



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



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

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

**Regular Meeting**  
**Wednesday, May 17, 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 May 17, 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. Approve DRAFT minutes of regular meeting for May 3, 2017.
2. Approve Register of District Invoices.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report.

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

1. Veolia Report – Month of April 2017.

**F. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding a Contract Amendment related to the SCADA Improvement Project.

**G. INFORMATIONAL ITEMS ONLY**

**H. DIRECTORS' REPORTS**

1. Standing Committee Reports.
2. Other Reportable Items.

**I. MANAGER'S REPORT**

**J. GENERAL MANAGER'S REPORT**

1. Report on Grant Writing.
2. Water Quality Report for 2016.

**K. CORRESPONDENCE RECEIVED**

1. Received May 1, 2017 from Contra Costa County Supervisor Diane Burgis – Discovery Bay P-6 CAC Funding Request.

**L. FUTURE AGENDA ITEMS**

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

(Government Code Section 54957.7)

**N. CLOSED SESSION:**

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Michael R. Davies  
Unrepresented Employee: All TODB Employees
2. 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)

**P. ADJOURNMENT**

1. Adjourn to the regular meeting on June 7, 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 May 3, 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 President Leete
3. Roll Call – All present with the exception of Director Mayer and Director Steele – Director Steele arrived at 7:02 p.m.

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

- Public Comment regarding Traffic on Discovery Bay Boulevard.

There was discussion regarding the traffic on Discovery Bay Boulevard related to the time of day for officers to be in the area.

#### 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 special Area of Benefit meeting for April 18, 2017.
2. Approval of DRAFT minutes of regular meeting for April 19, 2017.
3. Approval of Register of District Invoices.
4. Approval of the purchase of two (2) budgeted 2017 Ford F-250 water and wastewater service trucks.
5. Approval of DRAFT revisions to Board Policy #012 and #013 to require specified users of Town parks and facilities to provide liability insurance with a separate additional insured endorsement.
6. Approval of the Board President to sign a letter to Senator Cannella opposing SB 496.

Item G-6 was removed from the Consent Calendar.

G-5 – Discussion related to the specified use of the Town of Discovery Bay Park rental.

G-4 – Discussion related to the purchase of the water and wastewater service trucks – one vehicle will be purchased just before the conclusion of this budget year and the other vehicle will be purchased at the beginning of the next budget year.

Motion by: Director Pease to accept the Consent Calendar with the removal of item G-6.

Second by: President Leete

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Mayer

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report - Crime Prevention Specialist Fontenot – Provided the details of the Newsletter for the month of May and also provided the stats of the Sheriff report for the month of April. Sheriff Dispatch Supervisor – Provided a brief overview of the Dispatch process related to the Dispatch shifts, service areas, and 911 calls from a landline is best.
3. CHP Report - Officer Thomas provided an update for the month of April.
4. Marine Patrol Report – No report.

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

None

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action to designate a Town Board Member and alternate to the East County Water Management Association Governing Board Representatives; and make nomination, if at all, for appointment to office.

General Manager Davies – Provided the details of designating a Town Board Member and alternate to the East County Water Management Association Governing Board.

No action.

**H. MANAGER'S REPORT**

1. Bi-Monthly Water Meter Completion Report Update.

Finance Manager Breitstein – Provided a PowerPoint presentation related to the Water Meter Completion update. There was discussion related to the angle stops, Bond and reserves, and a possible end of December completion date.

**I. INFORMATIONAL ITEMS ONLY**

None

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports – Vice-President Graves provided an update from the Water and Wastewater Standing Committee meeting related to the review of the CIP and the Budget.
2. Other Reportable Items

**K. GENERAL MANAGER'S REPORT**

None

**L. CORRESPONDENCE RECEIVED**

1. Received April 20, 2017 – Department of Conservation and Development – Notice of Public Hearing – Zoning Text Amendment.

**M. FUTURE AGENDA ITEMS**

None

The regular meeting adjourned at 7:25 p.m. to the Closed Session.

**N. 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 O-1 and O-2.

**O. CLOSED SESSION:**

1. Conference with Legal Counsel – Existing Litigation pursuant to subdivision (a) of Section 54956.9 of the Government Code.  
Name of case: Robert Abbadie v. Town of Discovery Bay CSD and York Services Group, Inc., WCAB Case No. (Unassigned).
2. 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)

Legal Counsel Attebery – Reporting from Closed Session on item O-1 and O-2 and there is no reportable action.

**Q. ADJOURNMENT**

1. The meeting adjourned at 8:08 p.m. to the next regular meeting of May 17, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-04-17

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

May 17, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Miichael R. 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** \$ 222,615.06

**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 May 17, 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	4246044555703473/417	Landscape Reimbursement (Z35,Z57,Z61)	04/25/17	\$41.75
Watersavers Irrigation Inc.	1824524-00	Landscape Maintenance (Z61)	05/04/17	\$170.33
<b>Contra Costa County</b>			<b>Sub-Total</b>	<b>\$212.08</b>
<b>Water</b>				
Animal Damage Control	2	Pest Control	04/27/17	\$270.00
Badger Meter	80011819	Beacon Cellular Data April 2017	04/29/17	\$3,503.04
Bay Area Air Quality Management District	3ZF97	Permit Renewal 06/01/17-06/01/19	05/03/17	\$617.00
Big Dog Computer	BDC33309	It Support, Computer Repair	05/01/17	\$153.28
Big Dog Computer	BDC33313	IT Support, Multiple IT Service Calls	05/08/17	\$137.63
Brentwood Ace Hardware	808/043017	Special Equipment	04/30/17	\$10.11
CaliforniaChoice Benefit Admin	2674655/53040	Health Insurance June 2017	04/26/17	\$4,483.55
Cintas	185602230	Mats	04/26/17	\$6.86
Cintas	185603258	Mats	05/03/17	\$6.86
Discovery Pest Control	211692	Pest Control WWPT#1	05/02/17	\$28.00
HD Supply Waterworks, LTD	H078317	Water Meter Project, Lids and Boxes	04/27/17	\$4,859.73
J.W. Backhoe & Construction, Inc.	2775	Water Leak Discovery Pt.	04/25/17	\$6,333.90
J.W. Backhoe & Construction, Inc.	2776	Paved Various Locations	04/25/17	\$7,012.41
Jose & Margarita Arroyo	BLAKE CT	Closed Account, Refund Overpayment	05/02/17	\$20.54
Kevin Graves	APRIL 2017	Expense Report April 2017	05/08/17	\$253.46
National Meter & Automation, Inc.	S1084001.001	Water Meter Project, Badger Meters and Endpoints	04/21/17	\$5,912.09
National Meter & Automation, Inc.	S1084001.002	Water Meter Project, Badger Meters and Endpoints	04/21/17	\$2,420.93
Neumiller & Beardslee	284016	Hofmann v. TODB	04/28/17	\$1,109.40
Neumiller & Beardslee	284231	General Services March 2017	04/28/17	\$914.69
Office Depot	923472661001	Office Supplies	04/26/17	\$90.66
Office Team	48296633	Water Meter Project Temporary	05/04/17	\$410.11
ParcelQuest	8428-5-2017/8428	2017-2018 Renewal	05/01/17	\$719.60
Paul E. Vaz Trucking, Inc.	48781	Material 04/12/17	04/20/17	\$240.56
Paul E. Vaz Trucking, Inc.	48782	Freight 04/12/17	04/20/17	\$266.28
R & B Company	S1642198.001	Water Meter Project, Lids	04/24/17	\$1,679.70
R & B Company	S1643079.001	Water Meter Project, Utility Box	04/25/17	\$935.28
R & B Company	S1644341.001	Water Meter Project, Meter Idler	04/27/17	\$1,082.50
ReliaStar Life Insurance Company	#JR452 457(B) 051517	457(b) 05/01/17-05/15/17	05/15/17	\$393.02
SDRMA	56160	Property Insurance Adjustment 2016-2017	05/03/17	\$34.68
U.S. Bank Corporate Payment System	4246044555703473/417	Travel & Meetings	04/25/17	\$72.51
U.S. Bank Corporate Payment System	4246044555703473/417	Travel & Education BOD	04/25/17	\$240.00
U.S. Bank Corporate Payment System	4246044555703473/417	Training & Education	04/25/17	\$240.00
U.S. Bank Corporate Payment System	4246044555703473/417	Public Relations	04/25/17	\$58.26
U.S. Bank Corporate Payment System	4246044555703473/417	Telephone General	04/25/17	\$407.46
U.S. Bank Corporate Payment System	4246044555703473/417	Telecom Networking	04/25/17	\$76.00
U.S. Bank Corporate Payment System	4246044555703473/417	Vehicle & Equipment Fuel	04/25/17	\$434.94
U.S. Bank Corporate Payment System	4246044555703473/417	Info System	04/25/17	\$924.94
U.S. Bank Corporate Payment System	4246044555703473/417	Office Furniture	04/25/17	\$614.86
U.S. Bank Corporate Payment System	4246044555703473/417	Postage	04/25/17	\$5.32
U.S. Bank Corporate Payment System	4246044555703473/417	Office Supplies	04/25/17	\$65.83
U.S. Bank Corporate Payment System	4246044555703473/417	Safety Supplies	04/25/17	\$42.73
U.S. HealthWorks	3107347-CA	Safety Supplies & Services	04/21/17	\$94.00
Univar	SJ811995	Chemicals Delivered 04/25/17	04/25/17	\$209.35
Univar	SJ811998	Chemicals Delivered 04/25/17	04/25/17	\$229.10
Upper Case Printing, Ink.	11851	Water Meter Project Supplies	05/01/17	\$41.65
Veolia Water North America	67666	Large Replacement March 2017	04/24/17	\$2,064.11
Veolia Water North America	67712	Preventative & Corrective March 2017	04/25/17	\$181.07
Veolia Water North America	68140	Monthly O&M Fee May 2017	05/09/17	\$51,250.12
Verizon Wireless	9784699448	Cell Phone Bill April 2017	04/26/17	\$212.77
<b>Water</b>			<b>Sub-Total</b>	<b>\$101,370.89</b>
<b>Wastewater</b>				
American Retrofit Systems	1255	WWTP#1 Recharge Heat Pump	05/05/17	\$250.00
Animal Damage Control	2	Pest Control	04/27/17	\$405.00
Big Dog Computer	BDC33309	It Support, Computer Repair	05/01/17	\$229.92

Big Dog Computer	BDC33313	IT Support, Multiple IT Service Calls	05/08/17	\$206.44
Bill Brandt Ford	161154	Vehicle Repair & Maintenance	04/20/17	\$141.67
Brentwood Ace Hardware	808/043017	General Repair	04/30/17	\$19.44
Brentwood Ace Hardware	808/043017	Special Equipment	04/30/17	\$15.17
Brentwood Ace Hardware	808/043017	Equipment Maintenance	04/30/17	\$5.83
Brentwood Ace Hardware	808/043017	Building Maintenance	04/30/17	\$38.97
CaliforniaChoice Benefit Admin	2674655/53040	Health Insurance June 2017	04/26/17	\$6,725.32
Cintas	185602230	Mats	04/26/17	\$14.20
Cintas	185602230	Uniforms	04/26/17	\$10.30
Cintas	185603258	Mats	05/03/17	\$14.20
Cintas	185603258	Uniforms	05/03/17	\$10.30
Comcast	8155400350232938/517	WWTP#2 Internet Service May 2017	05/03/17	\$109.95
Comcast	8155400350232946/517	WWTP#1 Internet Service May 2017	05/03/17	\$101.08
Discovery Pest Control	211692	Pest Control WWTP#1	05/02/17	\$42.00
Express Labs Inc.	76845	Employment Screening	04/30/17	\$60.00
Herwit Engineering	17-4	Professional Services April 2017	04/30/17	\$2,172.82
Kevin Graves	APRIL 2017	Expense Report April 2017	05/08/17	\$380.18
Neumiller & Beardslee	284016	Hofmann v. TODB	04/28/17	\$1,664.10
Neumiller & Beardslee	284231	General Services March 2017	04/28/17	\$1,372.04
Office Depot	923472661001	Office Supplies	04/26/17	\$135.98
ParcelQuest	8428-5-2017/8428	2017-2018 Renewal	05/01/17	\$1,079.40
ReliaStar Life Insurance Company	#JR452 457(B) 051517	457(b) 05/01/17-05/15/17	05/15/17	\$589.53
SDRMA	56160	Property Insurance Adjustment 2016-2017	05/03/17	\$52.01
U.S. Bank Corporate Payment System	4246044555703473/417	Travel & Meetings	04/25/17	\$108.77
U.S. Bank Corporate Payment System	4246044555703473/417	Training & Education BOD	04/25/17	\$360.00
U.S. Bank Corporate Payment System	4246044555703473/417	Training & Education	04/25/17	\$360.00
U.S. Bank Corporate Payment System	4246044555703473/417	Telephone General	04/25/17	\$1,047.89
U.S. Bank Corporate Payment System	4246044555703473/417	Telecom Networking	04/25/17	\$114.00
U.S. Bank Corporate Payment System	4246044555703473/417	Vehicle & Equipment Fuel	04/25/17	\$198.20
U.S. Bank Corporate Payment System	4246044555703473/417	Info System	04/25/17	\$1,383.41
U.S. Bank Corporate Payment System	4246044555703473/417	Office Furniture	04/25/17	\$922.30
U.S. Bank Corporate Payment System	4246044555703473/417	Postage	04/25/17	\$7.98
U.S. Bank Corporate Payment System	4246044555703473/417	Office Supplies	04/25/17	\$98.74
U.S. Bank Corporate Payment System	4246044555703473/417	Building Maintenance	04/25/17	\$35.78
U.S. Bank Corporate Payment System	4246044555703473/417	Safety Supplies	04/25/17	\$64.10
Veolia Water North America	67666	Large Replacement March 2017	04/24/17	\$3,096.17
Veolia Water North America	67667	Vehicle & Maintenance March 2017	04/24/17	\$2,961.22
Veolia Water North America	67712	Preventative & Corrective March 2017	04/25/17	\$3,224.95
Veolia Water North America	68140	Monthly O&M Fee May 2017	05/09/17	\$76,875.19
Verizon Wireless	9784699448	Cell Phone Bill April 2017	04/26/17	\$319.17

**Wastewater Sub-Total \$107,023.72**

**Grand Total \$208,606.69**

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On May 17, 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>				
Big B Lumber	454424	Landscape Maintenance	05/11/17	\$33.41
Brentwood Ace Hardware	808/043017	Equipment Maintenance	04/30/17	\$203.11
Brentwood Ace Hardware	808/043017	Misc. Small Tools	04/30/17	\$524.96
Brentwood Ace Hardware	808/043017	Equipment Rental	04/30/17	\$82.50
Brentwood Ace Hardware	808/043017	Building Maintenance	04/30/17	\$40.78
Cintas	185602230	Uniforms	04/26/17	\$48.39
Cintas	185602231	Personal Protective Equipment	04/26/17	\$107.12
Cintas	185603258	Uniforms	05/03/17	\$48.39
Discovery Bay Disposal	17-0001966/042817	Com 3 Yd Bin	04/28/17	\$318.35
Trugreen	61561885	Landscape Maintenance	04/06/17	\$1,685.00
U.S. Bank Corporate Payment System	4246044555703473/417	Vehicle & Equipment Fuel	04/25/17	\$424.40
U.S. Bank Corporate Payment System	4246044555703473/417	Landscape Maintenance	04/25/17	\$1,376.01
U.S. Bank Corporate Payment System	4246044555703473/417	Personal Protective Equipment	04/25/17	\$200.23
U.S. Bank Corporate Payment System	4246044555703473/417	Green Waste Disposal Cornell	04/25/17	\$318.35
U.S. HealthWorks	3111034-CA	Safety Supplies & Services	04/28/17	\$188.00
Verizon Wireless	9784699448	Cell Phone Bill April 2017	04/26/17	\$127.52
			<b>Total</b>	<b>\$5,726.52</b>
<b>Community Center</b>				
Brentwood Ace Hardware	808/043017	Community Center-Landscape Maintenance	04/30/17	\$125.14
Cintas	185602230	Community Center-Mats	04/26/17	\$53.90
Cintas	185603258	Community Center-Mats	05/03/17	\$53.90
Comcast	815540035023/417	Community Center-Internet Service May 2017	04/22/17	\$172.20
Discovery Bay Disposal	17-0013218/042817	Community Center-Com 3 Yd Bin	04/28/17	\$444.66
Express Labs Inc.	76845	Community Center-Employment Screening	04/30/17	\$60.00
Karina Dugand	43	Community Center-Program Fees	04/27/17	\$786.00
Leslie's Pool Supplies, Inc.	27-355761	Community Center-Pool Chemicals	04/20/17	\$393.26
Leslie's Pool Supplies, Inc.	27-357003	Community Center-Pool Chemicals	05/05/17	\$950.43
Monica Gallo	APRIL 2017	Community Center-Expense Report	04/20/17	\$28.03
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Telephone General	04/25/17	\$389.08
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Info System	04/25/17	\$84.00
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Monthly Software	04/25/17	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Office Supplies	04/25/17	\$34.10
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Landscape Maintenance	04/25/17	\$288.26
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Safety Supplies	04/25/17	\$1,594.23
U.S. Bank Corporate Payment System	4246044555703473/417	Community Center-Pre Employment Screening	04/25/17	\$35.00
Verizon Wireless	9784699448	Community Center-Cell Phone Bill April 2017	04/26/17	\$53.45
			<b>Total</b>	<b>\$5,895.04</b>
			<b>Grand Total</b>	<b>\$11,621.56</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On May 17, 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>
Brentwood Ace Hardware	808/043017	Landscape Maintenance	04/30/17	\$134.66
Cintas	185602230	Uniforms	04/26/17	\$53.58
Cintas	185603258	Uniforms	05/03/17	\$53.58
Hydropoint Data Systems, Inc.	CU034341/25445	Weather Trak	04/21/17	\$225.00
ProPet Distributors, Inc.	115948	Trash Liners	01/12/17	\$45.35
Trugreen	62598843	Landscape Maintenance	04/21/17	\$925.00
U.S. Bank Corporate Payment System	4246044555703473/417	Telephone General	04/25/17	\$7.36
U.S. Bank Corporate Payment System	4246044555703473/417	Vehicle & Equipment Fuel	04/25/17	\$326.35
Verizon Wireless	9784699448	Cell Phone Bill April 2017	04/26/17	\$127.54
Vortex Western Sales and Service	28068	Splashpad Repair	04/27/17	\$488.39
			<b>Total</b>	<b>\$2,386.81</b>



# MONTHLY OPERATIONS REPORT

April 2017

Town of Discovery Bay, CA

**2801** Days of Safe Operations

**131,680** worked hours since last recordable incident

## TRAINING:

**Safety, Operations, & Equipment**

<b>Safety</b>	<b>Hours</b>
West Monthly Regional Safety Webinar Weekly Safety Topics Confined Space	4.0
<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 (DDW) Quarterly Discharge Monitoring Report (DMR) Quarterly electronic State Monitoring Report (eSMR) Quarterly Water Quality Report (DDW)
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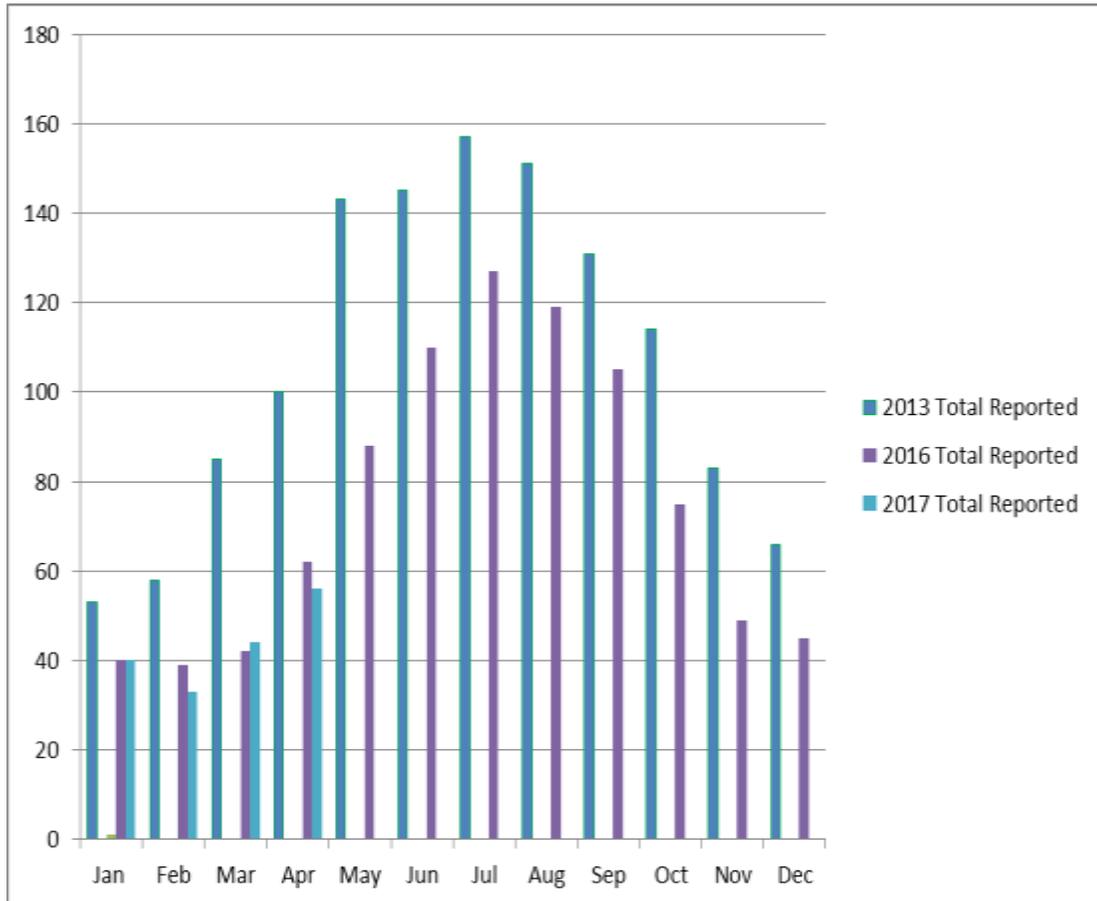
# WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
6	56	2130	9

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

## 2017 Monthly Water Production Table (MG)

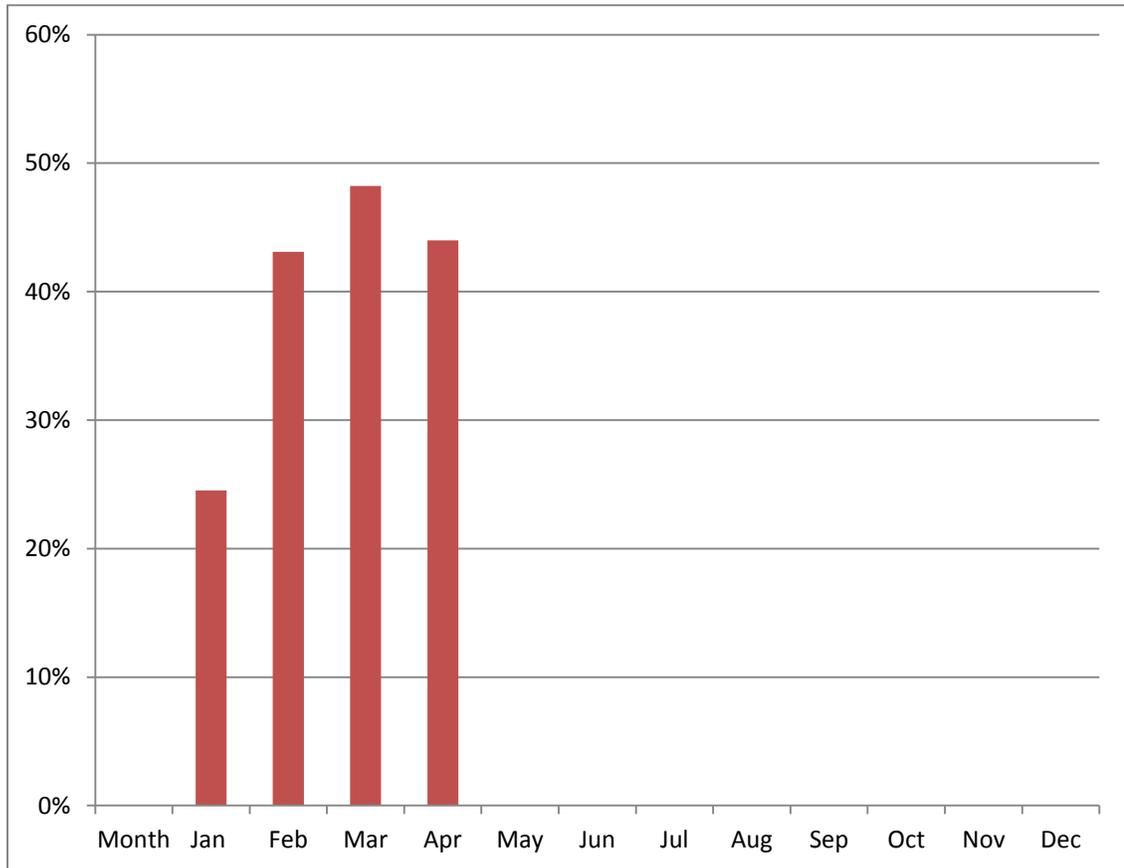
January	February	March	April	May	June
40	33	44	56		
July	August	September	October	November	December



### Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
<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>March Lab Data</i>	<i>April Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		37	37
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.3	1.3
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.2	1.2
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	20	13
Effluent TSS, lbs/d, <b>monthly avg.</b>	525	18	13
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	2	1.4
Effluent TSS, mg/L, <b>monthly avg.</b>	30	2	1.3
Total Coli form 7 day Median Max	23	2	0
Total Coli form Daily Maximum	240	8	5
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	99	99
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2057	2065

Blue – new parameter added

### National Pollution Discharge Elimination System (NPDES)

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

### Bacteriological Test Results

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
12	0	0	0

### 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>39</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>203</b>	<b>166</b>

### Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
<b>20</b>	<b>2</b>

### Call & Emergency Responses

Call Outs	Emergencies
<b>3</b>	<b>0</b>

### Personnel Hours & Overtime:

Regular Hours	Overtime
<b>1649</b>	<b>32</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

May 17, 2017

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Michael Davies, General Manager

*MRD*

### Agenda Title

Proposal for Electrical Engineering Services for the SCADA Improvement Project at Willow Lake Water Treatment Plant.

### Recommended Action

Approve the recommended contract with Joe Prevendar of Electrical Power Systems (EPS) a sub-consultant of Luhdorff and Scalmanini Contract Engineers (LSCE) for electrical engineering related to the SCADA Improvement Project at Willow Lake Water Treatment Plant, as not to exceed \$10,142.33.

### Executive Summary

Luhdorff and Scalmanini Contract Engineers is the District's Project Manager for the Willow Lake Water Treatment Plant SCADA Improvement Project. This Project was commissioned to transition to the new SCADA system at Willow Lake Water Treatment Plant. The project was needed to replace antiquated control systems at the treatment plant and transition to the new SCADA system.

The programming of the new system was having issues a few weeks ago due to Telstar's programmer needed a leave of absence. As a result LSCE hired an electrical engineer to provide additional time and visits that went beyond the original budget estimate to work with the new Telstar programmer assigned to the job. This decision was made due to the numerous errors in programming. LSCE is recommending to have the electrical engineer present during the commissioning of the new SCADA System. This recommendation causes the project to be over budget. Joe Prevendar has previously worked with LSCE and the District as he provided all of the electrical designs for the wells and treatment systems in Discovery Bay.

It is recommended by LSCE that the District hire Joe Prevendar of Electrical Power Systems (EPS), as LSCE's sub-consultant for electrical engineering. This fee includes the additional time requested on this project. The electrical engineer fee estimate is \$12,097.60. Typically LSCE adds a 15% markup on sub-consultant fees. To help reduce the cost, LSCE will waive the 15% markup on these additional costs. LSCE has a remaining budget on their contract of \$1,955.27 as of the April 30, 2017 invoice. LSCE is willing to hold hours to complete this project and apply the remaining budget to the additional costs. In summary, we are requesting to increase the Contract budget by \$10,142.33 to cover additional time requested of the electrical engineer.

The fee increase includes two additional factory acceptance tests and onsite inspections during startup and commissioning that were not included in the original scope. The electrical engineer's involvement has been value added to the project in assisting with addressing deficient programming leading up to the installation of the new PLCs.

The District Approved the CIP budget of \$250,000 with the budget adoption for FY 16/17. The Project budget after accepted bids is \$242,950. This leaves a balance of \$7,050. The project with the additional Electrical Engineering work will be \$3,092.33 over budget.

### Fiscal Impact:

**Amount Requested** \$10,142.33  
**Sufficient Budgeted Funds Available?:** Yes  
**Prog/Fund # Category:** CIP Project # 108

### Previous Relevant Board Actions for This Item

Proposal from Electrical Power Systems. Inc.

**Attachments:** Electrical Power Systems, Inc. quote

AGENDA ITEM: F-1

<b><u>ELECTRICAL POWER SYSTEMS. Inc.</u></b>					
FRESNO, CA Ph. 559-221-7230 FAX 559-221-0507					
<b><u>PROJECT FEE ESTIMATE</u></b>					
<b><u>SECOND REVISION</u></b>					
<b>PROJECT:</b>	<b>WILLOW LAKE PLC</b>				
<b>CLIENT:</b>	<b>LUHDORFF AND SCALMANINI</b>				
<b>EPS #:</b>	<b>E:\FILES\EPSBUSINESS\LS DB WILLOW PLC.XLS</b>				
<b><u>TASK 1 - CONSTRUCTION ADMINISTRATION</u></b>					
		RATE		HOURS	TOTAL
	ELECT. ENGINEER	\$ 235.00		48.00	\$ 11,280.00
	PROF. ENGINEER	\$ 200.00		-	\$ -
	E.I.T.	\$ 180.00		-	\$ -
	FLD. TECH./DSGNR	\$ 160.00		-	\$ -
	DRAFTING TECH.	\$ 122.00		-	\$ -
	CLERICAL	\$ 85.00		-	\$ -
	PERDIUM +lodging	\$ 46.00	PER DAY	-	DAYS \$ -
	MILES	\$ 0.80	686	MILES	\$ 548.80
	EXPENSE - HOTEL		NOTE 1		\$ 268.80
	OTHER			-	\$ -
				-----	-----
		<b><u>TASK 1 TOTAL</u></b>		<b>48.00</b>	hrs \$ 12,097.60
	Includes:				
	Two (2) Factory Acceptance Tests above original scope and one (1) site startup/tests. Additional visits will be billed on an hourly basis.				
		<b><u>TASK TOTALS</u></b>		<b>48.00</b>	<b>hrs \$ 12,097.60</b>
	<b><u>NOTE:</u></b> All fees quoted are maximums not to exceed. Fees will be billed on an hourly basis as to work effort on this project. Invoices will be billed monthly. Fee is valid for six (6) months.				
	Reimbursables will be billed at cost plus 10%.				

MAY 01 2017

## County Supervisor Diane Burgis, District 3

Contra Costa County Board of Supervisors



April 24, 2017

Legislation Committee, Chair

Transportation, Water &  
Infrastructure Committee, Chair

Airport Committee, Vice Chair

East Contra Costa Regional Fee &  
Finance Authority, Vice Chair

Internal Operations Committee, Vice  
Chair

Open Space/Parks & East Bay  
Regional Parks District Liaison  
Committee, Vice Chair

State Route 4 Bypass Authority, Vice  
Chair

TRANSPLAN, East County  
Transportation Planning, Vice Chair

California Identification System  
Remote Access Network Board

City-County Relations Committee  
Contra Costa County Fire Protection  
District

Contra Costa County Housing  
Authority

Delta Protection Commission  
Dougherty Valley Oversight  
Committee

East Contra Costa County Habitat  
Conservancy

East County Water Management  
Association

eBART Partnership Policy Advisory  
Committee

Northern Waterfront Economic  
Development Ad Hoc Committee  
Tri-Delta Transit

SERVING AS ALTERNATE:

ABAG Executive Board

ABAG General Assembly

Contra Costa Transportation  
Authority

Local Agency Formation Commission  
Mental Health Commission

Sacramento-San Joaquin Delta  
Conservancy

Sheriff-Coroner David O. Livingston  
Office of the Sheriff  
651 Pine Street, 7<sup>th</sup> Floor  
Martinez, CA 94553

RE: Discovery Bay P-6 CAC Funding Request

Dear Sheriff Livingston,

Thank you for all of your support and consideration of requests from the  
Discovery Bay P-6 Citizen Advisory Committee (CAC).

As you are aware, the Discovery Bay P-6 CAC made a recommendation last year  
for a Community Services Officer (CSO) for Discovery Bay. With your approval,  
the request was granted and the community has since felt a great representation by  
your Department.

The Committee recently learned that the CSO is in need of a dedicated vehicle to  
properly perform his duties. After thoughtful deliberation, the committee voted to  
make the request to use Discovery Bay P-6 funds to purchase a vehicle for their  
CSO.

I too support the committee's recommendation and request that the Discovery  
Bay P-6 funds be used for the purchase of a vehicle for the CSO in Discovery  
Bay.

Thank you for your consideration and please feel free to contact me if you have  
any questions or require any additional information.

As always, it is an honor to work with you in service to the constituents of Contra  
Costa County.

(continued)

3361 Walnut Boulevard, Suite 140, Brentwood, California 94513

Phone: 925.252.4500 • Fax: 925.240.7261

Email: Supervisor\_Burgis@bos.cccounty.us • www.CCCounty.us/SupervisorBurgis

Agenda Item K-1

Sincerely,

A handwritten signature in cursive script that reads "Diane Burgis". The signature is fluid and includes a large loop at the end of the last name.

DIANE BURGIS  
County Supervisor, District 3

Cc: Robert Leete, Town of Discovery Bay, President  
Mike Davies, Town of Discovery Bay, General Manager  
Bob Mankin, Discovery Bay P-6 Citizen Advisory Committee, Chair