (1) Amounts shown do not include reimbursements for facilities that are normally the responsibility of PG&E per our tariffs. See the Reimbursement Summary for a total of all Reimbursements to be paid upon acceptance of facilities.
  - (2) The payment amount shown on this line includes both refundable payments under Rule 15 for the gas and/or electric extension, plus other non-refundable payments. The total payment is not subject to refund. Please see the attached detailed Cost Summaries to determine the portion of this payment that may be subject to refund.
  - (3) The payment amount shown on this line includes only non-refundable payments under Rule 15 for the gas and/or electric extension, plus other non-refundable payments. None of the payment shown is subject to refund.





Notification # 106569197  
 Contract # 1152397  
 PM # 30974579  
 MLX #

Applicant: TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency  
 Project Location/Name: 2500 CHANNEL RD, DISCOVERY BAY, 94505

**ELECTRIC DISTRIBUTION LINE AND SERVICE EXTENSION COST SUMMARY**

Cost of Ownership charges as described in the rules and in the Unsupported Extension Cost section of the Provisions of the Agreement **Apply**

Total number of residential lots/units for this project:

Total number of non-residential lots/units for this project: 1

Calculations to determine excess residential service allowance to be applied to distribution line refundable amount on a per lot/unit basis:

Cost of Services:<sup>(5)</sup>

Engineering & Administrative Costs				<u>\$0.00</u>
Value of Applicant Design Work		(+)		<u>\$0.00</u>
Service Tie-In Cost (Energized) by PG&E		(+)		<u>\$0.00</u>
Electric Metering		(+)		<u>\$0.00</u>
Others (N/A)		(+)		<u>\$0.00</u>
Inspection Fees		(+)		<u>\$0.00</u> <sup>(4)</sup>
Service Cost - PG&E installed	# Services		<u>0</u>	(+) <u>\$0.00</u>
Service Cost - Applicant installed	# Services		<u>0</u>	(+) <u>\$0.00</u> <sup>(5)</sup>
Total Estimated Cost of Service Subject to Allowance		(=)		<u>\$0.00</u>

Cost of Service Within Allowance:

less Total Residential Service Allowance				
<u>\$1,918.00</u>	x	<u>0</u>	=	(-) <u>\$0.00</u> <sup>(1)</sup>
Excess Service Cost				(=) <u>\$0.00</u>
Estimated Service Cost Within Allowance (Total less Excess)				(=) <u>\$0.00</u>

Average Cost per Lot or Unit Within Allowance

<u>\$0.00</u>	/	<u>0</u>	=	<u>\$0.00</u>
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Excess Service Allowance Applied to Distribution Line Extension Refundable

Amount per Lot or Unit:

<u>\$1,918.00</u>	-	<u>\$0.00</u>	=	<u>\$0.00</u> <sup>**</sup>
Allowance		Ave. Cost / Unit		



## Allowances

Residential:	<u>\$1,918.00</u>	x	<u>0</u>	(=)	<u>\$0.00</u>
	Allowance		Lots / Units		
plus ITCC @ 22%			Residential Allowances	(+)	<u>\$0.00</u>
SUB TOTAL Residential Allowance				(=)	<u>\$0.00</u>
Non-Residential:	<u>\$0.00</u>	/	<u>0.1680</u>	(=)	<u>\$0.00</u>
	Net Annual Revenue		Cost-of-Service-Factor		
plus ITCC @ 22%			Non-Residential Allowances	(+)	<u>\$0.00</u>
SUB TOTAL Non-Residential Allowances				(=)	<u>\$0.00</u>
less Residential Service Allowance:					
	( <u>0</u>	x	<u>\$0.00</u>	) + <u>22%</u>	<u>\$0.00</u>
	Lots/Units		Ave. Cost / Unit	ITCC	

Total Distribution Line Extension Allowance

\$0.00

## Amount Subject to Refund

Engineering & Administrative Costs					<u>\$11,999.20</u>
Value of Applicant Design Work				(+)	<u>\$0.00</u>
Tie-In of Distribution Line Extension by PG&E				(+)	<u>\$12,139.89</u>
Electric Metering (Non-Residential Projects)				(+)	<u>\$2,159.38</u>
Other Taxable Charges: N/A				(+)	<u>\$0.00</u>
PG&E installed - Cost of Distribution Line and Non-Res Svcs.				(+)	<u>\$25,017.14</u>
Applicant installed - Cost of Distribution Line and Non-Res Svcs.				(+)	<u>\$0.00<sup>(5)</sup></u>
Value of Distribution Substructures				(+)	<u>\$0.00</u>
Inspection Fees				(+)	<u>\$0.00<sup>(4)</sup></u>
SUB TOTAL				(=)	<u>\$51,315.61</u>
plus ITCC @ 22%				(+)	<u>\$11,289.43</u>
Total Refundable Amount				(=)	<u>\$62,605.05</u>
Less Total Allowances (not to exceed Total Refundable Amount)				(-)	<u>\$0.00</u>
Balance: Net Refundable Amount				(=)	<u>\$62,605.05</u>
<b>10 Year Refundable Advance Option</b>					
Balance: Net Refundable Amount					<u>\$62,605.05</u>
Less Credit for Value of Applicant Design Work				(-)	<u>\$0.00</u>
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant				(-)	<u>\$0.00<sup>(5)</sup></u>
Less Distribution Substructures by Applicant				(-)	<u>\$0.00</u>
Net 10 Year Refundable Advance Option Payment				(=)	<u>\$62,605.05<sup>(2)</sup></u>
<b>Non-Refundable Discount Option</b>					
Balance: Net Refundable Amount					<u>\$62,605.05</u>
less Discount	<u>\$62,605.05</u>	x	<u>0.50</u>	(=)	<u>\$31,302.52</u>
	Balance		Discount Rate		
Less Credit for Value of Applicant Design Work				(-)	<u>\$0.00</u>
Less Cost of Dist. Line Ext. and Non-Res Svcs. installed by Applicant				(-)	<u>\$0.00<sup>(5)</sup></u>
Less Distribution Substructures by Applicant				(-)	<u>\$0.00</u>
Net Non-Refundable Discount Option Payment				(=)	<u>\$31,302.52<sup>(2)</sup></u>



## Non-Refundable Payments

### Rule 16 Non-Refundable Payments

Excess Service Costs		<u>\$0.00</u>	
Service Costs Beyond Preferred Service Location	(+)	<u>\$0.00</u>	
Service Riser	(+)	<u>\$0.00</u>	
Value of Rule 16 Land Rights Costs	(+)	<u>\$0.00</u>	
Value of Service Trench, Conduits & Substructures in the Franchise Area or on 3rd Party Property	(+)	<u>\$0.00</u>	
Inspection Fees	(+)	<u>\$1,127.52</u>	
Rule 16 Trench Permits Obtained by PG&E	(+)	<u>\$0.00</u>	
Other Taxable Charges: N/A	(+)	<u>\$0.00</u>	
Cost of Additional Rule 16 Applicant Design Plan Checks	(+)	<u>\$0.00</u>	
SUB TOTAL	(=)	<u>\$1,127.52</u>	
Plus ITCC @ 22%	(+)	<u>\$248.05</u>	
Other Non-taxable Charges: N/A	(+)	<u>\$0.00</u>	
D.04-05-055 Line Extension Costs - Residential	(+)	<u>\$0.00</u>	
D.04-05-055 Line Extension Costs - Non-Residential	(+)	<u>\$150.00</u>	
Inspection Fees (not subject to ITCC)	(+)	<u>\$0.00</u>	
Plus Service Trench, Conduits, & Substructures installed by PG&E on Private Property	(+)	<u>\$444.58</u>	
Less Excess Service Facilities Installed by Applicant	(-)	<u>\$0.00</u>	
Less Service Costs Beyond Preferred Location by Applicant	(-)	<u>\$0.00</u>	
Less Service Riser Installed by Applicant	(-)	<u>\$0.00</u>	
Less Service Trench, Conduits, & Substructures in the Franchise Area & 3rd Party Property installed by Applicant	(-)	<u>\$0.00</u>	
Less Rule 16 Applicant Design Work Associated with Excess	(-)	<u>\$0.00</u>	
Total Rule 16 Non-Refundable Payment	(=)		<u>\$1,970.15</u>

### Rule 15 Non-Refundable Payments

Inspection Fees		<u>\$0.00</u>	
Re-engineering / Composite Fees	(+)	<u>\$0.00</u>	
Cost of Additional Applicant Design Plan Checks	(+)	<u>\$0.00</u>	
Value of Distribution Conduits	(+)	<u>\$0.00</u>	
Distribution Risers Installed by PG&E	(+)	<u>\$0.00</u>	
Value of Distribution Trench	(+)	<u>\$0.00</u>	
PG&E Land Rights Costs	(+)	<u>\$0.00</u>	
Rule 15 Trench Permits Obtained by PG&E	(+)	<u>\$0.00</u>	
N/A	(+)	<u>\$0.00</u>	
SUB TOTAL	(=)	<u>\$0.00</u>	
Plus ITCC @ 22%	(+)	<u>\$0.00</u>	
Less Distribution Conduits Installed by Applicant	(-)	<u>\$0.00</u>	
Less Distribution Trench Provided by Applicant	(-)	<u>\$0.00</u>	
Total Non-Refundable Electric Rule 15 Payment	(=)		<u>\$0.00</u>

### Relocation / Rearrangement of PG&E Facilities

Value of Relocation/Rearrangement Facilities		<u>\$0.00</u>	
Value of Relocation/Rearrangement Conduits & Substructures	(+)	<u>\$0.00</u>	
Value of Relocation/Rearrangement Trench & Excavation	(+)	<u>\$0.00</u>	
Engineering & Administrative Costs	(+)	<u>\$0.00</u>	



106569197E

Value of Relocation Applicant Design Work	(+)	<u>\$0.00</u>	
Cost of Additional Applicant Design Plan Checks	(+)	<u>\$0.00</u>	
Tie-In of Relocation/Rearrangement by PG&E	(+)	<u>\$0.00</u>	
Relocation/Rearrangement Trench Permits Obtained by PG&E	(+)	<u>\$0.00</u>	
Relocation/Rearrangement Land Rights	(+)	<u>\$0.00</u>	
Relocation/Rearrangement Inspection Fees	(+)	<u>\$0.00</u>	
SUB TOTAL	(=)	<u>\$0.00</u>	
Plus ITCC @ 22%	(+)	<u>\$0.00</u>	
Plus Relocation/Rearrangement - Non Taxable	(+)	<u>\$0.00</u>	
Less Relocation/Rearrangement Facilities Installed by Applicant	(-)	<u>\$0.00</u>	
Less Conduits & Substructures Installed by Applicant	(-)	<u>\$0.00</u>	
Less Trench & Excavation Provided by Applicant	(-)	<u>\$0.00</u>	
Less Value of Relocation Applicant Design Work	(-)	<u>\$0.00</u>	
Less Relocation/Rearrangement Salvage	(-)	<u>\$0.00</u>	
Total Relocation / Rearrangement of PG&E Facilities Payment	(=)		<u>\$0.00</u>

**Total Payment for Electric Distribution Line and Service Extension**

**Cash Payment - 10-Year Refundable Advance Option**

Rule 15 Refundable Advance Payment		<u>\$62,605.05</u> <sup>(3)</sup>	
Rule 16 Non-Refundable Payment	(+)	<u>\$1,970.15</u>	
Rule 15 Non-Refundable Payment	(+)	<u>\$0.00</u>	
Relocation/Rearrangement of PG&E Facilities Payment	(+)	<u>\$0.00</u>	
Total	(=)		<u>\$64,575.20</u>

--OR--

**Cash Payment - Non-Refundable Discount Option**

Rule 15 Non-Refundable Discount Option Payment		<u>\$31,302.52</u> <sup>(3)</sup>	
Rule 16 Non-Refundable Payment (Not Subject to Discount)	(+)	<u>\$1,970.15</u>	
Rule 15 Non-Refundable Payment (Not Subject to Discount)	(+)	<u>\$0.00</u>	
Relocation/Rearrangement of PG&E Facilities Payment	(+)	<u>\$0.00</u>	
Total	(=)		<u>\$33,272.68</u>

**Value of Electric Facility Reinforcements by PG&E: \$0.00 based upon Applicant's estimated demand of: 0.00 kVa**

(Reference: Payment Adjustments. Excess Facilities section of the Provisions)

- 
- (1) Total Service Allowance not to exceed the Cost of Service
  - (2) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff.
  - (3) 10 Year Refundable and Discount Option credit amounts do not offset Other Non-Refundable or Relocation Fees. See Reimbursement Summary for a total of Reimbursements and Credits to be paid upon acceptance of facilities.
  - (4) Inspection Fees (Only Refundable if Applicant's Actual Cost is Used. Applicant's Actual Cost + Inspection Cannot Exceed PG&E's Estimate)
  - (5) The lower of PG&E's estimated costs or the Applicant's Contract Anticipated Costs (as documented on Form 79-1003 "Statement of Contract Anticipated Costs") will be used to establish the cost of Service and Distribution Line Extension subject to Allowance
- 

**\*\* PG&E USE ONLY**

Excess service allowance applied to distribution refundable amount per lot/unit

<u>\$0.00</u>	+	<u>\$0.00</u>	(=)	<u>\$0.00</u>
Allowance		22% ITCC		Refund per Residential Lot/Unit



106569197E



**Pacific Gas and Electric Company  
DISTRIBUTION AND SERVICE EXTENSION AGREEMENT  
EXHIBIT A - COST SUMMARY**

Notification # 106569197  
Contract # 1152397  
E15-PM # 30974579  
E16R-PM # 30974579  
E20B-PM #  
E20C-PM #  
G15-PM #  
G16R-PM #

Applicant: TOWN OF DISCOVERY BAY, COMMUNITY SERVICE DISTRICT, A Government Agency  
Project Location/Name: 2500 CHANNEL RD, DISCOVERY BAY, 94505

**REIMBURSEMENT SUMMARY**

Reimbursements are provided for facilities that are installed by the Applicant which are normally the responsibility of PG&E per our tariffs. Reimbursements will be made after the facilities are accepted by PG&E, operational and ready to supply service. Reimbursable payments made for services will be reimbursed at the average rate shown as each service is connected. All reimbursements will be based upon PG&E's estimated costs.

**Electric Rule 15**

10 Year Refundable Advance Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
		- or -	
Non-Refundable Discount Option Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
Joint Pole Credits	(+)	<u>\$0.00</u>	
PG&E Betterments	(+)	<u>\$0.00</u>	
SUB TOTAL:	w/ 10 Year Refundable Advance Credit Amount	(=)	<u>\$0.00</u>
			- or -
	w/ Non-Refundable Discount Credit Amount	(=)	<u>\$0.00</u>

**Electric Rule 16**

Joint Pole Credits		<u>\$0.00</u>	
Applicant Design Work within the Allowance	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

**Reimbursements per Service Completion - Electric**

Energized System	<u>\$0.00</u> /service <sup>(2)</sup>
Non-energized System	<u>\$0.00</u> /service <sup>(2)</sup>

**Electric Rule 20B**

Joint Pole Credits		<u>\$0.00</u>	
Rule 20B Payment Credit	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

**Electric Rule 20C**

Joint Pole Credits		<u>\$0.00</u>	
Rule 20C Payment Credit	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>



**Streetlights**

**LS-1**

Standard Luminaries		<u>\$0.00</u>	
Standard Poles & Arms	(+)	<u>\$0.00</u>	
Protective Tubes	(+)	<u>\$0.00</u>	
Internal Wiring	(+)	<u>\$0.00</u>	
Overhead Conductor	(+)	<u>\$0.00</u>	
Underground Conductor	(+)	<u>\$0.00</u>	
Connections	(+)	<u>\$0.00</u>	

**LS-2**

Connections	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

**Gas Rule 15**

10 Year Refundable Advance Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
		- or -	
Non-Refundable Discount Option Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
PG&E Betterments	(+)	<u>\$0.00</u>	
SUB TOTAL: w/ 10 Year Refundable Advance Credit Amount		(=)	<u>\$0.00</u>
		- or -	
w/ Non-Refundable Discount Credit Amount		(=)	<u>\$0.00</u>

**Gas Rule 16**

Stub Services		<u>\$0.00</u>	
Applicant Design Work within the Allowance	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

**Reimbursements per Service Completion - Gas**

Pressurized System	<u>\$0.00</u> /service <sup>(2)</sup>
Non-Pressurized System	<u>\$0.00</u> /service <sup>(2)</sup>

**Total Reimbursement**

10 Year Refundable Advance Option - Gas & Electric	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
Non-Refundable Discount Option - Gas & Electric	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
10 Year Refundable Advance Option - Gas / Non-Refundable Discount Option - Electric	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
10 Year Refundable Advance Option - Electric / Non-Refundable Discount Option - Gas	<u>\$0.00</u> <sup>(3)</sup>

- (1) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff.
- (2) This Reimbursement will be paid on a per service basis as each service is completed.
- (3) Excludes service completion reimbursements made under Rule 16. Service completion reimbursements will be made as each service is connected, on a per service basis.





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

March 6, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Discovery Bay Community Center Swimming Pool Repair

### Recommended Action

Approve contract with National Aquatic Services Inc. for Community Center Swimming Pool repairs and authorize the General Manager to execute all necessary contract documents

### Executive Summary

The Town recently closed escrow on the purchase of the Discovery Bay Community Center site, located at 1601 Discovery Bay Boulevard. One of the onsite amenities includes a swimming pool. The pool is in need of repair and requires maintenance and replacement to a number of items, including ADA upgrades, maintenance issues and the installation of a pool heater.

On February 6, 2013, the Board authorized and budgeted \$23,000 for necessary pool repairs.

Staff has received estimates from two different pool maintenance companies, and is in the process of evaluating those proposals. However, due to the timing of the agenda package, it was not possible to fully evaluate the proposals prior to the distribution of the agenda package. Staff will provide additional materials related to this item prior to the Board meeting on March 6, 2013.

### Fiscal Impact:

**Amount Requested \$23,000**

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

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

### Previous Relevant Board Actions for This Item

Approval of Community Center Budget – February 6, 2013

### Attachments

Proposal(s) for Services: National Aquatic Services, Inc. (To be provided prior to the march 6, 2013 Board Meeting)

**AGENDA ITEM: G-4**



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

March 6, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Introduction of DRAFT Ordinance No. 23 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting the establishment of compensation for the Board of Directors

**Recommended Action**

Waive First Reading and Set Date for Adoption of Ordinance No. 23 of the Board of Directors of the Town of Discovery Bay establishing compensation for the Board of Directors and Designate the District's Legal Counsel to prepare a summary of the Ordinance for publication.

**Executive Summary**

At the December 5, 2012 Regular meeting of the Board of Directors, the Board directed staff to provide additional information regarding a possible adjustment to Board's stipend limits pursuant to Government Code §61047(a). At the January 2, 2013 Regular Meeting of the Board, the Board voted to proceed with an Ordinance adjusting compensation in accordance with Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code.

The proposed adjustment increases compensation \$15.00, to \$115.00 per day of service, and that no member shall receive compensation for more than six days of service in a month. A "day of service" is defined in Government Code §61047(e).

The adoption of the Ordinance shall take place on April 3, 2013 and it will become effective thirty days after the date of adoption.

**Fiscal Impact:**

**Amount Requested** \$N/A

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

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

**Previous Relevant Board Actions for This Item**

December 5, 2012 and January 2, 2013

**Attachments**

DRAFT Ordinance No. 23

**AGENDA ITEM: G-5**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 23**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
ESTABLISHING COMPENSATION FOR THE BOARD OF DIRECTORS**

Be it ordained by the Board of Directors of the Town of Discovery Bay, A California Community Services District, as follows:

SECTION 1. The Board of Directors ("Board") of the Town of Discovery Bay (TODB) finds and declares that California Water Code §20200 and California Government Code §61047 provide that each director may be compensated for attendance at meetings and attendance at other activities for the District.

SECTION 2. The Board of Directors does hereby establish said compensation to be as follows:

1. One Hundred-Fifteen dollars (\$115.00) per District meeting, not exceeding six meetings per month; plus
2. One Hundred-Fifteen dollars (\$115.00) per day of service for performing duties for the TODB other than attending District meetings.
3. Board Members shall be limited to a maximum of Six Hundred-Ninety Dollars (\$690.00) per month in total compensation for District meetings attended and performing duties for the District under subsections 1 and 2.

SECTION 3. Ordinance No. 2 is hereby repealed.

PASSED AND ADOPTED this 3<sup>rd</sup> day of April 2013 by the following vote:

\_\_\_\_\_  
Ray Tetreault  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on April 3, 2013 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

March 6, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

National Pollutant Discharge Elimination System (NPDES) 2013 Permit Renewal Process and Consulting Services

**Recommended Action**

Authorize General Manager to execute contract documents with Stantec Consulting, Inc. (Stantec) in the amount of \$40,000.00 for consulting services related to the NPDES 2013 Permit Renewal process

**Executive Summary**

The Town of Discovery Bay's Wastewater Program is monitored for compliance through the California Water Quality Control Board through a NPDES permit. The NPDES permit is the prevailing document that identifies what the Town's requirements are as they relate to the collection, treatment, and disposal of the waste that is generated.

The NPDES permit is renewed on a five year cycle, and requires an extensive review of the operations of the Town's facilities and processes. The existing permit expires on November 30, 2013. However, the District must first submit a draft of the renewal documents six months in advance, or no later than May 30, 2013.

During the prior permit renewal process, Stantec was hired to assist in this effort as well. Additionally, Stantec also performed the Wastewater Master Plan as well as the Bioassay analysis on behalf of the Town of Discovery Bay. As a consequence of those prior efforts, staff recommends that Stantec be retained to assist in the NPDES permit renewal process.

**Fiscal Impact:**

**Amount Requested \$40,000.00**

**Sufficient Budgeted Funds Available? No (If no, see fiscal analysis)** This will require the transfer of \$40,000.00 from the FY 2012/13 CIP Spare NTU Sensor (\$60,000.00) to the current Operating budget.

**Prog/Fund # Category:** Operating Expense

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Stantec Consulting Services, Inc. Proposal

**AGENDA ITEM: G-6**



**Stantec**

**Stantec Consulting Services Inc.**  
3875 Atherton Road  
Rocklin CA 95765  
Tel: (916) 773-8100  
Fax: (916) 773-8448

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February 28, 2013

Gregory Harris  
Herwit Engineering  
6200 Center Street, Suite 310  
Clayton, CA 94517

**Reference: Town of Discovery Bay Report of Waste Discharge Proposal**

Dear Gregory,

As you requested, we are providing this letter proposal for services to assist in producing a Report of Waste Discharge (RWD) for renewal of Waste Discharge Requirements for the Town of Discovery Bay CSD Discovery Bay Wastewater Treatment Plant (NPDES Permit No. CA0078590). The current permit expires November 30, 2013. An RWD is required to be filed with the Regional Water Board no later than 180 days prior to the expiration date of the current permit. Therefore, an RWD is required to be submitted to the Regional Water Board by June 3, 2013.

Stantec proposes to assist in the preparation of an RWD for renewal of the Discovery Bay NPDES permit in accordance with the following Scope of Services.

**SCOPE OF SERVICES**

Stantec will conduct the following tasks in the preparation of the Discovery Bay RWD for submittal to the Regional Water Board.

**Task 1. Review Background Information and Data**

Stantec will prepare a data request listing all of the information and data necessary to complete the RWD. Stantec will correspond with Herwit Engineering, Discovery Bay CSD, and Veolia Water as necessary to obtain the requested information and data. It is assumed that all requested water quantity and quality data will be provided to Stantec in electronic spreadsheet format. Stantec will also correspond with Regional Water Board staff as necessary to ensure that the RWD includes the information required by the Regional Water Board. This task does not include any site visits or meetings.

Estimated Budget:        \$3,300

**Reference: Town of Discovery Bay Report of Waste Discharge Proposal**

**Task 2. Format Data**

Stantec will reformat the Discovery Bay WWTP effluent and receiving water data provided under Task 1 into a format compatible with the recently developed Regional Water Board Reasonable Potential Analysis Data Template. This task does not include any data entry. It is assumed that all data will be provided to Stantec in electronic spreadsheet format.

Estimated Budget:       \$3,000

**Task 3. Forms**

Using the information from the current Discovery Bay permit and the information and data provided under Task 1, Stantec will complete the required RWD forms, including State Water Board Form 200, USEPA Form 1, and USEPA Form 2A. Form 200 requires a site map and a flow schematic of all treatment processes. It is assumed that the required site map and flow schematic will be provided to Stantec in electronic form for inclusion with the RWD. This task does not include the development of a site map or flow schematic, which may be the same as submitted in the previous RWD if no changes have occurred.

Estimated Budget:       \$19,000

**Task 4. Anti-Degradation Analysis**

The Regional Water Board requires that all RWDs address anti-degradation in accordance with State Water Board Resolution No. 68-16. Because the Discovery Bay WWTP does not intend to increase flows or concentrations of constituents of concern during the next five-year permit term, a streamlined anti-degradation analysis should be adequate to satisfy this requirement. Stantec will produce a streamlined anti-degradation analysis describing that all best practicable treatment and control (BPTC) measures have been implemented.

Estimated Budget:       \$2,000

**Task 5. Reasonable Potential Analysis**

Using the Discovery Bay WWTP effluent data provided under Task 1, Stantec will conduct a reasonable potential analysis to determine the constituents for which the WWTP has reasonable potential to cause or contribute to the exceedance of a water quality objective in the receiving water. The results of this analysis will be used to identify which constituents will require effluent limitations in the renewed permit.

Estimated Budget:       \$2,600

**Reference: Town of Discovery Bay Report of Waste Discharge Proposal**

**Task 6. Effluent Limitation Compliance Projection**

For the constituents identified as having “reasonable potential”, Stantec will conduct an effluent limitation compliance projection. Following the State Implementation Policy (SIP), Stantec will calculate projected effluent limitations for the constituents with “reasonable potential” and compare those effluent limitations to historical effluent data, provided under Task 1, to determine if the WWTP effluent will be able to comply with the projected effluent limitations.

Estimated Budget:       \$3,900

**Task 7. Report**

Using the information compiled and derived under the preceding task, Stantec will produce an RWD for submittal to the Regional Water Board. Stantec will provide a draft RWD for review and comment by Discovery Bay. Following receipt of comments on the draft RWD, Stantec will produce a final RWD and provide Discovery Bay with three hardcopy reports and an electronic file.

Estimated Budget:       \$3,600

**Task 8. Cover Letter**

Stantec will draft a cover letter for Discovery Bay CSD letter head and signature to be submitted to the Regional Water Board along with the final RWD. The cover letter will provided a summary of the information contained in the RWD, including a summary of any issues that will require special attention during the renewal of the Discovery Bay permit.

Estimated Budget:       \$1,000

**Task 9. Tentative Order Review**

Following issuance of a draft permit (Tentative Order) by the Regional Water Board, Stantec will review the Tentative Order and draft a comment letter for submittal to the Regional Water Board by Discovery Bay CSD.

Estimated Budget:       \$1,600

**Reference: Town of Discovery Bay Report of Waste Discharge Proposal**

**SUMMARY**

Stantec proposes to conduct the services described in this letter on a time and materials basis in an amount not to exceed \$40,000. This effort does not include Stantec attending the Regional Water Board hearing, or preparing and presenting a presentation, at the time of adoption of the renewed permit. However, Stantec will be glad to provide these services under a separate authorization, if necessary.

Regards,

**STANTEC CONSULTING SERVICES INC.**



Eric Zeigler  
Senior Environmental Scientist  
Eric.Zeigler@stantec.com



Steven L. Beck, P.E.  
Principal  
Steven.Beck@stantec.com



No Back Up  
Documentation For  
Agenda Item # H



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Documentation For  
Agenda Item # I



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Agenda Item # J



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Agenda Item # K



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

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**MINUTES OF THE MEETING  
OF THE COMMUNITY CENTER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Monday, February 11, 2013  
COMMUNITY CENTER MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Community Center Committee Members  
Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Jim Mattison**

**COMMUNITY CENTER MEETING 7:00 P.M.**

**A. ROLL CALL**

Call business meeting to order – 7:00 p.m. by Chair Graves  
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. APPROVE MINUTES**

**1. DRAFT Minutes of previous Community Center meeting dated February 4, 2013**

**Motion by:** Vice-Chair Steele to approve the previous minutes

**Second by:** Committee Member Mattison

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

**D. PRESENTATIONS**

**1. EZ Facility Software Program Presentation**

**General Manager Howard** – Provided details of item D-1.

**Parks and Landscape Manager Perez** – Provided additional details of item D-1. There was discussion between the Parks and Landscape Manager and the Board. There were three Public Comment Speakers.

**E. NEW BUSINESS AND ACTION ITEMS**

**1. Mission Statement Discussion**

**General Manager Howard** – Provided details of item E-1. There was discussion between the General Manager and the Board. There was one Public Comment Speaker

**2. Schedule of Closure for Cleaning of Building**

**General Manager Howard** – Provided details of item E-2.

**Parks and Landscape Manager Perez** – Provided additional details of item E-2. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were two Public Comment Speakers.

**3. 2013 Earth Day Program Update**

**Parks and Landscape Manager Perez** – Provided details of item E-3. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were three Public Comment Speakers.

**4. Future Programming Opportunities**

**General Manager** – Provided details of item E-4. There was discussion between the General Manager and the Board. There were five Public Comment Speakers.

**5. Consideration of Committee Assignments**

**Committee Member Mattison** – Provided details of item E-5. There was discussion between the General Manager and the Board.

**F. FUTURE AGENDA ITEMS**

1. Refine Mission Statement
2. Location for the Garden Club at the Community Center
3. Financial Incentives for Membership

**G. ADJOURNMENT**

The meeting adjourned at 8:48 p.m. to the next Community Center Committee meeting on February 25, 2013 at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.12.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



No Back Up  
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Agenda Item # L-2

**Byron  
Municipal  
Advisory  
Council**



TownOfDiscoveryBay CSD  
Received

FEB 14 2013

Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
3361 Walnut Blvd. Suite 140  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

**DRAFT**

*The Byron Municipal Advisory Council serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

**Record of Actions**

**Meeting start time: 6:00 p.m.  
Tuesday, December 4, 2012**

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. Councilmembers Beltran and Lopez absent.
- 2.) Public Comment: No Public Comment Received
- 3.) Review of Record of Actions of 11- meeting: Vice Chair Schmit made a motion to accept the Record of Actions as prepared. Second made by Councilmember Larsen. Motion carried 3-0.
- 4.) Agency Reports
  - a.) East Contra Costa Fire Protection District: No report.
  - b.) Contra Costa County Sheriff's Department: Lt. Hartman introduced himself and will be covering Delta Station until March 25<sup>th</sup>. Lt. Hartman discussed the reports for October (11), November (11) and December (7). There appears to be a decline in activity. Lt. Hartman also discussed the recent runaway from the Orin Allen Youth Rehabilitation Facility.
  - c.) California Highway Patrol: No report
  - d.) Office of Supervisor Mary N. Piepho: Field Representative Cornell provided an update on the following items: provided copies of the 2013 Watershed Calendar; distributed flyers for the Contra Costa CAN program; distributed and discussed correspondence from the Department of Conservation and Development regarding the BDCP; volunteers needed for tax preparation; distributed copies of the 1/23/13 Zoning Administrators and 1/22/13 Planning Commission Agendas; the Public Works Department is applying for a grant for the downtown sidewalks; Dept. of Conservation and Development staff recommending approval of the Woodmill Recycling item scheduled for the 1/23/13 Zoning Administrators agenda; provided an update on the Orin Allen Youth Rehabilitation Facility sewer replacement project; Public Works staff presenting at the February meeting.
- 5.) Items for Discussion and/or Action
  - a.) Election of Chair and Vice Chair: Motion made by Vice Chair Schmit for Chair Juarez to remain in the position. Chair Juarez stated she would except the position for one more year and added to the motion for Vice Chair to remain Vice Chair Schmit. Second made by Councilmember Larsen. Motion carried 3-0.
- 6.) Correspondence Key: R= Received S= Sent
  - a. R-12/17/12 Contra Costa County Zoning Administrator Agenda for Monday, December 17, 2012
  - b. R-12/26/12 Contra Costa County Department of Conservation and Development Notice of Availability and Public Review of the Contra Costa County Climate Action Plan and Intent to Adopt a Proposed Negative Declaration and Hold a Public Hearing345
  - c. R-1/7/13 Contra Costa County Zoning Administrator Agenda for Monday, January 7, 2013
  - d. R-1/8/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, January 8, 2013
  - e. R-1/9/13 Contra Costa Local Agency Formation Commission Meeting Agenda for Wednesday, January 9, 2013

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.*

**7.) Councilmember Comment/Future Agenda Item:**  
Update from the Public Works Department: February 2013

**8.) Adjourned at 6:30.m. to next meeting scheduled for February 21,2013 at 6:00p.m**

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.



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Documentation For  
Agenda Item # N



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Agenda Item # 0