



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



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

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

**Regular Meeting**

**Wednesday, April 19, 2017**

**7:00 P.M. Regular Meeting**

**Community Center**

**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday April 19, 2017  
REGULAR MEETING 7:00 P.M.**

**Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

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

1. Approval of regular minutes for April 5, 2017.
2. Approve Register of District Invoices.
3. Approve Board attendance at the Special District Leadership Academy Conference.

**D. PRESENTATIONS**

1. Presentation of the Close of the 2017 Bond Series.
2. Presentation from the Contra Costa Mosquito & Vector Control District.
3. Presentation related to the Filtration Project.

**E. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report

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

1. Veolia Report – Month of March 2017

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and approval of the 2017 Program, Activities, and Event Fee Waivers.
2. Discussion and possible action on a Second Amendment to the Veolia Operation and Maintenance Contract providing for the use of SL-RAT technology.
3. Discussion and possible action on revised Bylaws regarding Regional Representation and appointments to Regional Committees as may be necessary.

**H. INFORMATIONAL ITEMS ONLY**

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**J. MANAGER'S REPORT**

1. Recreation Programs Supervisor Kaiser - Verbal update Special Projects/PG&E – Recreation.

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received - Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes for February 8, 2017.
2. Received - East Contra Costa Fire Protection District meeting minutes for March 3, 2017.
3. Received - East Contra Costa Fire Protection District meeting minutes for March 6, 2017.
4. Received - Letter from East Contra Costa Fire Protection District regarding Appointed Interim Fire Chief.
5. Received - East Bay Regional Park District - 2017 Quantifying our Quality of Life. You can visit [www.ebparks.org/economics](http://www.ebparks.org/economics) for the Economic Analysis of the East Bay's Unique Environment.

**M. FUTURE AGENDA ITEMS**

**N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

**O. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases).

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

(Government Code Section 54957.1)

**Q. ADJOURNMENT**

1. Adjourn to the regular meeting on May 3, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday April 5, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

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

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

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

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by Vice-President Graves
3. Roll Call – All present

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

Public Comments Regarding:

- Speeding continues on Discovery Bay Boulevard and Discovery Point.
- The 12 lots across from Timber Point School are unsightly.

#### C. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for March 15, 2017.
2. Approve Register of District Invoices.
3. Direction to HERWIT Engineering to prepare the 2017-2018 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2017-06.
4. Approval of Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2016.
5. Approval of Resolution 2017-08 to rescind Resolution 2016-21 which supported legislative action to facilitate reallocation of property tax revenues.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Graves

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

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Alicia Nuchols Field Representative provided an update related to the Water Fix Town Hall meeting, the Vasco Road double fine zone, and the P6 meeting on April 12, 2017.
2. Sheriff's Office Report - Resident Deputy Ingersoll - Provided a law enforcement update for the month of March.
3. Marine Patrol Report - Lieutenant Beltran provided an updated related to the Contra Costa County waterways.

The board requested a report from the Marine Patrol be added to the Sheriff report, along with an update related to crime and safety on a monthly basis.

4. CHP Report – Officer Thomas provided an update for the month of March.

5. Contra Costa County Public Works: Discovery Bay Area of Benefit Update  
Contra Costa County Public Works Supervisor Halle provided a background of the details provided on March 12, 2015 along with current details related to the Discovery Bay Area of Benefit. There was discussion regarding the presentation related to the fees associated with the projects. The Board requested that a workshop be scheduled on the Area of Benefit projects.

**E. LIAISON REPORTS**

**F. BUSINESS AND ACTION ITEMS**

1. Open the public hearing on Resolution No. 2017-07 to form a Groundwater Sustainability Agency (“GSA”) and discussion and possible action regarding a Memorandum of Understanding (MOU) with other East Contra Costa County Water Agencies, close the public hearing and consider adopting Resolution No. 2017-07.

General Manager Davies – Provided the details related to the Groundwater Sustainability Agency (“GSA”).

President Leete – Opened the Public Hearing for the Groundwater Sustainability Agency.

No Public Comment

President Leete – Closed the Public Hearing for the Groundwater Sustainability Agency.

There was discussion related to the participation of the Groundwater Sustainability Agency (GSA), Contra Costa service areas overlap with other agencies, along with a great opportunity to maintain control of the groundwater by becoming a Groundwater Sustainability Agency.

Motion by: Director Pease to adopt a Resolution approving the formation of a GSA and authorizing the General Manager to execute a Memorandum of Understanding (MOU) with the City of Antioch, Byron-Bethany Irrigation District, Contra Costa Water District, Contra Costa County, Diablo Water District, East Contra Costa Irrigation District, and City of Brentwood that will facilitate the creation of the local GSAs and would adopt and implement a Groundwater Sustainability Plan (“GSP”).

Second by: Vice-President Graves

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

2. Discussion and possible action related to the replacement of the Roberta Fuss Tot Lot Play Structure.

Parks and Landscape Manager Miller – Provided the details and a presentation related to the Roberta Fuss Tot Lot Play Structure. There was discussion regarding the Roberta Fuss Tot Lot Play Structure related to the timeline, and structure design.

Motion by: Director Pease to approve and award a contract to Ross Recreation in the amount of \$29,995.70 to replace the Play Structure at the Roberta Fuss Tot Lot.

Second by: Director Mayer

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

3. Discussion and possible action regarding an “opt out” alternative to the installation of a smart meter.

General Manager Davies – Provided the details regarding an “opt out” alternative to the installation of a smart meter.

Motion by: Vice-President Graves to not offer a “opt out” at this point and time.

Second by: Director Mayer

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

4. Discussion and possible action regarding letter to Senator Glazer concerning East Contra Costa Fire Protection District funding.

General Manager Davies – Provided the details regarding the letter to Senator Glazer concerning East Contra Costa Fire Protection District funding.

The board concurred authorizing the proposed letter presented.

Motion by: Director Steele to authorize Board President to sign a letter, on behalf of the Board, to Senator Glazer concerning ECCFPD funding and encouraging legislators to amend vote requirements for special taxes for essential lifesaving emergency services.

Second by: Vice-President Graves

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

5. Discussion and possible action related to District Board member Regional Representation.

General Manager Davies – Provided the details regarding the District Board member regional representation. There was discussion regarding board member regional participation and representation from the Town of Discovery Bay.

Motion by: President Leete to maintain the current Regional Assignments, appoint Director and Alternate to the Regional Committees as necessary at the next board meeting, compensation would be for Board directed attendance by a majority vote sending a representative to advocate on behalf of the Town of Discovery Bay.

Second by: Director Pease

The discussion continued regarding the regional representation.

Vote: Motion Carried – AYES: 3 – President Leete, Director Mayer, Director Pease; NOES: 2 – Vice-President Graves, Director Steele

Legal Counsel Attebery – Clause added to the Bylaws if there is a meeting and there is a need to have permanent representation, that a director would receive a stipend for that meeting.

The item will come back to the next board meeting of April 19, 2017 to have the wording revised on the Bylaws and revise the Regional Listing to reflect the director appointments and by a majority vote of the board to have a stipend for a Regional Committee attendance.

**G. MANAGER'S REPORT**

1. Verbal update Special Projects/PG&E - Parks/Landscaping.  
Parks and Landscape Manager Miller – Provided an update related to the permit process with the County, Regatta Park tree replacement with the County, Slifer Park update, Ravenswood Park vandalism. There was discussion related to the County permit process, and the parks.

Water and Wastewater Manager Koehne – Provided an update on the Water Meter Project related to the rusting of the galvanized bushings.

**H. INFORMATIONAL ITEMS ONLY**

None

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports

Director Steele provided an update regarding the Communications Committee meeting related to the website changes along with the digital sign plans.

Director Mayer provided other details related to the website and the email blast feature along with Facebook updates.

President Leete provided an update related to the Code Enforcement meeting.

2. Other Reportable Items

**J. GENERAL MANAGER'S REPORT**

General Manager Davies – Provided an update regarding the Special District Risk Management Association related to the Workers' Comp discount off of the premium.

**K. CORRESPONDENCE RECEIVED**

None

**L. FUTURE AGENDA ITEMS**

None

The regular meeting adjourned at 8:50 p.m. to the Closed Session.

**M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

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

**N. CLOSED SESSION:**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (Two Potential Cases).

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

(Government Code Section 54957.1)

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

**P. ADJOURNMENT**

1. The meeting adjourned at 9:12 p.m. to the next regular meeting of April 19, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-13-17

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

April 19, 2017

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

MRD

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 1,186,414.41

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

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

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

AGENDA ITEM: C-2

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On April 19, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
U.S. Bank Corporate Payment System	4246044555703473/317	Landscape Maintenance (Z35,Z57,Z61)	03/27/17	\$810.67
Watersavers Irrigation Inc.	1808885-00	Landscape Reimbursement (Z61)	03/29/17	\$5.85
<b>Contra Costa County</b>			<b>Sub-Total</b>	<b>\$816.52</b>
<b>Water</b>				
American Retrofit Systems	1249	Well 7 Generator Wire Repair	04/10/17	\$440.00
Badger Meter	80011283	Beacon Cellular March 2017	03/30/17	\$2,508.02
Big Dog Computer	BDC33297	IT Support, Software Repair	03/05/17	\$149.50
Big Dog Computer	BDC33308	IT Support, Server Maintenance	03/25/17	\$393.42
Brentwood Ace Hardware	808/033117	Misc. Small Tools	03/31/17	\$8.15
Brentwood Ace Hardware	808/033117	Building Maintenance	03/31/17	\$42.44
Cintas	185598227	Mats	03/29/17	\$6.86
Cintas	185599225	Mats	04/05/17	\$6.86
Denalect Alarm Company	R44525	Quarterly Alarm Charge	04/03/17	\$44.40
Du-All Safety	18734	Safety Training And Support	03/31/17	\$680.00
HD Supply Waterworks, LTD	G911937	Water Meter Project, Box With Probe Lid	03/20/17	\$1,688.13
HD Supply Waterworks, LTD	G973615	Water Meter Project Meter Box Lids	03/30/17	\$1,940.38
J.W. Backhoe & Construction, Inc.	2762	Water Leak Beaver Lane	03/21/17	\$5,320.15
J.W. Backhoe & Construction, Inc.	2763	Water Leak Double Point	03/21/17	\$3,593.54
J.W. Backhoe & Construction, Inc.	2764	Repair Leaking Gate Valve Clipper Dr	03/21/17	\$5,012.57
J.W. Backhoe & Construction, Inc.	3	Water Meter Installation Project	03/20/17	\$212,843.59
Koff & Associates	3713	Human Resources Staff Assistance	04/04/17	\$48.00
Lesley Marable	MARCH 2017	Expense Report March 2017	04/10/17	\$37.36
Luhdorff & Scalmanini	32760	Urban Water Management Plan	03/26/17	\$723.50
Luhdorff & Scalmanini	32761	PLC Upgrades March 2017	03/26/17	\$1,426.50
National Meter & Automation, Inc.	S1076872.008	Meters and Endpoints, Water Meter Project	03/17/17	\$142,684.33
Neumiller & Beardslee	283356	Water Meter Project Feb 2017	03/30/17	\$3,502.00
Neumiller & Beardslee	283356	General Services Feb 2017	03/30/17	\$6,541.38
Neumiller & Beardslee	283356	Hofmann v. TODB Feb 2017	03/30/17	\$275.20
Neumiller & Beardslee	283357	Hofmann v. TODB Feb 2017	03/30/17	\$567.60
Office Depot	910617560002	Office Supplies	03/21/17	\$5.18
Office Depot	910617560003	Office Supplies	03/22/17	\$7.13
Office Depot	912615924002	Office Supplies	03/21/17	\$3.56
Office Depot	915545053001	Office Supplies	03/23/17	\$77.62
Office Depot	915545173001	Office Supplies	03/23/17	\$8.66
Office Team	47998009	Water Meter Project Temporary	03/23/17	\$427.20
Office Team	48049876	Water Meter Project Temporary	03/30/17	\$427.20
Paul E. Vaz Trucking, Inc.	48099	Material	03/13/17	\$733.56
Paul E. Vaz Trucking, Inc.	48100	Freight	03/13/17	\$810.13
ReliaStar Life Insurance Company	#JR52 457(B) 041517	457(b) 04/01/17-04/15/17	04/15/17	\$393.02
S&P Global Ratings	11326750/1000102406	Analytical Services, Bond Rating	03/28/17	\$3,040.00
Telstar Instruments, Inc.	89767	Willow Lake And Well 1B PLC Upgrades	04/11/17	\$32,698.35
U.S. Bank	2017/1	Debt Service Installment	04/04/17	\$27,368.10
U.S. Bank Corporate Payment System	4246044555703473/317	Travel & Meetings	03/27/17	\$31.60
U.S. Bank Corporate Payment System	4246044555703473/317	Telephone General	03/27/17	\$424.15
U.S. Bank Corporate Payment System	4246044555703473/317	Telecom Networking	03/27/17	\$76.00
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle & Equipment Fuel	03/27/17	\$420.36
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle Repair & Maintenance	03/27/17	\$1.60
U.S. Bank Corporate Payment System	4246044555703473/317	General Repairs	03/27/17	\$132.35
U.S. Bank Corporate Payment System	4246044555703473/317	Info System	03/27/17	\$166.80
U.S. Bank Corporate Payment System	4246044555703473/317	Computer Equipment & Supplies	03/27/17	\$16.70
U.S. Bank Corporate Payment System	4246044555703473/317	Computer Software	03/27/17	\$21.96
U.S. Bank Corporate Payment System	4246044555703473/317	Office Supplies	03/27/17	\$164.22
U.S. Bank Corporate Payment System	4246044555703473/317	Building Maintenance	03/27/17	\$120.25
U.S. Bank Corporate Payment System	4246044555703473/317	Personal Protective Equipment	03/27/17	\$43.43
Univar	SJ805599	Chemicals Delivered 03/17/17	03/17/17	\$138.25
Univar	SJ805613	Chemicals Delivered 03/17/17	03/17/17	\$205.40
Veolia Water North America	66902	Monthly O&M Fee April 2017	04/01/17	\$51,250.12
Veolia Water North America	67090	Preventative & Corrective Feb 2017	04/04/17	\$5,528.42
Verizon Wireless	9782885842	Cell Phone Bill March 2017	03/26/17	\$201.22

			Water	Sub-Total	\$515,426.42
<b>Wastewater</b>					
American Retrofit Systems	1247	WWTP#2 Air Dryer Repair	04/04/17		\$125.00
Auburn Constructors Inc.	1505-10	WWTP#2 Effluent Filtration	03/31/17		\$232,180.00
Big Dog Computer	BDC33297	IT Support, Software Repair	03/05/17		\$224.25
Big Dog Computer	BDC33308	IT Support, Server Maintenance	03/25/17		\$590.13
Brentwood Ace Hardware	808/033117	Equipment Maintenance	03/31/17		\$75.95
Brentwood Ace Hardware	808/033117	Misc. Small Tools	03/31/17		\$16.23
Cintas	185598227	Mats	03/29/17		\$14.20
Cintas	185598227	Uniforms	03/29/17		\$10.30
Cintas	185599225	Mats	04/05/17		\$14.20
Cintas	185599225	Uniforms	04/05/17		\$10.30
Comcast	8155400350232938/417	WWTP#2 Internet Service April 2017	04/03/17		\$109.95
Comcast	8155400350232946/417	WWTP#1 Internet Service April 2017	04/03/17		\$101.08
Denalect Alarm Company	R44525	Quarterly Alarm Charge	04/03/17		\$66.60
Du-All Safety	18734	Safety Training And Support	03/31/17		\$1,020.00
Herwit Engineering	17-3	Professional Services March 2017	04/02/17		\$2,062.50
Herwit Engineering	DB-MP-7-13	Effluent Filtration Project March 2017	04/02/17		\$14,825.80
Koff & Associates	3713	Human Resources Staff Assistance	04/04/17		\$72.00
Lesley Marable	MARCH 2017	Expense Report March 2017	04/10/17		\$56.05
Neumiller & Beardslee	283356	General Services Feb 2017	03/30/17		\$7,805.83
Neumiller & Beardslee	283356	Hofmann v. TODB Feb 2017	03/30/17		\$412.80
Neumiller & Beardslee	283357	Hofmann v. TODB Feb 2017	03/30/17		\$851.40
Office Depot	910617560002	Office Supplies	03/21/17		\$7.78
Office Depot	910617560003	Office Supplies	03/22/17		\$10.69
Office Depot	912615924002	Office Supplies	03/21/17		\$5.35
Office Depot	915545053001	Office Supplies	03/23/17		\$116.44
Office Depot	915545173001	Office Supplies	03/23/17		\$12.98
ReliaStar Life Insurance Company	#JR52 457(B) 041517	457(b) 04/01/17-04/15/17	04/15/17		\$589.53
S&P Global Ratings	11326750/1000102406	Analytical Services, Bond Rating	03/28/17		\$15,960.00
U.S. Bank	2017/1	Debt Service Installment	04/04/17		\$229,850.79
U.S. Bank Corporate Payment System	4246044555703473/317	Telephone General	03/27/17		\$1,072.45
U.S. Bank Corporate Payment System	4246044555703473/317	Telecom Networking	03/27/17		\$114.00
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle & Equipment Fuel	03/27/17		\$209.55
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle Repair & Maintenance	03/27/17		\$624.08
U.S. Bank Corporate Payment System	4246044555703473/317	General Repairs	03/27/17		\$129.89
U.S. Bank Corporate Payment System	4246044555703473/317	Info System	03/27/17		\$165.77
U.S. Bank Corporate Payment System	4246044555703473/317	Computer Equipment & Supplies	03/27/17		\$25.06
U.S. Bank Corporate Payment System	4246044555703473/317	Computer Software	03/27/17		\$32.94
U.S. Bank Corporate Payment System	4246044555703473/317	Office Supplies	03/27/17		\$246.32
U.S. Bank Corporate Payment System	4246044555703473/317	Building Maintenance	03/27/17		\$208.72
Veolia Water North America	66902	Monthly O&M Fee April 2017	04/01/17		\$76,875.19
Veolia Water North America	67064	Effluent Filtration Project Feb 2017	04/04/17		\$31,952.03
Veolia Water North America	67065	Chemicals Feb 2017	04/04/17		\$5,939.30
Veolia Water North America	67066	WWTP#2 Lab Building Feb 2017	04/04/17		\$1,523.63
Veolia Water North America	67068	Large Replacement Feb 2017	04/04/17		\$17,588.09
Veolia Water North America	67090	Preventative & Corrective Feb 2017	04/04/17		\$16,235.01
Verizon Wireless	9782885842	Cell Phone Bill March 2017	03/26/17		\$301.83
			<b>Wastewater</b>	<b>Sub-Total</b>	<b>\$660,441.99</b>
			<b>Grand Total</b>		<b>\$1,176,684.93</b>

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On April 19, 2017  
Town of Discovery Bay, D.Bay L&L Park #8  
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Zone 8</b>				
Brentwood Ace Hardware	808/033117	Landscape Maintenance	03/31/17	\$96.06
Cintas	185598227	Uniforms	03/29/17	\$50.69
Cintas	185599225	Uniforms	04/05/17	\$48.39
Denalect Alarm Company	R44558	Quarterly Alarm Charge	04/03/17	\$90.00
Discovery Bay Disposal	17-0001966/033117	Com 2 Yd bin	03/31/17	\$318.35
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 3/01/17-3/31/17	03/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 3/01/17-3/31/17	03/31/17	\$60.22
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 3/01/17-3/31/17	03/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 3/01/17-3/31/17	03/31/17	\$55.20
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 3/01/17-3/31/17	03/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 3/01/17-3/31/17	03/31/17	\$47.30
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 3/01/17-3/31/17	03/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 3/01/17-3/31/17	03/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 3/01/17-3/31/17	03/31/17	\$41.26
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 3/01/17-3/31/17	03/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 3/01/17-3/31/17	03/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 3/01/17-3/31/17	03/31/17	\$25.18
U.S. Bank Corporate Payment System	4246044555703473/317	Travel & Meetings	03/27/17	\$15.95
U.S. Bank Corporate Payment System	4246044555703473/317	Training	03/27/17	\$10.00
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle & Equipment Fuel	03/27/17	\$304.00
U.S. Bank Corporate Payment System	4246044555703473/317	Misc. Small Tools	03/27/17	\$302.36
U.S. Bank Corporate Payment System	4246044555703473/317	Landscape Maintenance	03/27/17	\$1,059.79
ULINE	85275352	Safety Equipment & Supplies	03/16/17	\$422.62
ULINE	85416710	Safety Equipment & Supplies	03/22/17	\$120.04
Verizon Wireless	9782885842	Cell Phone Bill March 2017	03/26/17	\$132.42
Watersavers Irrigation Inc.	1809750-00	Landscape Maintenance	03/31/17	\$32.99
Watersavers Irrigation Inc.	1811171-00	Landscape Maintenance	04/04/17	\$181.65
<b>Total</b>				<b>\$3,767.33</b>
<b>Community Center</b>				
Brentwood Ace Hardware	808/033117	Community Center-Landscape Maintenance	03/31/17	\$51.74
Brentwood Ace Hardware	808/033117	Community Center-Pool Maintenance	03/31/17	\$117.02
Cintas	185598227	Community Center-Mats	03/29/17	\$53.90
Cintas	185599225	Community Center-Mats	04/05/17	\$53.90
Contra Costa County Treasurer-Tax Collect	0082000175/2013	Community Center-Property Tax	04/07/17	\$619.04
Discovery Bay Disposal	17-0013218/033117	Community Center-Com 3 Yd Bin	03/31/17	\$444.66
Express Labs Inc.	75915	Community Center-Employment Screening	03/31/17	\$120.00
Karina Dugand	42	Community Center-Program Fees	03/30/17	\$990.00
Leslie's Pool Supplies, Inc.	27-354659	Community Center-Pool Chemicals	04/05/17	\$288.40
Leslie's Pool Supplies, Inc.	501-509175	Community Center-Pool Chemicals	03/27/17	\$79.56
Monica Gallo	MARCH 2017	Community Center-Expense Report March 2017	03/28/17	\$25.68
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 3/01/17-3/31/17	03/31/17	\$26.56
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 3/01/17-3/31/17	03/31/17	\$78.35
U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Telephone General	03/27/17	\$389.71
U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Monthly Software	03/27/17	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Landscape Maintenance	03/27/17	\$140.65

U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Safety Equipment	03/27/17	\$361.44
U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Pool Chemicals	03/27/17	\$49.23
U.S. Bank Corporate Payment System	4246044555703473/317	Community Center-Employment Screening	03/27/17	\$35.33
ULINE	85540887	Community Center-Safety Equipment & Supplies	03/27/17	\$124.64
Verizon Wireless	9782885842	Community Center-Cell Phone Bill March 2017	03/26/17	\$53.41

**Total** \$4,452.62

**Grand Total** **\$8,219.95**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On April 19, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big B Lumber	453601	Landscape Maintenance	04/04/17	\$73.44
Brentwood Ace Hardware	808/033117	Misc. Small Tools	03/31/17	\$85.00
Brentwood Ace Hardware	808/033117	Building Maintenance	03/31/17	\$32.62
Cintas	185598227	Uniforms	03/29/17	\$58.43
Cintas	185599225	Uniforms	04/05/17	\$53.58
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 3/01/17-3/31/17	03/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 3/01/17-3/31/17	03/31/17	\$275.10
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 3/01/17-3/31/17	03/31/17	\$47.58
U.S. Bank Corporate Payment System	4246044555703473/317	Travel & Meetings	03/27/17	\$19.36
U.S. Bank Corporate Payment System	4246044555703473/317	Training	03/27/17	\$10.00
U.S. Bank Corporate Payment System	4246044555703473/317	Telephone General	03/27/17	\$7.37
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle & Equipment Fuel	03/27/17	\$506.76
U.S. Bank Corporate Payment System	4246044555703473/317	Vehicle Repair & Maintenance	03/27/17	\$14.30
U.S. Bank Corporate Payment System	4246044555703473/317	Misc. Small Tools	03/27/17	\$14.12
U.S. Bank Corporate Payment System	4246044555703473/317	Landscape Maintenance	03/27/17	\$154.25
Verizon Wireless	9782885842	Cell Phone Bill March 2017	03/26/17	\$132.44
			<b>Total</b>	<b>\$1,509.53</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

April 19, 2017

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title

Special District Leadership Academy Conference

### Recommended Action

Authorize Members of the Board of Directors attendance at the Special District Leadership Academy Conference, July 9, 2017 through July 12, 2017 in Napa Valley.

### Executive Summary

The California Special District Association (CSDA) is offering as part of its Leadership Academy a three day Special District Leadership Academy Conference, July 9, 2017 through July 12, 2017 in Napa Valley.

The Leadership Academy is a comprehensive governance conference for elected and appointed directors and staff that is aimed at improving overall interpersonal relationships and the roles each play between the Board, staff, and the public that is served.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Staff recommends that the Board of Directors authorize the Board and General Manager to attend the Special District Leadership Academy Conference, July 9, 2017 through July 12, 2017 in Napa Valley. The cost for each participant is \$600 plus travel, hotel (CSDA rate \$169/per night), meals, taxes and associated miscellaneous expenses.

### Fiscal Impact:

**Amount Requested Per Attendee: \$1107.00** (plus travel, meals, taxes and associated miscellaneous expenses)  
**Sufficient Budgeted Funds Available? No** (Funding to come from under expended accounts)  
**Prog/Fund # Category: Pers. Optg. XX Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

October 2, 2013 – Business and Action Item

### Attachments

Special District Leadership Academy Conference Program Brochure

AGENDA ITEM: C-3

**3** opportunities  
for training  
THROUGHOUT THE STATE!



CSDA's  
Special District  
Leadership Academy

FEB. 26 - MAR. 1, 2017 - LA JOLLA

APR. 23-26, 2017 - SAN LUIS OBISPO

JULY 9-12, 2017 - NAPA

# SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Leadership Conference  
for Elected and Appointed Directors/Trustees.*



presented by  
CSDA and  
co-sponsored  
by SDRMA



# SDLA

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

CSDA has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.



*Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!*



#### **SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

“As a new board member, I truly enjoyed attending the Governance Foundations workshop. The material was informative, and I recommend this workshop to anyone serving as an elected official.”

– Shiva Frentzen, Director, Cameron Park Community Services District

## Why attend?

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It’s what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

### Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board’s role in setting direction for the district.
- The board’s role in finance and fiscal accountability.
- Much more!

## Where to stay



**February 26 – March 1, 2017**  
**Embassy Suites La Jolla**  
 4550 La Jolla Village Drive  
 San Diego, CA 92122

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$159 plus tax, single or double occupancy by calling 1-800-362-2779 and using the group code XLE. The CSDA rate also includes discounted parking and complimentary guest room internet. The room reservation cut-off is January 27, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 27, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than February 13, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after February 13, 2017. Substitutions are acceptable and must be done in writing no later than February 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**April 23 – 26, 2017**  
**Embassy Suites San Luis Obispo**  
 333 Madonna Road  
 San Luis Obispo, CA 93405

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$120 plus tax, single or double occupancy by calling 805-549-0800 and using the group code XCO. There is complimentary self-parking at this location. The room reservation cut-off is March 24, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 24, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than April 10, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after April 10, 2017. Substitutions are acceptable and must be done in writing no later than April 17 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**July 9 – 12, 2017**  
**Embassy Suites Napa Valley**  
 1075 California Blvd.  
 Napa, CA 94559

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CAS. The room reservation cut-off is June 9, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 9, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than June 26, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 26, 2017. Substitutions are acceptable and must be done in writing no later than July 3 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*

## Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

### SUNDAY

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*



**“Helped clarify my role as a new director.”**

– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

**LUNCH PROVIDED** *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

#### FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

5:30 – 7:00 p.m

#### SIP AND SAVOR EVENING RECEPTION

*Join us for a lively evening of networking and refreshments.*

*Sponsored by Special District Risk Management Authority*



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

## TUESDAY

8:30 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

10:00 – 10:30 a.m.

**BREAK** (all attendees)

10:30 a.m. – 12:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

## OPEN EVENING

## WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)

### SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

12:00 – 12:30 p.m.

### GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

**Attendees must attend all education sessions to receive credit.**



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



# 2017 Registration Form

Special District Leadership Academy Conference

### Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at [leadershipacademy.csda.net](http://leadershipacademy.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

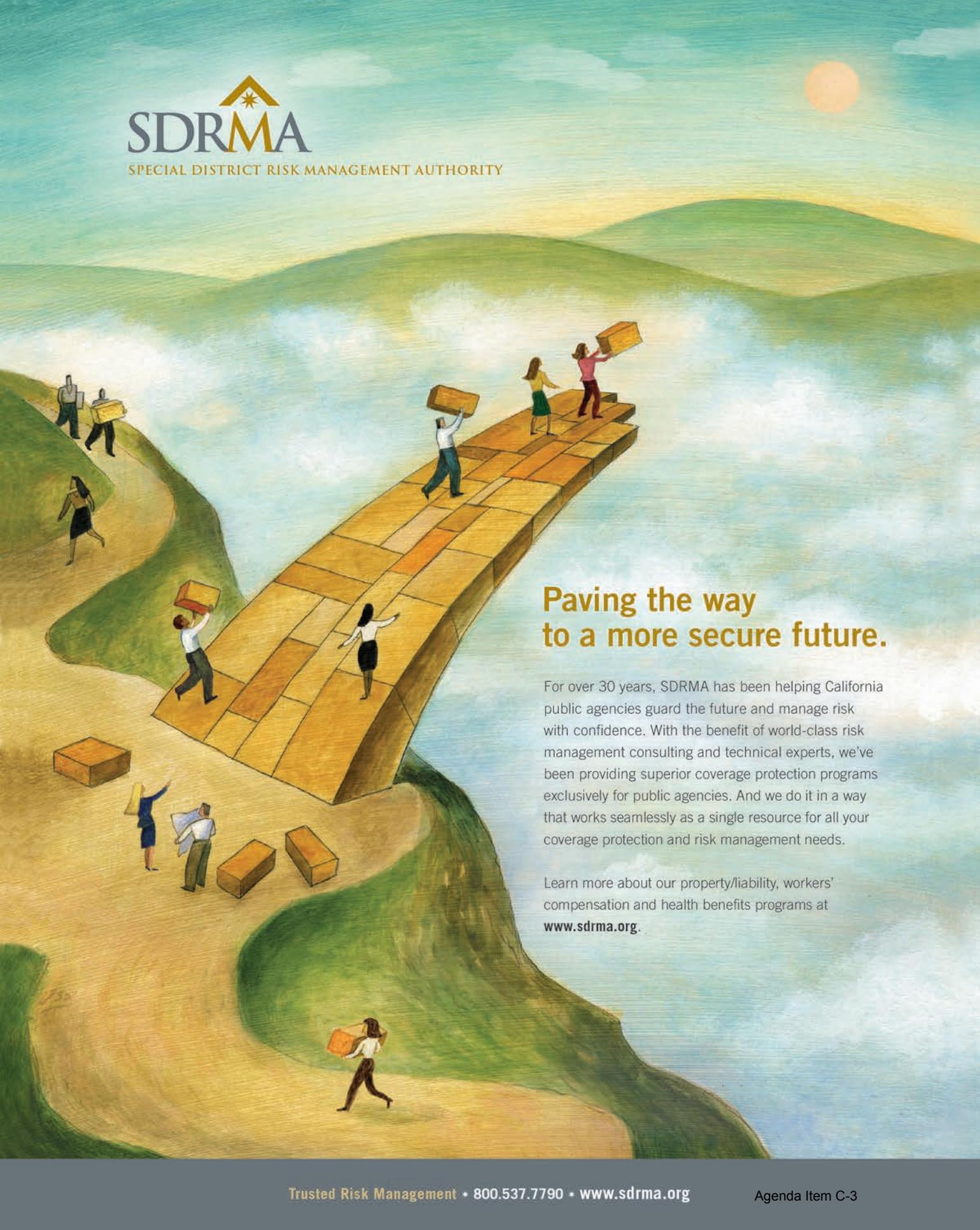
### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free at the number listed above.

### Registration fees include:

- 2.5 days of education and materials
- 2 luncheons
- 2 receptions

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
<b>WHICH CONFERENCE WILL YOU BE ATTENDING?</b>		
<b>FEBRUARY 26 - MARCH 1, 2017 - LA JOLLA</b> <b>EARLY BIRD DISCOUNT: JANUARY 27</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER JANUARY 27</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	<b>APRIL 23-26, 2017 - SAN LUIS OBISPO</b> <b>EARLY BIRD DISCOUNT: MARCH 24</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER MARCH 24</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	<b>JULY 9-12, 2017 - NAPA</b> <b>EARLY BIRD DISCOUNT: JUNE 9</b> <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900  <b>AFTER JUNE 9</b> <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>		
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
<b>Payment</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
<b>Special needs</b>		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		



## Paving the way to a more secure future.

For over 30 years, SDRMA has been helping California public agencies guard the future and manage risk with confidence. With the benefit of world-class risk management consulting and technical experts, we've been providing superior coverage protection programs exclusively for public agencies. And we do it in a way that works seamlessly as a single resource for all your coverage protection and risk management needs.

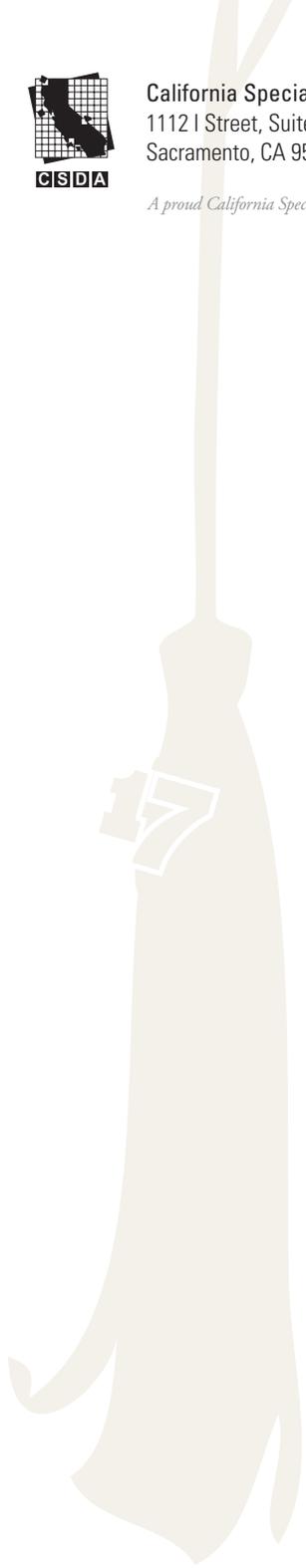
Learn more about our property/liability, workers' compensation and health benefits programs at [www.sdrma.org](http://www.sdrma.org).



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814

*A proud California Special Districts Alliance partner.*

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Sacramento, CA



*A Comprehensive Governance Conference  
for Elected and Appointed Directors/Trustees.*

## **2017 SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE**

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Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

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## SOURCES AND USES OF FUNDS

Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

Dated Date                    04/19/2017  
Delivery Date                04/19/2017

Sources:	Series 2017 Wastewater Improvements Financing	Series 2017 Water Improvements Financing	Total
<b>Bond Proceeds:</b>			
Par Amount	7,490,000.00	1,335,000.00	8,825,000.00
Net Premium/OID	98,349.75	198,709.05	297,058.80
	<u>7,588,349.75</u>	<u>1,533,709.05</u>	<u>9,122,058.80</u>
<b>Uses:</b>			
<b>Project Fund Deposits:</b>			
Project Fund	7,400,000.00	1,500,000.00	8,900,000.00
<b>Delivery Date Expenses:</b>			
Cost of Issuance	157,523.39	28,076.61	185,600.00
Underwriter's Discount	29,960.00	5,340.00	35,300.00
	<u>187,483.39</u>	<u>33,416.61</u>	<u>220,900.00</u>
<b>Other Uses of Funds:</b>			
Additional Funds Generated	866.36	292.44	1,158.80
	<u>7,588,349.75</u>	<u>1,533,709.05</u>	<u>9,122,058.80</u>

## Notes:

Wastewater proceeds &amp; term: \$7.4MM/ 30 yrs.

Water proceeds &amp; term: \$1.5MM/ 10 yrs.

1st interest payment date: Water: 6/1/18

1st interest payment date: Wastewater: 12/1/17

1st &amp; final principal payment dates: Water: 12/1/18 &amp; 12/1/27

1st &amp; final principal payment dates: Wastewater: 12/1/17 &amp; 12/1/47

Water amortization to create a level d/s

Wastewater amortization wrapped around the d/s of portion of the 2012 Bonds' amortization that is allocable to the wastewater enterprise

BOND SUMMARY STATISTICS

Town of Discovery Bay CSD  
 2017 Water & Wastewater Improvements  
 Rates as of 4/05/2017

Dated Date	04/19/2017
Delivery Date	04/19/2017
First Coupon	12/01/2017
Last Maturity	12/01/2047
Arbitrage Yield	3.747275%
True Interest Cost (TIC)	3.776037%
Net Interest Cost (NIC)	3.849519%
All-In TIC	3.928055%
Average Coupon	3.987718%
Average Life (years)	21.463
Weighted Average Maturity (years)	20.972
Duration of Issue (years)	13.908
Par Amount	8,825,000.00
Bond Proceeds	9,122,058.80
Total Interest	7,553,021.30
Net Interest	7,291,262.50
Bond Years from Dated Date	189,407,083.33
Bond Years from Delivery Date	189,407,083.33
Total Debt Service	16,378,021.30
Maximum Annual Debt Service	1,099,300.00
Average Annual Debt Service	534,938.09
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	4.000000
Total Underwriter's Discount	4.000000
Bid Price	102.966105

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Component	3,185,000.00	109.610	3.925%	9.697	2,639.20
Term Component 38-42	665,000.00	101.293	4.000%	23.692	578.55
Term Component 43-47	4,975,000.00	99.646	4.000%	28.697	8,706.25
	8,825,000.00			21.463	11,924.00

	TIC	All-In TIC	Arbitrage Yield
Par Value	8,825,000.00	8,825,000.00	8,825,000.00
+ Accrued Interest			
+ Premium (Discount)	297,058.80	297,058.80	297,058.80
- Underwriter's Discount	-35,300.00	-35,300.00	
- Cost of Issuance Expense		-185,600.00	
- Other Amounts			
Target Value	9,086,758.80	8,901,158.80	9,122,058.80
Target Date	04/19/2017	04/19/2017	04/19/2017
Yield	3.776037%	3.928055%	3.747275%

BOND DEBT SERVICE

Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/19/2017					
12/01/2017	30,000	2.000%	182,113.23	212,113.23	
06/01/2018			212,461.05	212,461.05	
06/30/2018					424,574.28
12/01/2018	175,000	3.000%	176,509.38	351,509.38	
06/01/2019			173,884.38	173,884.38	
06/30/2019					525,393.76
12/01/2019	185,000	4.000%	173,884.38	358,884.38	
06/01/2020			170,184.38	170,184.38	
06/30/2020					529,068.76
12/01/2020	190,000	4.000%	170,184.38	360,184.38	
06/01/2021			166,384.38	166,384.38	
06/30/2021					526,568.76
12/01/2021	195,000	4.000%	166,384.38	361,384.38	
06/01/2022			162,484.38	162,484.38	
06/30/2022					523,868.76
12/01/2022	200,000	4.000%	162,484.38	362,484.38	
06/01/2023			158,484.38	158,484.38	
06/30/2023					520,968.76
12/01/2023	210,000	4.000%	158,484.38	368,484.38	
06/01/2024			154,284.38	154,284.38	
06/30/2024					522,768.76
12/01/2024	215,000	5.000%	154,284.38	369,284.38	
06/01/2025			148,909.38	148,909.38	
06/30/2025					518,193.76
12/01/2025	225,000	5.000%	148,909.38	373,909.38	
06/01/2026			143,284.38	143,284.38	
06/30/2026					517,193.76
12/01/2026	240,000	5.000%	143,284.38	383,284.38	
06/01/2027			137,284.38	137,284.38	
06/30/2027					520,568.76
12/01/2027	250,000	5.000%	137,284.38	387,284.38	
06/01/2028			131,034.38	131,034.38	
06/30/2028					518,318.76
12/01/2028	95,000	4.000%	131,034.38	226,034.38	
06/01/2029			129,134.38	129,134.38	
06/30/2029					355,168.76
12/01/2029	100,000	4.000%	129,134.38	229,134.38	
06/01/2030			127,134.38	127,134.38	
06/30/2030					356,268.76
12/01/2030	100,000	3.000%	127,134.38	227,134.38	
06/01/2031			125,634.38	125,634.38	
06/30/2031					352,768.76
12/01/2031	105,000	3.000%	125,634.38	230,634.38	
06/01/2032			124,059.38	124,059.38	
06/30/2032					354,693.76
12/01/2032	105,000	3.125%	124,059.38	229,059.38	
06/01/2033			122,418.75	122,418.75	
06/30/2033					351,478.13
12/01/2033	105,000	3.250%	122,418.75	227,418.75	
06/01/2034			120,712.50	120,712.50	
06/30/2034					348,131.25
12/01/2034	110,000	3.375%	120,712.50	230,712.50	
06/01/2035			118,856.25	118,856.25	
06/30/2035					349,568.75
12/01/2035	110,000	3.375%	118,856.25	228,856.25	
06/01/2036			117,000.00	117,000.00	
06/30/2036					345,856.25
12/01/2036	120,000	3.500%	117,000.00	237,000.00	
06/01/2037			114,900.00	114,900.00	
06/30/2037					351,900.00
12/01/2037	120,000	3.500%	114,900.00	234,900.00	
06/01/2038			112,800.00	112,800.00	
06/30/2038					347,700.00
12/01/2038	125,000	4.000%	112,800.00	237,800.00	
06/01/2039			110,300.00	110,300.00	
06/30/2039					348,100.00
12/01/2039	125,000	4.000%	110,300.00	235,300.00	
06/01/2040			107,800.00	107,800.00	
06/30/2040					343,100.00

## BOND DEBT SERVICE

Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2040	135,000	4.000%	107,800.00	242,800.00	
06/01/2041			105,100.00	105,100.00	
06/30/2041					347,900.00
12/01/2041	135,000	4.000%	105,100.00	240,100.00	
06/01/2042			102,400.00	102,400.00	
06/30/2042					342,500.00
12/01/2042	145,000	4.000%	102,400.00	247,400.00	
06/01/2043			99,500.00	99,500.00	
06/30/2043					346,900.00
12/01/2043	915,000	4.000%	99,500.00	1,014,500.00	
06/01/2044			81,200.00	81,200.00	
06/30/2044					1,095,700.00
12/01/2044	955,000	4.000%	81,200.00	1,036,200.00	
06/01/2045			62,100.00	62,100.00	
06/30/2045					1,098,300.00
12/01/2045	995,000	4.000%	62,100.00	1,057,100.00	
06/01/2046			42,200.00	42,200.00	
06/30/2046					1,099,300.00
12/01/2046	1,035,000	4.000%	42,200.00	1,077,200.00	
06/01/2047			21,500.00	21,500.00	
06/30/2047					1,098,700.00
12/01/2047	1,075,000	4.000%	21,500.00	1,096,500.00	
06/30/2048					1,096,500.00
	8,825,000		7,553,021.30	16,378,021.30	16,378,021.30

BOND PRICING

Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price
Serial Component:								
	12/01/2017	30,000	2.000%	0.950%	100.643			
	12/01/2018	175,000	3.000%	1.010%	103.182			
	12/01/2019	185,000	4.000%	1.190%	107.217			
	12/01/2020	190,000	4.000%	1.350%	109.322			
	12/01/2021	195,000	4.000%	1.510%	111.062			
	12/01/2022	200,000	4.000%	1.730%	112.098			
	12/01/2023	210,000	4.000%	1.950%	112.666			
	12/01/2024	215,000	5.000%	2.130%	120.078			
	12/01/2025	225,000	5.000%	2.290%	121.080			
	12/01/2026	240,000	5.000%	2.430%	121.918			
	12/01/2027	250,000	5.000%	2.540%	122.763			
	12/01/2028	95,000	4.000%	2.710%	111.829	C 2.800%	12/01/2027	100.000
	12/01/2029	100,000	4.000%	2.910%	109.891	C 3.049%	12/01/2027	100.000
	12/01/2030	100,000	3.000%	3.150%	98.347			
	12/01/2031	105,000	3.000%	3.280%	96.767			
	12/01/2032	105,000	3.125%	3.410%	96.568			
	12/01/2033	105,000	3.250%	3.520%	96.622			
	12/01/2034	110,000	3.375%	3.580%	97.335			
	12/01/2035	110,000	3.375%	3.630%	96.568			
	12/01/2036	120,000	3.500%	3.640%	98.046			
	12/01/2037	120,000	3.500%	3.680%	97.412			
		<u>3,185,000</u>						
Term Component 38-42:								
	12/01/2038	125,000	4.000%	3.850%	101.293	C 3.919%	12/01/2027	100.000
	12/01/2039	125,000	4.000%	3.850%	101.293	C 3.919%	12/01/2027	100.000
	12/01/2040	135,000	4.000%	3.850%	101.293	C 3.919%	12/01/2027	100.000
	12/01/2041	135,000	4.000%	3.850%	101.293	C 3.919%	12/01/2027	100.000
	12/01/2042	145,000	4.000%	3.850%	101.293	C 3.919%	12/01/2027	100.000
		<u>665,000</u>						
Term Component 43-47:								
	12/01/2043	915,000	4.000%	4.020%	99.646			
	12/01/2044	955,000	4.000%	4.020%	99.646			
	12/01/2045	995,000	4.000%	4.020%	99.646			
	12/01/2046	1,035,000	4.000%	4.020%	99.646			
	12/01/2047	1,075,000	4.000%	4.020%	99.646			
		<u>4,975,000</u>						
		<u>8,825,000</u>						

Dated Date	04/19/2017	
Delivery Date	04/19/2017	
Par Amount	8,825,000.00	
Premium	297,058.80	
Production	9,122,058.80	103.366105%
Underwriter's Discount	-35,300.00	-0.400000%
Purchase Price	9,086,758.80	102.966105%
Accrued Interest		
Net Proceeds	9,086,758.80	

COST OF ISSUANCE

Town of Discovery Bay CSD  
2017 Water & Wastewater Improvements  
Rates as of 4/05/2017

Cost of Issuance	\$/1000	Amount
Bond & Disclosure Counsel	8.49858	75,000.00
Borrower's Counsel	0.96317	8,500.00
Financial Advisor	8.57790	75,700.00
Rating Agency - S&P	2.15297	19,000.00
Trustee & Trustee's Counsel	0.58357	5,150.00
Printer	0.25496	2,250.00
	21.03116	185,600.00

BOND DEBT SERVICE

Town of Discovery Bay CSD  
Series 2017 Wastewater Improvements Financing  
Wrapped Amortization

	Dated Date	04/19/2017			
	Delivery Date	04/19/2017			
Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/19/2017					
12/01/2017	30,000	2.000%	182,113.23	212,113.23	
06/01/2018			147,359.38	147,359.38	
06/30/2018					359,472.61
12/01/2018	65,000	3.000%	147,359.38	212,359.38	
06/01/2019			146,384.38	146,384.38	
06/30/2019					358,743.76
12/01/2019	70,000	4.000%	146,384.38	216,384.38	
06/01/2020			144,984.38	144,984.38	
06/30/2020					361,368.76
12/01/2020	70,000	4.000%	144,984.38	214,984.38	
06/01/2021			143,584.38	143,584.38	
06/30/2021					358,568.76
12/01/2021	70,000	4.000%	143,584.38	213,584.38	
06/01/2022			142,184.38	142,184.38	
06/30/2022					355,768.76
12/01/2022	70,000	4.000%	142,184.38	212,184.38	
06/01/2023			140,784.38	140,784.38	
06/30/2023					352,968.76
12/01/2023	75,000	4.000%	140,784.38	215,784.38	
06/01/2024			139,284.38	139,284.38	
06/30/2024					355,068.76
12/01/2024	75,000	5.000%	139,284.38	214,284.38	
06/01/2025			137,409.38	137,409.38	
06/30/2025					351,693.76
12/01/2025	80,000	5.000%	137,409.38	217,409.38	
06/01/2026			135,409.38	135,409.38	
06/30/2026					352,818.76
12/01/2026	85,000	5.000%	135,409.38	220,409.38	
06/01/2027			133,284.38	133,284.38	
06/30/2027					353,693.76
12/01/2027	90,000	5.000%	133,284.38	223,284.38	
06/01/2028			131,034.38	131,034.38	
06/30/2028					354,318.76
12/01/2028	95,000	4.000%	131,034.38	226,034.38	
06/01/2029			129,134.38	129,134.38	
06/30/2029					355,168.76
12/01/2029	100,000	4.000%	129,134.38	229,134.38	
06/01/2030			127,134.38	127,134.38	
06/30/2030					356,268.76
12/01/2030	100,000	3.000%	127,134.38	227,134.38	
06/01/2031			125,634.38	125,634.38	
06/30/2031					352,768.76
12/01/2031	105,000	3.000%	125,634.38	230,634.38	
06/01/2032			124,059.38	124,059.38	
06/30/2032					354,693.76
12/01/2032	105,000	3.125%	124,059.38	229,059.38	
06/01/2033			122,418.75	122,418.75	
06/30/2033					351,478.13
12/01/2033	105,000	3.250%	122,418.75	227,418.75	
06/01/2034			120,712.50	120,712.50	
06/30/2034					348,131.25
12/01/2034	110,000	3.375%	120,712.50	230,712.50	
06/01/2035			118,856.25	118,856.25	
06/30/2035					349,568.75
12/01/2035	110,000	3.375%	118,856.25	228,856.25	
06/01/2036			117,000.00	117,000.00	
06/30/2036					345,856.25
12/01/2036	120,000	3.500%	117,000.00	237,000.00	
06/01/2037			114,900.00	114,900.00	
06/30/2037					351,900.00
12/01/2037	120,000	3.500%	114,900.00	234,900.00	
06/01/2038			112,800.00	112,800.00	
06/30/2038					347,700.00
12/01/2038	125,000	4.000%	112,800.00	237,800.00	
06/01/2039			110,300.00	110,300.00	
06/30/2039					348,100.00
12/01/2039	125,000	4.000%	110,300.00	235,300.00	
06/01/2040			107,800.00	107,800.00	
06/30/2040					343,100.00

## BOND DEBT SERVICE

Town of Discovery Bay CSD  
Series 2017 Wastewater Improvements Financing  
Wrapped Amortization

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2040	135,000	4.000%	107,800.00	242,800.00	
06/01/2041			105,100.00	105,100.00	
06/30/2041					347,900.00
12/01/2041	135,000	4.000%	105,100.00	240,100.00	
06/01/2042			102,400.00	102,400.00	
06/30/2042					342,500.00
12/01/2042	145,000	4.000%	102,400.00	247,400.00	
06/01/2043			99,500.00	99,500.00	
06/30/2043					346,900.00
12/01/2043	915,000	4.000%	99,500.00	1,014,500.00	
06/01/2044			81,200.00	81,200.00	
06/30/2044					1,095,700.00
12/01/2044	955,000	4.000%	81,200.00	1,036,200.00	
06/01/2045			62,100.00	62,100.00	
06/30/2045					1,098,300.00
12/01/2045	995,000	4.000%	62,100.00	1,057,100.00	
06/01/2046			42,200.00	42,200.00	
06/30/2046					1,099,300.00
12/01/2046	1,035,000	4.000%	42,200.00	1,077,200.00	
06/01/2047			21,500.00	21,500.00	
06/30/2047					1,098,700.00
12/01/2047	1,075,000	4.000%	21,500.00	1,096,500.00	
06/30/2048					1,096,500.00
	7,490,000		7,155,019.63	14,645,019.63	14,645,019.63

## BOND DEBT SERVICE

Town of Discovery Bay CSD  
Series 2017 Water Improvements Financing  
Standalone Level Amortization

Dated Date           04/19/2017  
Delivery Date       04/19/2017

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/19/2017					
06/01/2018			65,101.67	65,101.67	
06/30/2018					65,101.67
12/01/2018	110,000	3.000%	29,150.00	139,150.00	
06/01/2019			27,500.00	27,500.00	
06/30/2019					166,650.00
12/01/2019	115,000	4.000%	27,500.00	142,500.00	
06/01/2020			25,200.00	25,200.00	
06/30/2020					167,700.00
12/01/2020	120,000	4.000%	25,200.00	145,200.00	
06/01/2021			22,800.00	22,800.00	
06/30/2021					168,000.00
12/01/2021	125,000	4.000%	22,800.00	147,800.00	
06/01/2022			20,300.00	20,300.00	
06/30/2022					168,100.00
12/01/2022	130,000	4.000%	20,300.00	150,300.00	
06/01/2023			17,700.00	17,700.00	
06/30/2023					168,000.00
12/01/2023	135,000	4.000%	17,700.00	152,700.00	
06/01/2024			15,000.00	15,000.00	
06/30/2024					167,700.00
12/01/2024	140,000	5.000%	15,000.00	155,000.00	
06/01/2025			11,500.00	11,500.00	
06/30/2025					166,500.00
12/01/2025	145,000	5.000%	11,500.00	156,500.00	
06/01/2026			7,875.00	7,875.00	
06/30/2026					164,375.00
12/01/2026	155,000	5.000%	7,875.00	162,875.00	
06/01/2027			4,000.00	4,000.00	
06/30/2027					166,875.00
12/01/2027	160,000	5.000%	4,000.00	164,000.00	
06/30/2028					164,000.00
	1,335,000		398,001.67	1,733,001.67	1,733,001.67



# MONTHLY OPERATIONS REPORT

March 2017

Town of Discovery Bay, CA

**2771** Days of Safe Operations

**130,032** worked hours since last recordable incident

## TRAINING:

Safety, Operations, & Equipment

<b>Safety</b>	<b>Hours</b>
West Monthly Regional Safety Webinar	7.0
Weekly Safety Topics	
Fire Prevention & Extinguisher	
<b>Operations</b>	

## REPORTS SUBMITTED TO REGULATORY AGENCIES

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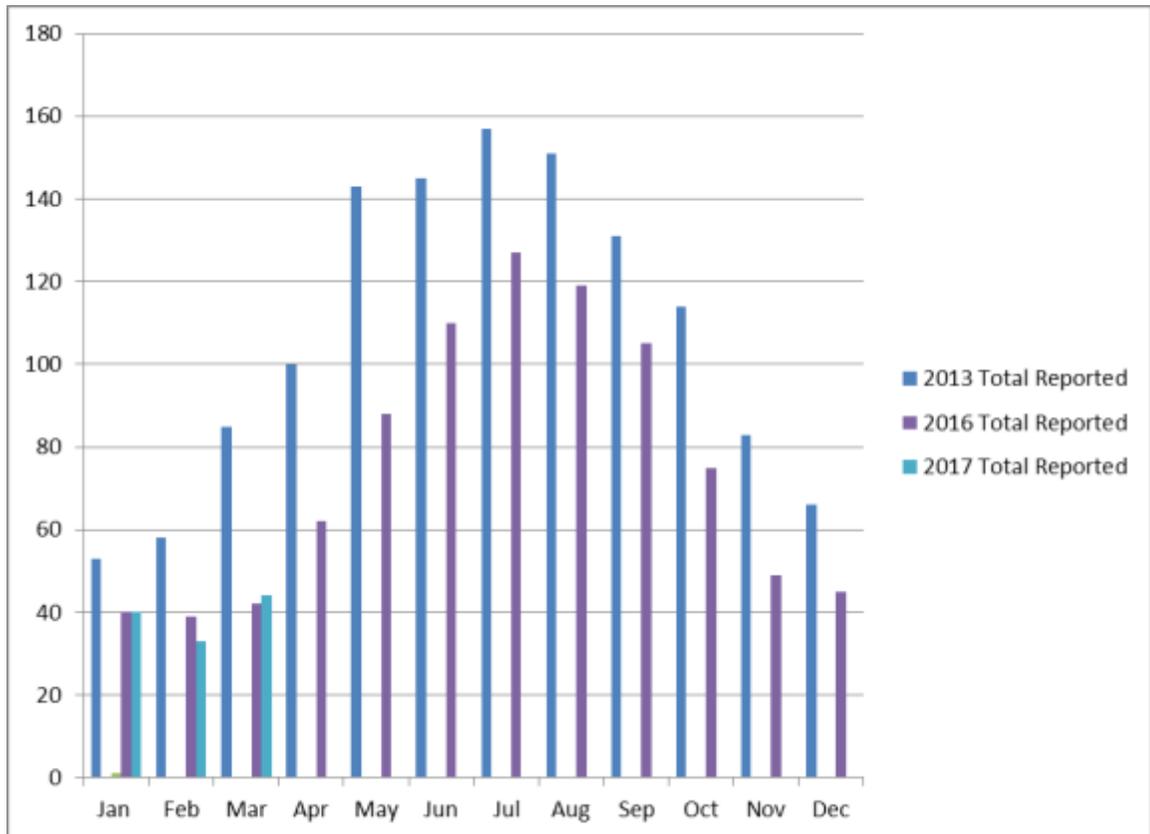
## WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
6	<b>44</b>	<b>2895</b>	<b>1</b>

*Note: Well 5 is active, stand by only.*

### 2017 Monthly Water Production Table (MG)

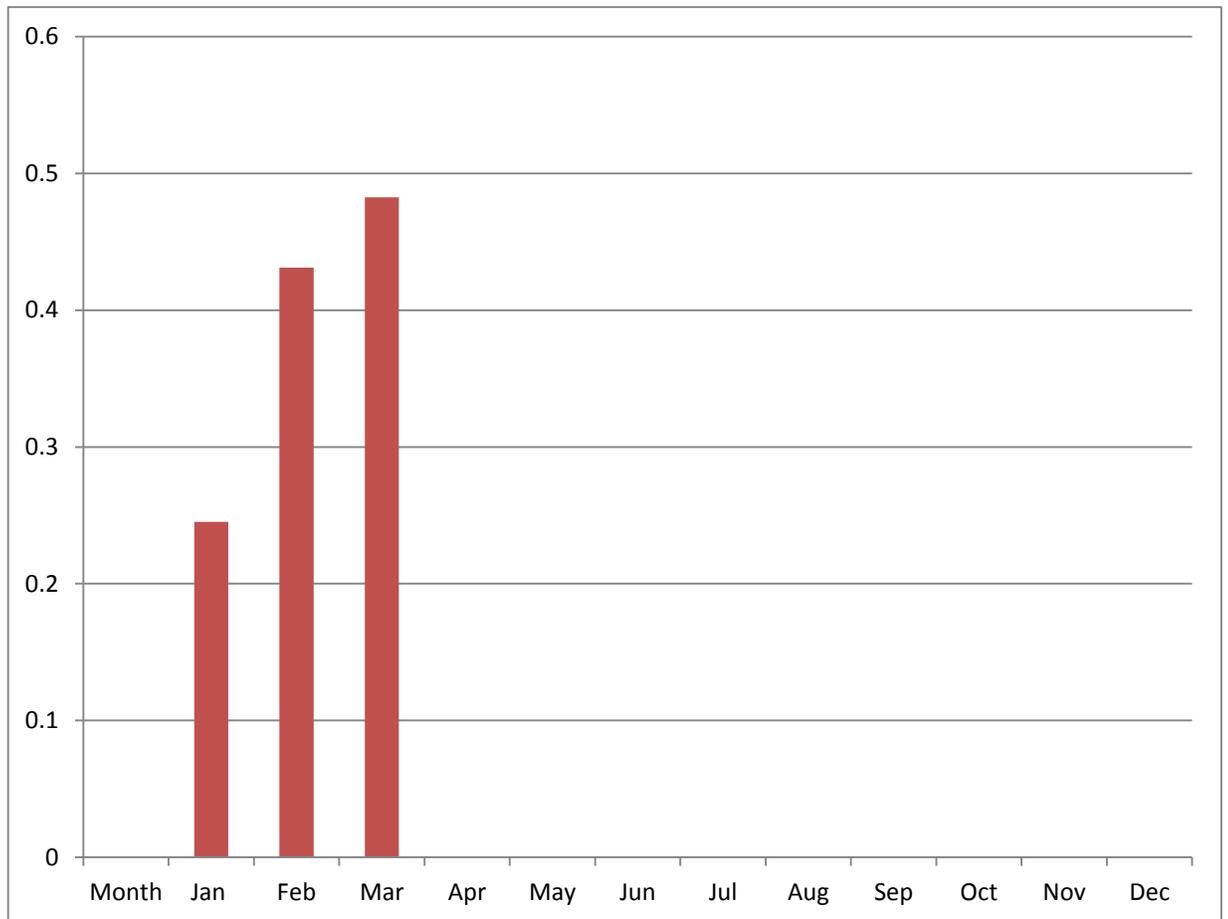
January	February	March	April	May	June
<b>40</b>	<b>33</b>	<b>44</b>			
July	August	September	October	November	December



**Bacteriological Test Results:**

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

**Water Reduction**



# WASTEWATER SERVICE

## Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>February Lab Data</i>	<i>March Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		38	<b>37</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.4	<b>1.3</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.35</b>	1.3	<b>1.2</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	24	<b>20</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	40	<b>18</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	2	<b>2</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	4	<b>2</b>
Total Coli form 7 day Median Max	<b>23</b>	0	<b>2</b>
Total Coli form Daily Maximum	<b>240</b>	0	<b>8</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	99	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	98	<b>99</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2030	<b>2057</b>

Blue – new parameter added  
 Around 6" of rainfall in Feb.

## National Pollution Discharge Elimination System (NPDES)

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

## Bacteriological Test Results

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

### Lift Station Status

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>0</b>	<b>37</b>

## COLLECTION

- 66,589 ft. of collection sanitary sewer line has been assessed
- Approx. 4200 ft. flushed/CCTV
- 221 manhole & covers has been inspected.
- Performed weekly lift station inspections.

## MAINTENANCE

### **Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>323</b>	<b>272</b>

### **Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>2</b>	<b>1</b>

### **Call & Emergency Responses**

Call Outs	Emergencies
<b>6</b>	<b>0</b>

### **Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1736</b>	<b>44</b>

**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"*

## STAFF REPORT

**Meeting Date**

April 19, 2017

**Prepared By:** Mac Kaiser, Recreation Programs Supervisor  
**Submitted By:** Michael R Davies, General Manager

MRD

**Agenda Title**

2017 Program, Activities, and Event Fee Waivers.

**Recommended Action**

Staff recommends acceptance of the 2017 Programs, Activities, and Events Fee Waivers for FY16/17 by the General Managers for a total amount of \$475.00.

**Executive Summary**

The Town of Discovery Bay Community Services District Board of Directors (Board) established the Park & Facility Usage and Rental Policy No. 013 on July 16, 2013; and

Whereas the Park & Facility Usage and Rental Policy was revised on October 19, 2016 to more adequately respond to the needs of the community; and

Whereas requirements, except those identified as "prohibited", may now be waived or modified on a case-by-case basis by the General Manager, or designee upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available board agenda; and

Whereas on February 15, 2017, your Board Approved Event Fee Waivers in the amount of \$15,230 for FY16/17.

Staff is now submitting for acceptance the following additional 2017 Programs, Activities, and Events whose "Fees" were waived by the General Manager upon the finding of public interest per the Park & Facility Usage and Rental Policy No. 013.

"Community Crime Prevention" is a Discovery Bay Chamber of Commerce program to be held at the Discovery Bay Community Center on May 15, 2017 from 5PM to 8PM. This open public event will provide an opportunity for the Contra Costa County Sheriff to talk with the community about crime statistics over the past year and how to help prevent crimes in Discovery Bay. This is a one-time event for a total fee waiver amount of \$165.

"Resisting Aggression Defensively (R.A.D.) Kids" is a Contra Costa County Sheriff's program to be held at the Discovery Bay Community Center June 19-23 from 9AM to 11AM. This free community event for children ages 5-7 years, provides safety topics that include; Home Safety, School Safety, Out and About Safety, Good and Bad Strangers, and What to do in an emergency and then helping them understand how to react. This is a one-week program for a total fee waiver amount of \$310.

The acceptance of these two additional Programs will bring the total for FY16/17 to \$15,705.

Staff recommends acceptance of these two additional Programs, Activities, and Events Fee Waivers for FY16/17 by the General Managers for a total amount of \$475.00.

**Fiscal Impact:**

**Amount Requested \$ None**

**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**

February 15, 2017 – Business and Action Item F-3

**Attachments**

Resolution 2016-17 - Parks & Facility Usage & Rental Policy No. 013

**AGENDA ITEM: G-1**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-17**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
AMENDING PARK & FACILITY USAGE & RENTAL POLICY**

WHEREAS, the Town of Discovery Bay Community Services District owns and/or maintains parks and recreation facilities located within Discovery Bay; and

WHEREAS, the Town of Discovery Bay Community Services District previously adopted a Park Usage and Rental Policy on April 20, 2011; and

WHEREAS, the Park and Usage and Rental Policy has been amended on July 16, 2013, January 8, 2014, and December 16, 2015 respectively; and

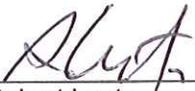
WHEREAS, it is necessary to revise the Park and Usage and Rental Policy.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

SECTION 1. That the Board adopt the Park and Facility Usage and Rental Policy and that it be incorporated herein and made a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF October, 2016.

  
\_\_\_\_\_  
Robert Leete  
Board Vice-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 October 19, 2016, by the following vote of the Board:

AYES: 3 - Vice President Leete, Director Suman, Director Steele  
NOES: 0  
ABSENT: 2 - President Poase, Director Araves  
ABSTAIN: 0

  
\_\_\_\_\_  
Catherine Kutsuris  
Board Secretary



## Town of Discovery Bay

<b>Program Area:</b> Parks and Landscaping	<b>Policy Name:</b> Park & Facility Usage & Rental Policy	<b>Policy Number:</b> 013
<b>Date Established:</b> April 20, 2011	<b>Date Amended:</b> October 19, 2016	<b>Resolution:</b> 2016-17

### **I. GENERAL INFORMATION**

The Park & Facility Usage and Rental Policy outlines specific regulations and requirements associated with the permitted rental of a public facility and/or area within the Town of Discovery Bay Community Services District (District) owned or operated park. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. Any fees or deposits established by the District Board of Directors shall be paid by the applicant prior to the approval of the permit. All users shall comply with County, State and Federal laws.

The District reserves the right to cancel, revoke or suspend any and all reservations, permits and applications if deemed inappropriate, flagrantly disrespectful or if harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Sheriff will be notified and enforcement action will be requested. Violations of this policy may result in forfeiture of fees and/ or deposit.

Facilities and parks available for rental include:

1. Cornell Park, Tennis Court
2. Cornell Park, Pickle Ball Courts
3. Cornell Park, Baseball Field
4. Cornell Park, Soccer Field
5. Cornell Park, Shaded Picnic Area
6. Cornell Park, Horse Shoe Pits or Bocce Courts
7. Ravenswood Park, Covered Picnic Area 1
8. Ravenswood Park, Covered Picnic Area 2
9. Ravenswood Park, Soccer Field
10. Community Center, Tennis Court(s)
11. Community Center, BBQ Area
12. Community Center, Reception Area
13. Community Center, Arts and Crafts/Meeting Room
14. Community Center, Multi-Purpose Room
15. Community Center, Event lawn
16. Community Center, Swimming Pool

## **II. ELIGIBILITY & PRIORITY**

The District reserves the right to exclude or remove activities it deems inappropriate for public use. District business will take precedence over any and all other meetings. Groups that have a reservation in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the District requires a cancellation or relocation of the reserved event.

In issuing permits, priority shall be given to Discovery Bay residents and events serving the Discovery Bay community.

## **III. RESERVATION REQUIREMENTS**

The renter must be over 18 years of age, and submit a complete Reservation Form to the Community Center, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements. Renters are required to provide the name and phone number of the principal contact person and a secondary contact. This person must be present onsite during the approved rental period and will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be onsite and available upon request by District staff or representatives during approved rental period.

Single day reservation may be made up to one (1) year in advance. Long-term league reservations may be made up to four (4) months in advance, unless previously approved by the Town of Discovery Bay CSD Board of Directors.

No reservation or agreement will be approved or signed until the requesting user has paid the applicable deposits and fees.

**Insurance Requirements:** All sports leagues, organizations, groups over 50, or inflatable play equipment operators are required to provide the District with a valid Certificate of Liability Insurance (in the amount of \$1,000,000.00), with the Town of Discovery Bay Community Services District listed as an additionally insured. Insurance Certificates must be submitted to the District at least five (5) days prior to the scheduled reservation.

**Cancellations:** Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for Indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Cancellation fees above do not reflect any cancellation processing fees. Processing fees are in addition to the cancellation fees described here.

**Clean Up:** Renters are required to clean up and return the park or area to the original condition. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacle must be disposed of properly by the renter.

Reasonable party decorations are permitted. However, users may not put staples or nails into any tree, sign, wall or table for any purpose. All decorations must be taken down and removed from the facility.

**Deposit Forfeiture:** Renter agrees to take full responsibility for the behavior of their guests during the rental period. Children must be supervised at all times by adults. Any charges for damage to the park or facility or its furnishings will be deducted from the deposit. Rentals that exceed the reserved time period will be charged the hourly rate to be deducted from the deposit. Failure to leave the rented area in satisfactory condition will result in deposit forfeiture. Upon a satisfactory inspection of the premises by District staff, the deposit check will be destroyed or returned to the applicant.

**Prohibited Activities:** No person shall consume, possess, sell, serve or cause to be served, any alcoholic beverage of any kind within any park area, unless expressly authorized in advance of the event by the Board of Directors. The General Manager, or designee, is authorized to approve service of alcoholic beverages for private events taking place at the Discovery Bay Community Center once a complete and approved application is received and all insurance requirements and other conditions of approval are approved. See Special Conditions regarding the serving and or/sale of Alcoholic beverages, below. Fires and barbecues (BBQ) shall be permitted only in grills already provided in the park. There shall be no overnight events or camping at any Discovery Bay park facility unless expressly authorized in advance of the event by the Board of Directors.

Gambling activities are expressly prohibited at all Town of Discovery Bay Parks and Recreation facilities. Individuals or groups of individuals in violation of this prohibited activity shall immediately cease the prohibited activity. Failure to cease shall result in the immediate notification of local law enforcement authorities.

Renter agrees that they will comply with all state and local laws including but not limited to activities that require a state or local permit. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

Special Conditions regarding the serving and or/sale of Alcoholic beverages:

If alcohol is to be served or sold, it must be indicated on the rental application. The General Manager or Board of Directors, as identified above, must approve any application which includes consumption or sale of alcohol. Once approved, it is the responsibility and liability of the Renter and/or organization renting the facility. At the discretion of the General Manager, or designee, security may be required on a case by case basis.

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control Board (A.B.C.) must be obtained. The permit must be on file with the District offices at least ten (10) days prior to your event.

Food and Alcohol may be consumed without an Alcohol permit from the A.B.C. when there is no monetary exchange for the food, beverages or admission charged for the event.

Violation of any of these requirements will result in immediate termination of Renter's event and will result in forfeiture of the damage deposit.

The District may require additional deposits, insurance and/or security for events where alcohol is served. These additional requirements will be determined by the circumstances of each rental request.

**Food Preparation:** Food and non-alcoholic beverages may be served, but not prepared on site for any indoor facility rentals at the Community Center.

**Exhibitions, Events, Festivals, Meeting and Assemblies:** Any person, group, society, club or organization wishing to set up or maintain any exhibition, place of amusement, concert, picture show, bandstand, performance, entertainment or other form of amusement or function where the expected attendance is fifty (50) people or more occupying the park at any one time, must first obtain written authorization from the District's General Manager. These types of requests must be submitted no less than sixty (60) days prior to the event.

#### **IV. MISCELLANEOUS**

Any policy listed herein may be waived or modified on a case-by-case basis and at the discretion of the Board of Directors.

Requirements listed herein, except those identified as "prohibited", may be waived or modified on a case-by-case basis by the General Manager, or designee, upon the finding of public interest; any such modification (including modification to fees) shall be summarized on the next available board agenda.

Policy Established:

April 20, 2011

Policy Amended:

July 16, 2013

January 8, 2014

December 16, 2015

October 19, 2016



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

April 19, 2017

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

MRD

### Agenda Title:

Discussion and possible action on a Second Amendment to the Veolia Operation and Maintenance Contract providing for the use of SL-RAT technology.

### Recommended Action

Board approval and authorization for the President and General Manager to sign a Second Amendment to the Veolia Contract for the Operation and Maintenance of Discovery Bay's Water and Wastewater facilities.

### Executive Summary

On May 11, 2011, the Town and Veolia entered into a contract for the operation and maintenance of the Town's water and wastewater facilities. On March 16, 2016, the Town and Veolia entered into the First Amendment and Renewal of the contract for a term of 60 months (the current contract).

At the Board Meeting on March 15, 2017, Berney Sadler of Veolia gave a presentation on the Sewer Line – Rapid Assessment Tool ("SL-RAT"). In essence, SL-RAT acoustic technology broadcasts sound waves through sewer lines, to determine if there is a blockage or other similar issue. If the process shows a high or medium likelihood of a blockage, the line is flushed and videoed to confirm the blockage is resolved. Veolia has tested the equipment and finds it to be highly efficient and accurate.

The Town's current contract with Veolia requires that Veolia "...shall annually clean, inspect and video twenty-five percent (25%) of sanitary gravity wastewater lines." There is no provision for alternative use of the SL-RAT.

Veolia has approached the Town and asked for a contract amendment to allow for the use of SL-RAT technology and to flush and video only those lines that are identified by the SL-RAT as having a medium to high likelihood of a blockage. The amendment provides for an inspection of 100% of the Town's sewer lines each year, instead of the current method that inspects only 25% of the Town's sewer lines annually.

In summary, approval of the amendment means all of the Town's sewer lines will be inspected by SL-RAT technology each year, and blockages can be detected and resolved in a timelier manner.

### Previous Relevant Board Actions for This Item

March 16, 2016 – Business and Action - E-3 Contract with Veolia Water West Operating Services Inc.: First Five-Year Extension to the contract for the operation and maintenance of the Town's water and wastewater facilities

### Attachments

Second Amendment to Veolia Contract

AGENDA ITEM: G-2

**SECOND AMENDMENT OF CONTRACT FOR THE OPERATION AND MAINTENANCE OF  
WATER, WASTEWATER FACILITIES FOR THE TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

This Second Amendment dated as of the \_\_\_ day of April, 2017 (“**Second Amendment**”), is made between the Town of Discovery Bay Community Services District (“**Town**” or “**District**”) and Veolia Water West Operating Services, Inc., (“**VWWOS**”).

**RECITALS**

A. WHEREAS, the Town and VWWOS entered in that Contract for the Operation and Maintenance of Water, Wastewater Facilities for the Town of Discovery Bay Community Services District dated and effective May 1, 2011 (“**Contract**”);

B. WHEREAS, the Town and VWWOS entered into the First Amendment and Renewal of the Contract on March 16, 2016, to modify and expand upon the provisions and to renew the Contract for a term of sixty months;

C. WHEREAS, VWWOS has recently tested new technology called the SL-RAT system which will give a more thorough diagnostic view of the sanitary sewer system and allow prioritization of the flushing and video work permitting staff to focus on improving system efficiency;

D. WHEREAS, the Town and VWWOS now desire to enter into the Second Amendment to the Contract to allow use of the SL-RAT system technology in performance of annual inspections;

D. WHEREAS, the Board of Directors of the Town approved the Second Amendment by action of the Board of Directors on April \_\_\_, 2017, during a regularly scheduled meeting of the Town; and

E. WHEREAS, in consideration of the mutual covenants and conditions contained in this Second Amendment, the parties agree as follows:

**Article I  
AMENDMENTS TO CONTRACT**

The Contract is hereby modified as follows:

1. The Contract **Appendix B-1**, Section 4.2.3.5 is hereby amended as shown below:

4.2.3.5 Contractor shall annually use the Sewer Line – Rapid Assessment Tool (“**SL-RAT**”) technology to inspect all sanitary gravity wastewater lines within the Town. Contractor shall then clean and video inspect those lines that the SL-RAT technology identifies as having a medium or high indication of blockage or other issue. Contractor shall also inspect manholes for corrosion, deterioration, leaks, proper flow, sand accumulation, coating, depressions and notify Town of any deficiencies. A geographic positioning system (GPS) reading shall be taken on each manhole inspected. Contractor shall televise the identified trouble spots in the system and note service lateral connection

locations. This shall ensure that all blockages, sources of odors or breaks have been cleaned or identified. Consideration of the location and traffic control shall be given to determine the best time to perform the work. In addition, direction of flow in the sewer system shall be considered to reduce the potential for damage from water being forced back up the homeowners' service line and into their residence. Contractor shall assist Town with any sewer main repair work when requested.

**Article II  
MISCELLANEOUS**

Except as modified herein, all terms and provisions of the Contract remain in full force and effect and are hereby ratified by the parties. This Second Amendment sets forth the entire agreement between the parties with respect to the matters set forth herein and supersedes all prior negotiations. There are no additional oral or written representations or agreements. In the case of any inconsistency between the provisions of the original Contract and this Second Amendment, the provisions of this Second Amendment shall govern and control.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to the Contract as of the date first hereinabove written.

**“Town”**  
**Town of Discovery Bay CSD**

**“VWWOS”**  
**Veolia Water West Operating Services, Inc.**

By: \_\_\_\_\_  
Robert Leete, President

By: \_\_\_\_\_  
Lanita McCauley Bates,  
Senior Vice President

and

By: \_\_\_\_\_  
Michael R. Davies, General Manager

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Rod A. Attebery  
District Legal Counsel



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

April 19, 2017

**Prepared By:** Rod Attebery, Legal Counsel  
**Submitted By:** Michael Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action on an Amendment to the Board Regional Representation Policy.

### Recommended Action

Board consideration and action as necessary.

### Executive Summary

The Board of Directors ("Board") of the Town of Discovery Bay Community Services District ("TODB") has had multiple discussions on the amendment of the Board Bylaws with respect to committee/regional representation policies. The proposed amendment would provide that Directors are only compensated for attendance at Regional Committee meetings on behalf of TODB when their attendance is approved in advance by the full Board. Attachment 1 is a proposed revision to the current policy consistent with the direction provided by the Board. With adoption of the suggested revisions shown in Attachment 1, the Regional Committee and Compensation provisions will be updated accordingly.

#### History:

In January 2017, Director Leete prepared an initial proposal to amend the Board Policy to revise the sub-committee structure into "Standing Committees" and to discuss the discontinuation of Regional Committee assignments. At the January 18, 2017 Board meeting, the Directors approved a motion creating the Standing Committees but decided to table the Regional Committee discussion to a later date.

On April 5, 2017, the Board had an extensive discussion of Regional Committee representation and provided direction to staff to draft a policy amendment. At this meeting the Board provided direction to staff to prepare an amendment to the policy providing that Regional Representation be maintained with the appointments as currently established with vacancies filled as necessary as well as revisions reflecting that Director's only be compensated for attending Regional Meetings on behalf of TODB when approved in advance by the full Board. The amended policy is shown in redline format and is included as Attachment 1.

The proposed Regional Representation Policy is consistent with the Board Policy 008 – Reimbursement of Expenses and Travel of Officials and Employees and for Board Member Compensation. The Proposed policy amendment is also consistent with Government Code section 61047 and Water Code section 20201 which provide for limits on Board member compensation for days of service.

#### Financial Implications:

Board members are eligible for a stipend in the amount of \$115.00 for each Brown Act meeting or day of service that they are authorized to attend. Revising the policy on Director attendance at Regional Committee meetings to only those instances when requested in advance by the Board may reduce costs to the District.

"Continued to the next page"

**Staffing Impacts:**

The transition from Director attendance at all Regional Committee meetings to only those meetings when approved in advance by the Board, may reduce staff time processing compensation and reimbursements for Directors that attend those meetings.

**Fiscal Impact:**

**Amount Requested \$ None at this time.**

**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**

January 18, 2017 Amendment to Board Bylaws

April 5, 2017 Board Discussion and Direction on Amendment to Regional Committee Bylaws

**Attachments**

1) Board Bylaws in Redline Format with Suggested Changes to Compensation and Regional Committee Sections; 2) Current list of Regional Committee assignments

**AGENDA ITEM: G-3**



# Town of Discovery Bay

<b>Program Area:</b> Board	<b>Policy Name:</b> Bylaws	<b>Policy Number:</b> 002
<b>Date Established:</b> March 25, 1998	<b>Date Amended:</b> <del>January</del> <u>April 19</u> , 2017	<b>Resolution:</b> 2017-04

## ARTICLE I

### NAME

This unit of local government shall be known as the Town of Discovery Bay, a Community Services District, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

## ARTICLE II

### PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To Operate as a Community Services District and provide water distribution, wastewater connection and treatment; and parks, landscaping and recreation services to the residents of Discovery Bay.
- B. To provide for those exercise of those powers set forth in Government Code §61000 et seq. (Community Services District Law).
- C. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- D. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

## ARTICLE III

### BOARD OF DIRECTORS

#### Section 1. Board of Directors

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) year staggered terms. During elections every two (2) years, either

two (2) or three (3) Directors are elected to serve to the District for the next four (4) years. The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

## **Section 2. Compensation**

The Board may authorize each Director to receive compensation of One Hundred and Fifteen Dollars (\$115.00) for each meeting of the Board attended, and One Hundred Fifteen Dollars (\$115.00) for each day's service not to exceed Six Hundred Ninety Dollars (\$690.00) per month as provided in Government Code §61047 and Chapter 2 commencing with Section 20200 of Division 10 of the Water Code. Director attendance at Regional ~~Committee m~~Meetings shall only count as a compensated day of service when attendance at a Regional Meeting is specifically authorized in advance by the full Board. Travel~~Traveling~~ and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein consistent with the authorized Reimbursement and Travel Policy.

## **Section 3. Vacancies**

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

## **Section 4. Resignation**

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

# **ARTICLE IV**

## **OFFICERS**

### **Section 1. Elected Officers**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a President Pro-Tempore.

## **Section 2. Terms and Responsibilities of Elected Officers**

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the first meeting in January and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Board members may serve on ~~Regional Committees~~, Standing Committees, ~~and~~ Ad Hoc Committees, and attend Regional Meetings as necessary.

Board members shall be assigned to attend Regional Meetings. Director attendance at Regional Meetings as a representative of the Board shall only be compensated as a day of service, when attendance at a specific Regional Meeting is approved in advance by the full Board.

Regional Representation Committees ~~are~~ is to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill Primary and Alternate members to respective Regional Representation Committees. Board Members shall ~~serve on~~ be assigned to the Regional Meetings Committee for a two-year term.

The Board shall maintain five (5) advisory Standing Committees. Two members of the Board of Directors shall be assigned to each Standing Committee. The Standing Committees and their subject matter and responsibilities are as follows:

1. WATER AND WASTEWATER COMMITTEE
  - a. Provide guidance/policy recommendations regarding all water and wastewater operations and planning.
2. PARKS AND RECREATION COMMITTEE
  - a. Provide guidance/policy recommendations regarding community center operations/activities, parks and recreation activities and landscaping efforts.
3. FINANCE COMMITTEE
  - a. Provide guidance/policy recommendations regarding budgets, investments/debt and the Public Financing Authority.
4. COMMUNICATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding all Town of Discovery Bay Community Services District external communications activities.
5. INTERNAL OPERATIONS COMMITTEE
  - a. Provide guidance/policy recommendations regarding Town of Discovery Bay Community Services District personnel policies and general administration of the

organization.

Each advisory Standing Committee shall meet within the boundaries of the Town of Discovery Bay Community Services District or at a Town of Discovery Bay Community Services District facility. Each Standing Committee shall establish its meeting schedule, which shall, at a minimum, meet at least quarterly. Said meetings shall be noticed pursuant to the Brown Act.

Board Standing Committees are to be assigned based upon the position held by the Board member and the seniority of each member of the Board. Board members will have preference of committee selections in the following order: President, Vice-President, and President Pro-Tempore, senior most Board member followed by the least senior Board member. In the event seniority cannot be determined due to the date of assumption of office, the Board member with the highest vote count in their most recent election shall prevail as the senior member for purposes of this selection procedure. This procedure shall be used to fill two appointees to each Standing Committee. Board Members shall serve on the Standing Committee for a two-year term. Board members may voluntarily trade committee assignments with another Board member by mutual consent.

The Board may establish Ad Hoc Committees that may become necessary from time to time to receive input from the public on a specific subject matter and limited in term, and formed by Resolution of the Board.

**A. General Responsibilities of the Board President**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents.
3. Shall serve as official spokesperson for the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences, as confirmed by the Board. May co-sign all checks for warrants approved by the Board.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. General Responsibilities of the Vice-President**

1. Shall serve in the absence of the President.

**C. General Responsibilities of the President Pro-Tempore**

1. Shall serve in the absence of the President and the Vice-President.

## ARTICLE V

### APPOINTED OFFICERS

#### Section 1. Appointed Officers

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Government Code §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those accounts that are authorized under the Community Services District laws and/or in effect prior to January 1, 2006.

The Board may appoint such other officers as it deems necessary.

#### Section 2. General Responsibilities of the General Manager

- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Interpret and publicize the programs and services of the District for and to the public.
- F. Provide financial oversight of the District and Contra Costa County pursuant to funds on deposit at that agency.
- G. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- H. Perform the function of the District's Public Information Officer.
- I. Participate in community activities.
- J. Continue a program of professional development to assure and enhance staff's professional growth.

- K. Keep the Board informed of all communications affecting the District.

**Section 3. General Responsibilities of the Secretary of the Board**

- A. Certify official documents and letters as required.
- B. Maintain the official files and records of the Board.
- C. Prepare the agenda for the Board meetings.
- D. Prepare and distribute minutes of the meeting of the Board.
- E. Maintain historical record and newspaper articles.
- F. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

**ARTICLE VI**

**MEETINGS**

**Section 1. Regular and Special Meetings**

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act of 1953, as amended (hereafter Brown Act).

All meetings shall be conducted in accordance with the Brown Act.

**Section 2. Quorum**

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code §61045, the affirmative votes of three (3) members of the Board are required for action to be taken.

**Section 3. Voting**

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Any vote that is other than unanimous shall be recorded by name of the voting member and whether the member voted "AYE", "NO" or "ABSTAIN".

**Section 4. Notice of Regular and Special Meetings**

- A. Notices of Regular Meetings shall be pursuant to the Brown Act. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. Notices of Special Meetings shall be pursuant to the Brown Act. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII**

**PAYMENTS, CONTRACTS, AND REPORTS**

**Section 1. Payments**

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two (2) Directors.

**Section 2. Contracts**

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

**Section 3. Reports**

The Board shall prepare and cause to be sent an annual water quality report to the residents of the District.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law. All motions made at Board meetings shall require a second to the motion prior to the Directors voting. The President of the Board may unilaterally call for a recess at any time during a Regular or Special Meeting of the Board. The Board President may unilaterally adjourn the meeting unless a majority of the Board votes to continue the meeting.

## **ARTICLE IX**

### **AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three (3) members of the Board at any regular meeting of the Board, provided notice of such proposal shall be in compliance with the Brown Act, as amended.



## Town of Discovery Bay - District Representative Listing 2017

### Regional Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	550 Sally Ride Dr. Concord or 500 Eagle Court, Byron	1st Thursday of the Month at 10:00 a.m.	Kevin	Bill
Contra Costa County Code Enforcement	3361 Walnut Boulevard Suite 140 Brentwood	4th or 5th Thursday of the Month at 1:30 p.m.	Bob	Bill
Contra Costa Special Districts Association	5019 Imhoff Place, Martinez	Quarterly	Bill	
East Contra Costa County Fire Protection District Liaison	3231 Main Street, Oakley	1st Monday of the Month at 6:30 p.m.	Kevin	Chris
East County Water Management Association			President	Vice-President
LAFCO Liaison	651 Pine 6th Floor, Martinez	2nd Wednesday of the Month 1:30 p.m.	Chris	Bill
Police Service (P6 Committee)	Community Center	Quarterly - TBD	Bob	
School District Representative Liaison	14301 Byron Highway, Byron	3rd Thursday of the Month at 7:00 p.m.	Chris	Bob
Regional Transportation Agencies	As Necessary	As Necessary		Kevin

### Standing Committee Appointments

Committee Name	Location	Day and Time	Director Appointed	Director Appointed
Finance Committee (Budget, Investment, Public Financing Authority)	Community Center	Quarterly, as needed, Monday at 10:00 A.M.	Bob Leete	Bill Mayer
Water and Wastewater Committee	Community Center	Monthly, third Thursday at 3:00 P.M.	Kevin Graves	Bill Pease
Internal Operations Committee	Community Center	Quarterly, second Thursday at 4:00 P.M.	Bob Leete	Kevin Graves
Parks and Recreation Committee (Community Center, Park and Recreation, Landscape)	Community Center	Bi-Monthly, third Wednesday at 3:30 P.M.	Chris Steele	Bill Pease
Communications - Committee	Community Center	Quarterly, first Wednesday at 5:30 P.M.	Chris Steele	Bill Mayer

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



## Town of Discovery Bay - District Representative Listing 2017

### Regional Committee Descriptions

**Contra Costa County Aviation Advisory Committee:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**East Contra Costa County Fire Protection:** District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Agency:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**LAFCO Liaison:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Police Services (P6 Committee):** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**School District Representative Liaison:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Regional Transportation Agencies:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

### Board Standing Committee Descriptions

**Finance Standing Committee Includes:** Budget standing committee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The standing committee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues. Investment standing committee is responsible for working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy. Public Financing standing committee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

**Water and Wastewater Standing Committee:** The Water and Wastewater standing committee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.

**Internal Operations Standing Committee:** The Internal Operations standing committee meets with staff regarding Town policies, procedures, and resources that pertain to employees and office administration.

**Parks & Recreation Standing Committee Includes:** Community Center standing committee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

**Communications Standing Committee:** The Communications standing committee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

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



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

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

**DRAFT**

*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: 6:00 p.m.**

**Wednesday, February 8, 2017**

1.) Meeting called to order by Committee member Gaylin Zeigler at 6:00 p.m. Chair Kane was absent.

2.) **Public Comment:** Terry Mehaney wants to request a larger 25 MPH sign on Discovery Bay Blvd passed the Community Center. He feels people don't see it. Can we request flashing speed signs? Sheriff's office stated flashing speed signs cost approximately \$5k each and they feel they don't work.

3.) **Review of Record of Actions of October 12, 2016 meeting:** Committee member Zeigler made a motion to accept the Record of Actions as presented. Second made by Committee member Belcher. Motion carried 3-1. AYES: Zeigler, Mankin, and Belcher. ABSTAIN: Steinberger.

4.) **Correspondence:** (Key: R= Received S= Sent) None.

5.) **Old Business:** Update on 1 radar unit, with another radar unit on its way. 1 LIDAR in place. CSO was hired end of December. RADKIDS update – training to started on February 13, 2017.

6.) **New Business:**

a.) **Monthly Activity Report (Lt. Hobbs):** Deputy Ingersol discussed the calls for service and reports for November 1- February 1, 2016. ID theft increasing

b.) **Rotation of Chair & Vice Chair:** Motion was made by Committee member Zeiglar that Committee member Mankin is the Chair for 2017, second made by Committee member Belcher. Motion passed 3-1 AYES: Zeigler, Belcher & Steinberger. ABSTAIN: Mankin Motion was made by Committee member Belcher that Committee member Steinberger is Vice Chair for 2017, second made by Committee member Zeigler. Motion passed 3-1 AYES: Zeigler, Belcher & Mankin. ABSTAIN: Steinberger

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

c) **Update on Speed/Traffic Count Report:** 85% of the speeds are between 28 & 32 mph in each direction of travel. Most driver are traveling at or near the speed limit. Some input was request by David Piepho to see if there is buy in from the Discovery Bay CSD & the Supervisor's office for flashing speed limit signs that are powered by solar. These are active feedback signs.

7.) Future agenda items/Committee Member Comments:

8.) Adjourn: Meeting adjourned at 6:58pm.

DRAFT



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes Board of Directors Special Meeting

**Friday March 3, 2017 10AM**

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

<b>BOARD OF DIRECTORS</b>		
Joy Benson	Joel Bryant-President	Brian Oftedal
Doug Handcastle	Meghan Bell-Vice President	Erick Stonebarger
Robert Kenny	Cheryl Morgan	Joe Young

**10:00 AM – Call to Order:** (10:03 a.m.)

**PLEDGE OF ALLEGIANCE:** (10:03 a.m.)

**ROLL CALL:** (10:04 a.m.)

Directors Present: Benson, Bell, Bryant, Handcastle, Kenny, Morgan, Oftedal, Stonebarger

Directors Absent: Young

**PUBLIC COMMENTS:** (10:04 a.m.)

There were no (0) Public Speakers

**RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS:** (10:04 a.m.)

1. Public Employee Appointment Pursuant to Government Code Section 54957(b)  
Title: Interim Fire Chief

**REPORT ON THE CLOSED SESSION:** (3:15 p.m.)

President Joel Bryant reported that, following interviews with two finalists and deliberations, the Board voted unanimously to offer the position of Interim Fire Chief to Battalion Brian Helmick, who accepted the Board's offer.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: March 6, 2017: (3:16 p.m.)**



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes  
Board of Directors Regular Meeting

**Monday March 6, 2017 6:30 P.M.**

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

## BOARD OF DIRECTORS

Joy Benson  
Doug Hardcastle  
Robert Kenny

Joel Bryant-President  
Meghan Bell-Vice President  
Cheryl Morgan

Brian Oftedal  
Erick Stonebarger  
Joe Young

**Call to Order:** (6:33 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:34 P.M.)

**ROLL CALL:** (6:34 P.M.)

Directors Present; Bell, Benson, Bryant, Hardcastle, Kenny, Oftedal, Stonebarger, Young  
Directors Absent: Morgan

**ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS:** (6:34 P.M.)

- A.1** Recognize Outgoing Directors Barr and Pope for Their Service to the District
- A.2** Administration of Oath of Office for Director Benson, who has been appointed to the Board of Directors by the Brentwood City Council and Director Hardcastle, who has been appointed to the Board of Directors by the Oakley City Council

**PUBLIC COMMENTS:** (6:38 P.M.)

There were five (5) Public Speakers – Mark Whitlock, Gil Guerrero, Dr. Dana Eaton, Stephen Smith, Jessica LaChance. All of the speakers recognized Chief Henderson for his service.

**CONSENT CALENDAR:** (6:48 P.M.)

**C.1** Approve Minutes from February 6, 2017 Regular Board of Directors Meeting

Motion by: Director Young to approve consent item C.1

Second by: Director Bell

Vote: Motion carried: 6:0:2

Ayes: Bell, Bryant, Kenny, Oftedal, Stonebarger, Young

Minutes March 6, 2017

Noes:  
Abstained: Benson, Hardcastle  
Absent: Morgan

## **DISCUSSION ITEMS**

### **D.1 Authorize an Employment Agreement with Interim Fire Chief Brian Helmick: (6:49 P.M.)**

There were two (2) Public Speakers – Mark Whitlock, Gil Guerrero

Motion by: Director Bell to approve and authorize execution of an Employment Agreement with Interim Fire Chief Brian Helmick

Second by: Director Hardcastle

Vote: Motion carried: 8:0:0

Ayes: Bell, Benson, Bryant, Hardcastle, Kenny, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Morgan

### **D.2 Receive Operational Update for February 2017: (6:58 P.M.)**

There were no (0) Public Speakers

## **INFORMATIONAL STAFF REPORTS: (6:58 P.M.)**

1. Finance Committee Update: Chief Henderson provided a verbal report.
2. Morgan Territory Incident: Chief Henderson provided a verbal report.
3. Chief's Message: Chief Henderson made remarks regarding his impending retirement.

President Bryant presented Chief Henderson with a Resolution of Appreciation.

Motion by: Director Stonebarger to approve to Resolution 2017-07

Second by: Director Young

Vote: Motion carried: 8:0:0

Ayes: Bell, Benson, Bryant, Hardcastle, Kenny, Oftedal, Stonebarger, Young

Noes:

Abstained:

Absent: Morgan

Each director and Legal Counsel Shayna van Hoften had an opportunity to share his/her own remarks.

## **DIRECTORS' COMMENTS: (7:03 P.M.)**

All the Board of Directors wishes Chief Henderson the best of luck in his future endeavors.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:38 P.M.)**

None

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: April 3, 2017: (7:38 P.M.)**

APR 10 2017

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT**

Hugh Henderson  
Fire Chief



SERVING THE COMMUNITIES OF:

Bethel Island  
Brentwood  
Byron

Discovery Bay  
Knightsen  
Morgan Territory  
Oakley

TO: Whom It May Concern  
FROM: Hugh Henderson; Fire Chief  
DATE: March 30, 2017  
SUBJECT: Battalion Chief Brian Helmick Appointed as Interim Fire Chief

As discussed in recent news briefings I will be retiring as the Fire Chief for the East Contra Costa Fire Protection District on March 30, 2017.

To maintain organizational continuity during the changeover period, an internal command staff member has been appointed to oversee and direct the District through the transition, and to provide advice and support to the Fire Board.

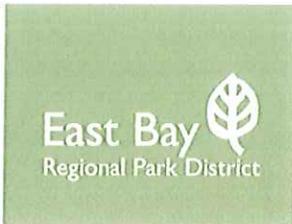
Effective March 31, 2017, Battalion Chief Brian Helmick will be appointed as Interim Fire Chief for the East Contra Costa Fire Protection District, assuming full duties and responsibilities for that position until the Board of Directors appoints a permanent Fire Chief.

It has been my privilege and pleasure to serve as your Fire Chief for the past 9 years, and assist in shaping the future of the Fire District in the process. With the conclusion of my services, I will pass command to Chief Helmick knowing that I leave the District's leadership in capable, competent hands. I am confident that there is a command staff in place who have a vested ownership in the successful delivery of the best possible service to the citizens and communities we serve.

Please feel free to contact Chief Helmick at 925-634-3400 or via email [bhelmick@eccfpd.org](mailto:bhelmick@eccfpd.org) with your questions or concerns.

Respectfully,

Hugh Henderson  
Fire Chief



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381 T: 1-888-EBPARKS F: 510-569-4319 TRS RELAY: 711 WWW.EBPARKS.ORG

Town of Discovery Bay  
Received  
APR 11 2017

April 7, 2017

Mike Davies, General Manager  
Discovery Bay Community Services District  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear General Manager Davies:

On behalf of our Board of Directors, enclosed is a new report quantifying the economic impact of the East Bay Regional Park District in the East Bay. The 2017 report was written by an independent economist from Oakland-based Economic & Planning Systems and is a longitudinal follow-up to a similar, groundbreaking, study conducted in the year 2000.

*Quantifying Our Quality of Life: An Economic Analysis of the East Bay's Unique Environment, 2017* updates the economic benefits of the Park District on the local and regional economies. This analysis takes into account the District's current portfolio of lands, trails, and programs. It applies new data and methods from recent research publications and studies. More specifically, this study focuses on valuing the societal and economic significance of the Park District using five primary inter-related lenses:

- Ecosystem Services
- Real Estate
- Recreation
- Public Health
- Additional Benefits

Key findings from this analysis of the economic significance of the East Bay Regional Park District include the following:

- EBRPD contributes over \$500 million annually in Economic Value (benefit to society). In addition, the Park District draws nearly \$200 million annually in Economic Impact (gross new spending in the local and regional economies).
- EBRPD lands offer unparalleled opportunities for outdoor recreation. This study finds District park users place an annual value of \$200 million on their park visits.
- The region's residential home prices in areas proximate to EBRPD lands receive premium value. This study finds nearby property sales include \$65 million per year in value attributable to the presence of the Park District.

I hope you enjoy our report, and its companion video, produced by Bay Area media legend Doug McConnell. Both are available on the District's website, [www.ebparks.org/economics](http://www.ebparks.org/economics). If you are interested in scheduling a presentation to learn more, please contact Monique Salas at (510) 544-2008.

Sincerely,  
  
Robert Doyle  
General Manager

Beverly Lane  
President, Board of Directors

Board of Directors

Beverly Lane President Ward 6	Dennis Waespi Vice-President Ward 3	Ayn Wieskamp Treasurer Ward 5	Ellen Corbett Secretary Ward 4	Whitney Dotson Ward 1	Dee Rosario Ward 2	Colin Coffey Ward 7	Robert E. Doyle General Manager
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