



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, July 1, 2020

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Platinum-Level of Governance

PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday July 1, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE 891949**

Download Agenda Packet and Materials at <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 will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

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 June 17, 2020 Regular Board of Director's meeting.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

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

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2020-2021; Continue Collection of Assessments on County Tax Roll and Adoption of Resolution No. 2020-17, Allowing for a 1.1% Assessment Increase.
2. Discussion and Possible Action Authorizing Repairs to the Wastewater Treatment Plant 1 Influent Pump Station, Pump Station W and Installation of Pump Station F Bypass Piping in an Amount Not to Exceed \$60,000, Approving Resolution 2020-16 Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow)
July 1, 2020.
 - b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow)
July 1, 2020.
 - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer)
July 1, 2020.
2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED (Information Only)

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of July 15, 2020 beginning at 7:00 p.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 forty-eight 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

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 17, 2020
REGULAR MEETING 7:00 P.M.**

**NOTICE
Coronavirus COVID-19**

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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 Pease
2. Pledge of Allegiance- Led by Vice President Gutow
3. Roll Call- All Present.

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

None.

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 June 3, 2020.
2. Approve Register of District Invoices.
3. Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2020/21 – Adopt and Approve Resolution No. 2020-14.
4. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2020-2021, Accept Engineer's Report and Adopt Resolution No. 2020-15.

Vice President Bryon Gutow requested to postpone Agenda Items C-3 and C-4 until he has the opportunity to comment on them.

Director Robert Leete moved to approve Agenda Items C-1 and C-2 on the Consent Calendar.

Second by Director Bill Mayer.

Motion carried- AYES:5, NOES: 0

President Pease returned to Vice President Bryon Gutow for comments on the postponed Agenda Items.

Vice President Bryon Gutow commented that the assessment fees in Zone 9 have had an annual increase for many years. The amount Zone 9 homeowners are paying is 2½ to 3 times greater than Zone 8 homeowners pay.

Director Kevin Graves made motion to approve Agenda Items C-3 and C-4.
Second by Director Bill Mayer.
Motion carried- AYES: 5, NOES: 0.

D. PRESENTATIONS

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Postponed to July Regular Board Meeting.

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Approval of Resolution No. 2020-11 Related to the November 3, 2020 Election for the Board of Directors.

General Manager Mike Davies explained the requirement to approve a resolution for Board elections allowing the Town to be on the ballot. General Manager Mike Davies shared information on deadlines for application submittal.

Director Kevin Graves made motion to approve draft Resolution No. 2020-11 ordering the Board of Directors elections on November 3, 2020, the District's draft specifications for the election in the "Notice to County Elections Official – Special District Worksheet" and the "Elected Officials and Terms of Office" report; and direct the General Manager to provide these documents to the Contra Costa County Clerk-Recorder-Elections Department by July 1, 2020.

Second by Director Robert Leete.

Motion carried- AYES: 5, NOES: 0.

2. Public Hearing, Discussion and Possible Action to Adopt the Fiscal Year 2020-21 District Operating, Capital and Revenue Budgets and Resolution 2020-13.

Finance Manager Julie Carter reminded the Board of the approved Fiscal Year 2020-21 Preliminary Budget for Revenue and Spending Plan at the Board of Directors meeting on June 3, 2020. The rate table from the approved rate study was added to the budget packet. Finance Manager Julie Carter requested adoption of the upcoming fiscal year budget. There was a discussion regarding expenditures for Water and Wastewater administration, Zone 8 and Zone 9.

Director Robert Leete made a motion to approve Resolution 2020-13 Fiscal Year 2020-21 Operating, Capital and Revenue Budgets.

Second by Vice President Bryon Gutow.

Motion carried- AYES: 5, NOES: 0.

G. DIRECTORS' REPORTS

1. Parks and Landscape Manager Bill Engelman provided landscape update on entrance to Ravenswood. He also talked about upcoming pilot landscaping project which will be used to implement a landscape strategy for larger areas once Board reviews and approves the pilot.

Director Kevin Graves stated the Parks and Recreation Committee Chairs have made arrangements to view the pilot and provide support and feedback as the landscape pilot is in the process.

H. MANAGER'S REPORT

1. Community Center Pool Update.

General Manager Mike Davies provided the Board an update of the pool at the Community Center.

Pool design has been completed and sent to the Environmental Department for plan review.

Environmental Department made recommendation for the plans and Terracon has modified the plans to include those recommendations. The plan designs are currently being reviewed by the Building Department. Next step is to allow for stake holders to weigh in with any changes they wish to see in the plans. Once that feedback from stake holders is received, Terracon will modify plans once again. Then Terracon will make a revised estimate of plans for the competitive pool and the Board will make the decision to send this project out to bid. General Manager Mike Davies expressed gratitude for Tony Adams of Adams Pool for his patience during this project as they wait for decision regarding renovations or plans for a competitive pool. States Tony Adams will need to be advised by September 2020 if he will be doing this project.

Vice President Bryon Gutow questioned if Tony Adams indicated a change in his fee since project has changed.

General Manager Mike Davies stated that Tony Adams has not advised of any changes to the fee.

I. GENERAL MANAGER'S REPORT

J. CORRESPONDENCE RECEIVED

K. FUTURE AGENDA ITEMS

L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7) Open Session adjourned at 7:14 p.m.

M. CLOSED SESSION:

1. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8
Property: 1535 Discovery Bay Boulevard, Discovery Bay, CA 94505 (APN 008-200-010)
Agency Negotiator: Bill Pease/Mike Davies/Rod Attebery
Negotiating Parties: East Contra Costa Fire Protection District
Under Negotiation: Price and Terms
Closed session began at 7:14 p.m. and concluded at 7:30 p.m. with no reportable action.

N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

O. ADJOURNMENT

1. Adjourn to the regular meeting on July 1, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 1, 2020

Prepared By: Julie Carter, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 407,570.13

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 2019/2020

AGENDA ITEM: C-2

For The Meeting On July 1, 2020
Town of Discovery Bay CSD
Fiscal Year 7/19 - 6/20

SDRMA	\$205,912.84
Pacific Gas & Electric	116,211.57
Town of Discovery Bay CSD	37,457.89
U.S. Bank Corporate Payment System	15,001.18
J.W. Backhoe & Construction, Inc.	\$13,358.39
Precision IT Consulting	\$3,808.00
Matrix Trust	\$3,073.83
Freedom Mailing Service, Inc	\$2,855.41
Brentwood Press & Publishing	\$2,100.00
Univar Solutions USA Inc.	\$1,518.08
Belkorp AG	1,401.67
Luhdorff & Scalmanini	\$1,146.25
Terracon Consultants, Inc.	\$1,125.00
Lechowicz & Tseng Municipal Consultants	\$685.09
Office Depot	\$555.41
Aflac	\$365.58
ReliaStar Life Insurance Company	\$325.00
Watersavers Irrigation Inc.	\$255.42
UniFirst Corporation	120.00
CCSDA	\$100.00
Alhambra	\$77.53
Shred-It USA-Concord	\$66.13
Verizon Wireless	\$25.02
Carol McCool	24.84
	<hr/>
	\$407,570.13



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 1, 2020

Prepared By: Julie Carter, Finance Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2020-2021; continue collection of assessments on County Tax Roll and Adoption of Resolution No. 2020-17, allowing for a 1.1% assessment increase.

Recommended Action

Approve and Adopt Resolution No. 2020-17 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for the Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2020-2021; continue collection of assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone #9, the Board of Directors adopted Resolution 2020-02, which directed HERWIT Engineering to prepare the 2020-2021 assessment report. On June 17, 2020 the Board approved Resolution No. 2020-15 which accepted the Engineer's Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$714.84 which is the maximum allowable assessment for Zone 9, This is a 1.1% increase over last fiscal year's assessments of \$707.00.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2020-17 imposes the assessment on real property (1.1% increase) within DB L&L #9 and also approves the filing of the attached Notice of Exception.

Fiscal Impact:

Amount Requested - None
Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2019-02 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – 2020-2021.
Approval and Adoption of the Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 17, 2020
Approval and Adoption of Resolution 2050-15 accepting HERWIT Engineers Report – June 17, 2020.

Attachments

Resolution 2020-17, confirming the report and ordering the levy and collection of charges.
Final Assessment Engineer's Report 2020-2021, DB L&L Zone #9.
Notice of Exception.
Public Notice from East County Times.

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2020-17

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF CHARGES FOR
THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT ASSESSMENTS
WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
FOR THE FISCAL YEAR 2020-2021**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIID {Proposition 218};

WHEREAS, the proposed assessments for the 2020-2021 Fiscal Year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

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

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report {"Report"} prepared by HERWIT Engineers for the Ravenswood Improvement for Fiscal Year 2020-2021 is adopted and confirmed.
3. The \$714.84 assessment specified in the Report for the Ravenswood District, for Fiscal Year 2020-2021 is hereby imposed on the real property within such district for fiscal year 2020-2021.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.

7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF JULY 2020

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 1, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2020-2021

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2020

Town of Discovery Bay Community Services District

Director and President

Bill Pease

Director and Vice President

Bryon Gutow

Director

Kevin Graves

Director

Robert Leete

Director

Bill Mayer

General Manager

Mike Davies

Finance Manager

Julie Carter

Parks & Landscape Manager

Bill Engelman

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: June 2020

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2020-2021 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2019-2020 year

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 158,000	Annual assessments & investment revenue was received
\$ 304,230	Annual expenses grounds maintenance, capital improvements, and administrative expenses.
<u>\$ 152,447</u>	Fund total after 2019-2020 annual expenses.

Note: The expenses were higher for the 2019-2020 fiscal year than the previous fiscal year due to increases in O&M and Capital expenditures. The expenses for the 2019-2020 fiscal year were greater than the assessment and revenue collected, resulting in an overall decrease in the District's reserve account.

Current Assessment

The 2019-2020 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$707.00 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2020, the same CPI index is reported as 298.07. Based upon the change in the CPI, the new maximum assessment allowed for the 2020-2021 fiscal year is \$ 714.84.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2020-2021 fiscal year is \$ 714.84. This assessment is equally assessed to 203 parcels for an annual total of \$ 145,112.52. Therefore, the maximum Reserve Account Balance is \$ 290,225.04. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2020-2021 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District anticipates minimal charges for capital improvements to rehabilitate existing park facilities this fiscal year. The estimated budget for 2020-2021 is \$ 136,880. This equates to \$ 674.28 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 714.84 per parcel, or \$ 145,112.52 maximum assessment. Due to significant capital improvements during the 2019-2020 fiscal year, however, the reserve fund was drawn down significantly during the year.

Based on this report, the assessment for 2020-2021 tax year should be \$ 714.84 to allow the reserve fund balance to be increased. The assessment for the 2020-2021 fiscal year is then \$ 714.84 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Ravenswood Improvement District Annual Assessment

Project Location – Specific: Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project:

Levy of the annual assessment for fiscal year 2020-21 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

Reasons why project is exempt: The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

Lead Agency

Contact Person: Michael Davies **Area Code/Telephone/Extension:** (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 7/1/2020 Title: General Manager

Signed by Lead Agency
 Signed by Applicant

Date received for filing at OPR:

Advertising Order Confirmation



<u>Ad Order Number</u> 0006492007	<u>Customer</u> DISCOVERY BAY, TOWN OF	<u>PO Number</u> Zone 9 Engineering Report
<u>Sales Representative</u> Anna Davis	<u>Customer Account</u> 2005834	<u>Ordered By</u>
<u>Order Taker</u> Anna Davis	<u>Customer Address</u> COMMUNITY SERVICES DISTRICT 1800 WILLOW LAKE RD. DISCOVERY BAY, CA	<u>Customer Fax</u> 9255132705
<u>Order Source</u> Email	<u>Customer Phone</u> 925-634-1131	<u>Customer EMail</u> cmccool@todb.ca.gov
<u>Current Queue</u> Ready	<u>Invoice Text</u> East County Times	<u>Special Pricing</u>
<u>Tear Sheets</u> 0	<u>Blind Box</u>	<u>Promo Type</u> ECT Legals
<u>Ad Number</u> 0006492007-01	<u>Color</u> 2 X 30 Li	<u>Production Method</u> AdBooker
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Production Notes</u>
<u>Ad Size</u> 2 X 30 Li	<u>Production Color</u>	<u>Ad Attributes</u> Released for Publication
<u>Ad Type</u> Legal Liner	<u>Ad Type</u> Legal Liner	<u>Production Method</u> AdBooker

NOTICE OF PUBLIC HEARING TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR 2020-2021 COLLECTION OF ASSESSMENT ON THE CONTRA COSTA COUNTY TAX ROLLS FOR THE RAVENSWOOD SUBDIVISION NO. 8710

Notice is hereby given that on Wednesday July 1, 2020, at 7:00 p.m. the Town of Discovery Bay Community Services District ("District") Board of Directors, will hold a public hearing at their Regular Meeting to consider adopting a Resolution for the continued collection of the assessment on the Contra Costa County Tax Rolls, for the Ravenswood Subdivision, No. 8710, Landscaping, Park, Lighting and Open Space Improvements District also known as DB L&L Zone #9 in Discovery Bay for the fiscal year 2020-2021. The public hearing will take place at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd, Discovery Bay, California. If public entry is denied due to COVID-19 restrictions, attendance may be made via teleconference as noted on the meeting agenda.
ECT# 5492007 June 17, 2020

Product	Requested Placement	Requested Position	Run Dates	# Inserts
East Bay Times:ECT	Legals CLS	General Legal - 1076-	06/17/20	1
East Bay Times:EB Full	Legals CLS	General Legal - 1076-	06/17/20	1

<u>Net Amount</u>	53.10	<u>Tax Amount</u>	0.00	<u>Total Amount</u>	53.10
<u>Payment Amount</u>	0.00	<u>Amount Due</u>	\$53.10		

Order Charges:

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Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

July 1, 2020

Prepared By: Gregory Harris, District Wastewater Engineer and Mike Yeraka, Projects Manager
Submitted By: Michael R. Davies, General Manager

Agenda Title

Discussion and Possible Action Authorizing Repairs to the Wastewater Treatment Plant 1 Influent Pump Station, Pump Station W and Installation of Pump Station F Bypass Piping in an Amount Not to Exceed \$60,000, Approving Resolution 2020-16 Adopting a CEQA Exemption, Approving the Project and Directing Filing of the Notice of Exemption.

Recommended Action

It is recommended that the Board take the following Action:

- a. Authorize HERWIT Engineering to separately complete the pump station repairs design work in their previously approved Denitrification and Master Plan Improvements Project scope of work as soon as possible.
- b. Authorize Veolia to secure bids consistent with District Policy Number 11 (*Purchasing and Procurement Policy*) and make the repairs as authorized by the General Manager.
- c. Adopt Resolution 2020-16 approving the project and adopting a CEQA Notice of Exemption.
- d. Authorize Staff to file the attached Notice of Exemption with the County Clerk's office.

Executive Summary

At Plant No.1 several pipes located at the Influent Pump Station and Pump Station W have failed preventing their pumps from being used. At the same location, the District will need to install a bypass at Pump Station F to allow work on the influent pump station without having to bring Plant No. 1 online. Both projects are listed on the District's Capital Improvement Plan and would be included with the Denitrification Project, but because of the current circumstance moving these two projects forward would be prudent decision to prevent an emergency caused by the failure. Pump Station W will be repaired first which will enable us to effectively repair the influent pump station.

The mentioned proposed project would split out the Pump Station W piping repair, Influent Pump Station Piping repair, and Pump Station F bypass from the Denitrification Project and accelerate these items to be completed immediately. It is imperative that all three of these systems work together.

Engineering cost would be paid by using \$20K of carryover funds from FY 19/20 for Capital Improvement Budget allotted for the design. The construction cost would be paid for by moving forward the allocated funds of \$60K from the FY 20/22 Capital Improvement Budget. The other planned capital items for Pump Station W and the Influent Pump Station will be completed as part of the Denitrification Project.

To accelerate bidding and construction, the District plans to have Veolia bid and contract for construction of the project. The Project would proceed under the supervision of HERWIT Engineering in partnership with the Town of Discovery Bay staff.

To satisfy CEQA for the project, the Board will need to adopt Resolution 2020-16 adopting the CEQA Exemption, Approving the project and Directing filing of the Notice of Exemption. The exemption from CEQA is allowed given that the projects consists of repairing existing facilities.

Specific Board Action:

It is recommended that the Board take the following Action:

- a. Authorize HERWIT Engineering to separately complete the pump station repairs design work in their previously approved Denitrification and Master Plan Improvements Project scope of work as soon as possible.
- b. Authorize Veolia to secure bids consistent with District Policy Number 11 (*Purchasing and Procurement Policy*) and make the repairs as authorized by the General Manager.
- c. Adopt Resolution 2020-16 approving the project and adopting a CEQA Notice of Exemption.
- d. Authorize Staff to file the attached Notice of Exemption with the County Clerk's office.

Previous Relevant Board Actions for This Item

On November 20, 2019, the Board approved the Scope of Work with HERWIT Engineering for the design of the Denitrification and Master Plan Improvements Project which includes the projects that are the subject of this staff report.

Fiscal Impact: The cost for design of the three repair projects are already included in the previously approved HERWIT design Scope of Work.

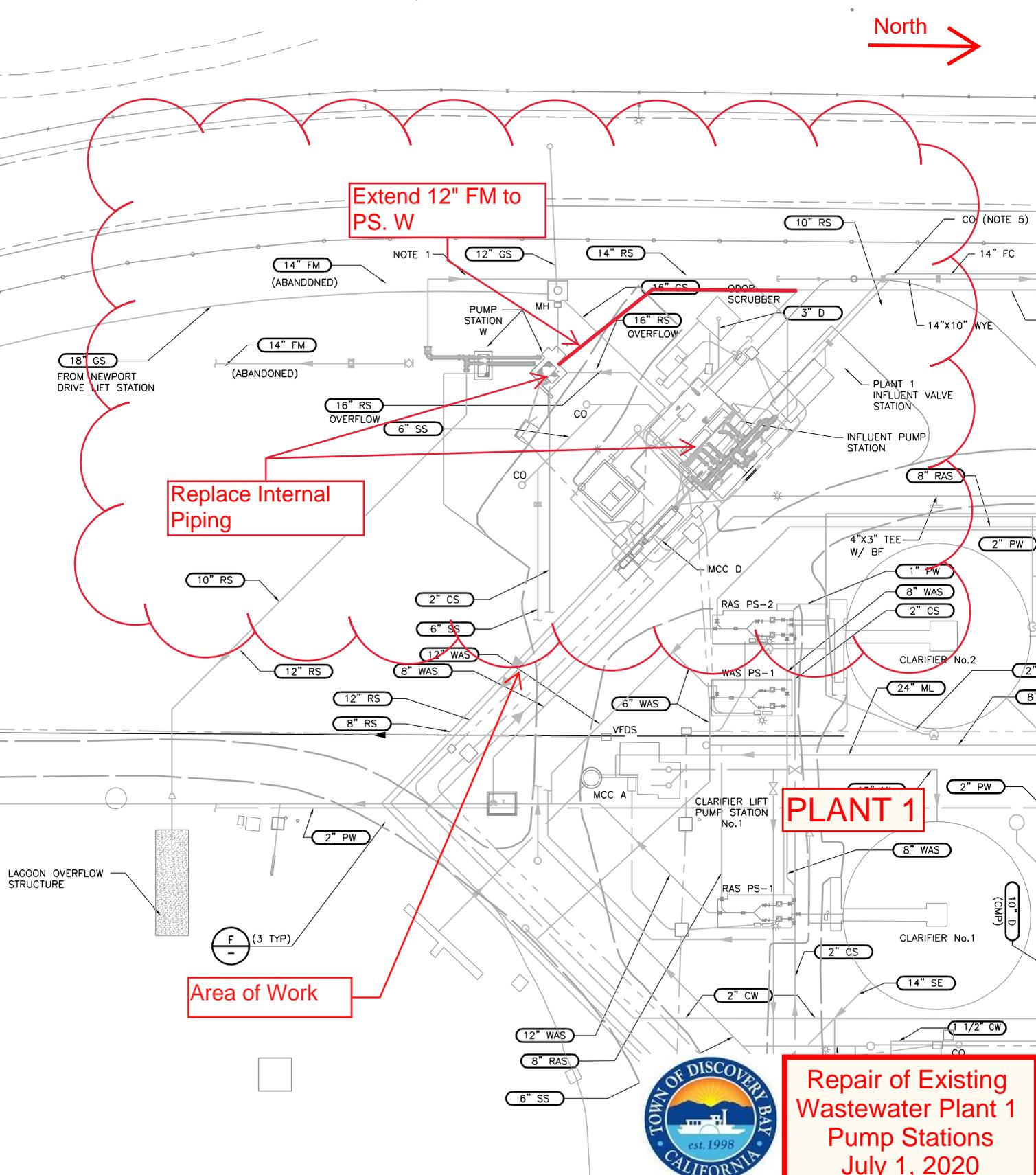
Amount Requested: \$60,000 to cover the repair construction costs, which are included in the budget for the Denitrification and Master Plan Improvements Project.

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Category: TBD

Attachment

1. Map showing the location of the repairs.
2. Resolution 2020-16.
3. Notice of Exemption.



Extend 12" FM to PS. W

Replace Internal Piping

Area of Work

PLANT 1

Repair of Existing Wastewater Plant 1 Pump Stations July 1, 2020





**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2020-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY, ADOPTING A CATEGORICAL EXEMPTION FOR THE PURPOSES OF
SATISFYING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, APPROVING REPAIRS TO THE
WASTEWATER PLANT NO. 1 INFLUENT PUMP STATION AND PUMP STATION W AND INSTALLATION OF
PUMP STATION F BYPASS PIPING AND DIRECTING THE GENERAL MANAGER TO FILE A NOTICE OF
EXEMPTION WITH THE CONTRA COSTA COUNTY CLERK.**

WHEREAS, the Town of Discovery Bay Community Services District ("District") is a government agency organized and existing under the laws of the State of California; and

WHEREAS, the District is in need of making repairs to the existing influent pump station and pump station W and install pump station F bypass piping to facilitate said repairs; and

WHEREAS, the District is the lead agency under the California Environmental Quality Act ("CEQA") for the Repair of Existing Wastewater Plant 1 Pump Stations ("Project"); and

WHEREAS, the Project is categorically exempt under CEQA as Repair of Existing Facilities pursuant to Section 15301 (Class 1) of the Guidelines for CEQA, California Administrative Code of Regulations, Title 14, Chapter 3, Article 19; and

WHEREAS, all other legal prerequisites to the adoption of this resolution have been met.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1: The above recitals are true and correct.

Section 2: The General Manager is authorized to commence the necessary steps to make the repairs at wastewater plant No. 1.

Section 3: The Notice of Exemption prepared for the Project has been completed in accordance with CEQA Guidelines.

Section 4: The Board hereby approves and adopts the Categorical Exemption for the repairs at wastewater plant No. 1.

Section 5: The Board hereby approves the repairs to the influent pump station and pump station W and installation of pump station F bypass piping.

Section 6: The Board hereby directs the General Manager to prepare and file with the County Clerk of Contra Costa County for posting, a "Notice of Exemption" pursuant to California Administrative Code, Title 14, Chapter 3, Section 15062.

Section 7: This Resolution shall take effect immediately upon its adoption.

Section 8: The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF July 2020.

Bill Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 1, 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary

Notice of Exemption

TO: Contra Costa County
Clerk's Office
555 Escobar Street
Martinez, CA 94553

From: Town of Discovery Bay CSD
1800 Willow Lake Rd.
Discovery Bay, CA 94505

Project Title: Repair of Existing Wastewater Plant 1 Pump Stations

Project Applicant: Town of Discovery Bay Community Services District (CSD), 1800 Willow Lake Road, Discovery Bay, CA 94505

Project Location: 2500 Channel Road, Discovery Bay, CA 94505

Project Location – City: Town of Discovery Bay Project Location – County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

Repair of existing Influent Pump Station and Pump Station W and installation of pump station F bypass piping to facilitate said repairs at wastewater treatment plant No. 1, Discovery Bay. The repairs are necessary in order to continue to provide reliable wastewater service to the Discovery Bay community.

Name of Public Agency Approving the Project: Town of Discovery Bay Community Services District

Name of Lead Agency Carrying Out the Project: Town of Discovery Bay Community Services District
Phone: 925-634-1131

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: Repair of Existing Facilities, pursuant to Guidelines for CEQA, Regulation Sec. 15301

Statutory Exemptions. State code number:

Reasons why project is exempt:

15301 – Consists of the operation, repair, maintenance of existing public or private structures, facilities, mechanical equipment... involving negligible or no expansion of existing or former use.

Lead Agency

Contact Person: Michael Davies, General Manager Telephone: 925-634-1131

Attached is the certified document of exemption finding.

Signature: _____ Date: _____ Title: General Manager

Signed by Lead Agency

Signed by Applicant

Attached:

Resolution 2020-16