



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



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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

For the Meeting of Wednesday  
August 20, 2014

7:00 P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday August 20, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

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

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

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

**C. PRESENTATIONS**

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

**E. CONSENT CALENDAR**

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

1. Approval of DRAFT minutes of special meeting dated August 6, 2014
2. Approval of DRAFT minutes of regular meeting dated August 6, 2014
3. Approve Register of District Invoices
4. Approval of Notice of Exemption (CEQA) for Community Center Swimming Pool Plastering Project
5. Approval of Notice of Exemption (CEQA) for Community Center Tennis Courts Re-surfacing Project
6. Approval of Notice of Exemption (CEQA) for Reclaimed Water Project at Wastewater Treatment Plant # 2
7. Approve and Accept the contract work performed by Aero-Mod, Inc., for the Belt Press for Bio-Solids Project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office

**F. PUBLIC HEARING to Consider the Following**

1. Adoption of Resolution No. 2014-17 amending the Town of Discovery Bay Community Services District Capacity Fee Program

**G. BUSINESS AND ACTION ITEMS**

1. 2014 Community Center Public Event Calendar (Revised)
2. Proposed Ordinance No. 25 Establishing Emergency Drought Regulations

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. VEOLIA REPORT**

1. Veolia Report – Month of July 2014

**J. MANAGER’S REPORTS – Discussion and Possible Action**

**K. GENERAL MANAGER’S REPORT – Discussion and Possible Action**

**L. DISTRICT LEGAL COUNSEL REPORT**

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

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

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated June 12, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated July 7, 2014
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 10, 2014
4. R – Byron Municipal Advisory Council meeting minutes dated July 17, 2014

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next Regular meeting dated September 3, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



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



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No Back Up  
Documentation  
For Agenda Item C



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



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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No Back Up  
Documentation  
For Agenda Item D



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday August 6, 2014  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

**A. ROLL CALL**

**Call business meeting to order** – 6:30 p.m. by President Simon  
**Roll Call** – All Present with the exception of Director Graves  
**Director Graves** – Arrived at 6:32 p.m.

**B. PUBLIC COMMENT**

None

**C. 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 D-1.

**D. CLOSED SESSION:**

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

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case

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

(Government Code Section 54957.1)

**Legal Counsel Attebery** – The Board has reconvened from closed session and there is no reportable action.

**F. ADJOURNMENT**

The meeting adjourned at 6:44 p.m. to the Regular Meeting on August 6, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 08-08-14

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday August 6, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

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

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

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

None

**C. AREA AGENCIES REPORTS / PRESENTATION**

**1 Sheriff's Office Report**

**Crime Prevention Specialist Fontenot** – Provided the law enforcement report for the month of July. There was discussion between the Crime Prevention Specialist, the General Manager, and the Board.

**2. CHP Report** – No Report

**3. East Contra Costa Fire Protection District Report**

**Chief Henderson** – Provided the East Contra Costa Fire Protection District report and the details for the month of July. There was discussion between Chief Henderson and the Board.

**4. Supervisor Mary Piepho, District III Report**

**Lea Castleberry, Deputy Chief of Staff** – Provided an update of several projects surrounding Discovery Bay. There was discussion between Lea Castleberry, the General Manager, and the Board.

**D. COMMITTEE/LIAISON REPORTS**

**1. Trans-Plan Report** – No Report

**2. County Planning Commission Report** – No Report

**3. Code Enforcement Report**

**Director Wiesen** – Provided her report and the details of the meeting dated July 31, 2014

**4. Special Districts Report\*\***

**Director Pease** – Provided his report and the details of the meeting dated July 21, 2014

**\*\*These meetings are held Quarterly**

**E. PRESENTATIONS**

None

**F. CONSENT CALENDAR**

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

**1.** Approval of DRAFT minutes of special meeting dated July 16, 2014

**2.** Approval of DRAFT minutes of regular meeting dated July 16, 2014

**3.** Approve Register of District Invoices

**4.** Annual Conference of the California Special District Association (CSDA)

**5.** Discovery Bay Boulevard Roadway Banners – American Hero's

**6.** Purchase of 2015 Ford F-250 Work Truck

**President Simon** – Pulled Consent Calendar Items F-5 and F-6.

**Motion by:** Director Pease to approve the Consent Calendar with the exception of F-5 and F-6

**Second by:** Director Wiesen

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

**Consent Calendar – F-5 Discovery Bay Boulevard Roadway Banners – American Hero's**

**Consent Calendar – F-6 Purchase of 2015 Ford F-250 Work Truck**

**General Manager Howard** – Provided details of item F-5 and F-6. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

**Motion by:** Director Graves to approve Consent Calendar items F-5 and F-6

**Second by:** Director Pease

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

**G. BUSINESS AND ACTION ITEMS**

1. Agency Comment Request – Land Use Permit Application – LP14-2044 – Mariner's Church

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

**Motion by:** Director Pease to direct Staff to send a letter to Contra Costa County Conservation and Development that states the Board has no negative comment regarding Land Use Permit Application LP14-2044

**Second by:** Director Wiesen

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

2. Agency Comment Request – Development Plan Application – DP14-3030 – Marina Circle

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

**Motion by:** Director Pease to direct Staff to send a letter to Contra Costa County Conservation and Development that states the Board has no negative comment regarding Development Plan Application DP14-3030.

**Second by:**

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

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

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

None

**J. MANAGER'S REPORT – Discussion and Possible Action**

None

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

1. **New State Mandated Water Conservation Measures**

**General Manager Howard** – Provided the details of item K-1. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board. Direction was given by the Board to direct Staff and Legal to retain 5A and 5B – and revise the language regarding the HOA's. The Ordinance for New State Mandated Water Conservation Measures will be presented at the August 20, 2014 meeting to be approved and adopted. There was one Public Comment speaker

2. **Town of Discovery Bay Surplus Storage**

**General Manager Howard** – Provided the details of item K-2. There was discussion between the General Manager and the Board. Direction was given by the Board to direct Staff to relay that the Town of Discovery Bay Surplus Storage agreement with the Discovery Bay Lions Club should revert back to the original contract.

**L. DISTRICT LEGAL COUNSEL REPORT**

None

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

None

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

1. R - State Route 4 Bypass Authority meeting minutes dated June 12, 2014

**O. PUBLIC RECORD REQUESTS RECEIVED**

None

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 8:22 p.m. to the next regular meeting dated August 20, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 08-08-14

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



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

August 20, 2014

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

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 290,916.04

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

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

### Previous Relevant Board Actions for This Item

### Attachments

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

**AGENDA ITEM: E-3**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 20, 2014**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Brentwood Ace Hardware	808/073114	Landscape Reimb (Z57)	07/31/14	\$30.24
Brut Force Janitorial	8/2014	Janitorial Service Aug 2014 (Z57,Z61)	08/04/14	\$50.00
County Clerk - CCC	5	NOE Swimming Pool Plastering (Z8)	08/13/14	\$50.00
County Clerk - CCC	6	NOE Tennis Court Resurfacing (Z8)	08/13/14	\$50.00
Odyssey Landscape Co, Inc.	36039726	Monthly Maintenance July 2014 (Z35,Z57,Z61)	07/20/14	\$7,589.79
Sierra Nevada Construction, Inc.	20458	Slurry Seal (Z35,Z57)	07/24/14	\$21,880.90
U.S. Bank Corporate Payment System	4246044555703473/714	Landscape Reimb (Z35,Z57,Z61)	07/25/14	\$130.15
United States Postal Services	PERMIT 15/080414	Postage for Activity Guide (Z8)	8/4/2014	\$490.00
Watersavers Irrigation Inc.	1474718-00	Landscape Reimb (Z61)	06/30/14	-\$538.25
Watersavers Irrigation Inc.	1477957-00	Landscape Reimb (Z35)	07/09/14	\$4.94
Watersavers Irrigation Inc.	1478090-00	Landscape Reimb (Z35)	07/09/14	-\$0.82
Watersavers Irrigation Inc.	1479176-00	Landscape Reimb (Z61)	07/11/14	\$39.28
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$29,776.23</b>
<b>Water</b>				
Arkady Test	609 CAMBRIDGE CT	Closed Account, Refund Overpayment	08/11/14	\$8.39
Bartle Wells Associates	BWA513C-1003	Proposal To Update Water & Wastewater Capacity Fee	08/01/14	\$810.40
Bay Area Air Quality Management District	3KB86	Annual Permit 2014-2015	08/04/14	\$3,890.40
Big Dog Computer	BDC33045	Computer Profile Update	07/30/14	\$50.00
Big Dog Computer	BDC33047	Monthly GOTO and Remote Service Call	08/01/14	\$65.60
Brentwood Ace Hardware	808/073114	General Repair	07/31/14	\$22.43
Brentwood Press & Publishing	162438	Pipeline Printing	08/01/14	\$759.60
Brentwood Tire Company	31981	Dump Trailer Tire	07/07/14	\$32.70
Brut Force Janitorial	8/2014	Janitorial Service Aug 2014	08/04/14	\$80.00
Caselle, Inc.	59319	Support and Maintenance Sept 2014	08/01/14	\$444.00
Cintas	185476529	Uniforms	07/22/14	\$14.94
Cintas	185477345	Uniforms	07/29/14	\$14.94
Cintas	185478153	Uniforms	08/05/14	\$14.93
County of Contra Costa Public Works Dept	917945	Encroachment Permits	08/04/14	\$1,974.50
Du-All Safety	16218	Safety Support and Training for 2014-2015	07/31/14	\$1,160.00
EnerPower	65583	Electric Charges 06/11/14-07/10/14	07/28/14	\$254.00
EnerPower	65585	Electric Charges 05/14/14-06/12/14	07/28/14	\$154.00
Golden State Flow Measurement, Inc	I-041501	Water Meters	07/22/14	\$9,827.78
J.W. Backhoe & Construction, Inc.	2162	Find Angle Meter Pinehurst Ct	07/25/14	\$2,512.30
J.W. Backhoe & Construction, Inc.	2164	Water Leak Willow Lake Rd	07/27/14	\$2,805.38
J.W. Backhoe & Construction, Inc.	2165	Fire Hydrant Repair Discovery Bay Blvd	07/27/14	\$7,174.64
J.W. Backhoe & Construction, Inc.	2166	Raised Box Starfish Ct	07/27/14	\$527.60
Kleinfelder, Inc.	1021704	Ground Water Network Evaluation	08/01/14	\$4,160.75
Luhdorff & Scalmanini	29928	Water Quality, Pumps Assessment, Capacity Fee	07/27/14	\$3,474.40
Office Depot	721413145001	Office Supplies	07/30/14	\$43.39
Office Depot	721413146001	Office Supplies	07/26/14	\$15.66
Patricia Cimlov-Zahares	14-030	News Letter With Stock Image	08/08/14	\$438.80
R & B Company	S1425547.001	Concrete Utility Box	07/31/14	\$1,039.43
ReliaStar Life Insurance Company	JR#52 457(B) 081514	457 (b) 08/01/14-08/15/14	08/15/14	\$435.77
Rene & Christine Ramirez	141 CARDINAL LN	Closed Account, Refund Overpayment	08/11/14	\$23.15
Richard Howard	2	Training & Education	08/14/14	\$60.00
Ricoh USA, Inc	5031679093	Photocopier July 2014	07/20/14	\$126.91
SDRMA	15254	Medical Benefits Sept 2014	08/05/14	\$1,484.71
Shred-It USA-Concord	9403961707	Shredding Service July 2014	07/24/14	\$23.97
Terex Services	90205146	Equipment Repair	07/17/14	\$100.94
U.S. Bank Corporate Payment System	4246044555703473/714	Medical Insurance	07/25/14	\$1,575.74
U.S. Bank Corporate Payment System	4246044555703473/714	Travel & Meetings	07/25/14	\$119.08
U.S. Bank Corporate Payment System	4246044555703473/714	Training & Education	07/25/14	\$554.00
U.S. Bank Corporate Payment System	4246044555703473/714	Dues & Subscriptions	07/25/14	\$25.20
U.S. Bank Corporate Payment System	4246044555703473/714	Memberships	07/25/14	\$48.00
U.S. Bank Corporate Payment System	4246044555703473/714	TODB Sponsored Events	07/25/14	\$167.50
U.S. Bank Corporate Payment System	4246044555703473/714	Telephone-General	07/25/14	\$755.08
U.S. Bank Corporate Payment System	4246044555703473/714	Telecom-Networking	07/25/14	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/714	Vehicle & Equipment Fuel	07/25/14	\$555.14
U.S. Bank Corporate Payment System	4246044555703473/714	Automotive Supplies & Repairs	07/25/14	\$46.97
U.S. Bank Corporate Payment System	4246044555703473/714	General Repairs	07/25/14	\$23.80
U.S. Bank Corporate Payment System	4246044555703473/714	Info System Maintenance	07/25/14	\$96.30

U.S. Bank Corporate Payment System	4246044555703473/714	Computer Software	07/25/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/714	Office Supplies	07/25/14	\$135.02
U.S. Bank Corporate Payment System	4246044555703473/714	Special Expense	07/25/14	\$28.70
United States Postal Services	PERMIT 15/080414	Postage for Pipeline	08/04/14	\$196.00
Univar	SJ631474	Chemicals Delivered 07/22/14	07/22/14	\$144.97
Univar	SJ631476	Chemicals Delivered 07/22/14	07/22/14	\$259.74
Univar	SJ632619	Chemicals Delivered 07/28/14	07/28/14	\$241.62
Univar	SJ632620	Chemicals Delivered 07/28/14	07/28/14	\$157.05
Univar	SJ633982	Chemicals Delivered 08/04/14	08/04/14	\$185.24
Univar	SJ633983	Chemicals Delivered 08/04/14	08/04/13	\$302.03
Veolia Water North America	39840	Reclaimed Water Project May 2014	07/23/14	\$1,373.36
Veolia Water North America	39899	Monthly R&M June 2014	07/24/14	\$2,051.19
Veolia Water North America	39916	Pumps/Motors Replacement June 2014	07/25/14	\$810.13
Veolia Water North America	39945	Reclaimed Water Project June 2014	07/25/14	\$1,038.22
Veolia Water North America	40042	Monthly O&M Fee August 2014	08/01/14	\$39,493.70
Verizon Wireless	9729399769	Cell Phone Bill July 2014	07/26/14	\$158.52
Zee Medical Service Company	724506815	Medical Supplies	08/04/14	\$54.72

**Water Sub-Total \$94,739.43**

**Wastewater**

Bartle Wells Associates	BWA513C-1003	Proposal To Update Water & Wastewater Capacity Fee	08/01/14	\$1,215.60
Bay Area Air Quality Management District	3KB86	Annual Permit 2014-2015	08/04/14	\$5,835.60
Big Dog Computer	BDC33045	Computer Profile Update	07/30/14	\$75.00
Big Dog Computer	BDC33046	Polycom Phone Repair	08/01/14	\$47.50
Big Dog Computer	BDC33047	Monthly GOTO and Remote Service Call	08/01/14	\$98.40
Brentwood Ace Hardware	808/073114	Building Repairs	07/31/14	\$74.86
Brentwood Press & Publishing	162438	Pipeline Printing	08/01/14	\$1,139.40
Brentwood Tire Company	31981	Dump Trailer Tire	07/07/14	\$49.06
Brut Force Janitorial	8/2014	Janitorial Service Aug 2014	08/04/14	\$120.00
Caselle, Inc.	59319	Support and Maintenance Sept 2014	08/01/14	\$666.00
Cintas	185476529	Uniforms	07/22/14	\$22.41
Cintas	185477345	Uniforms	07/29/14	\$22.41
Cintas	185478153	Uniforms	08/05/14	\$22.39
Comcast	8155400350232938/814	WWTP#1 Internet	08/03/14	\$115.50
Comcast	8155400350232946/814	WWTP#2 Internet	08/03/14	\$85.45
County Clerk - CCC	4	NOE for Reclaimed Water Project	08/11/14	\$50.00
Cramer, Frank	JULY 2014	Expense Report July 2014	08/07/14	\$109.05
Du-All Safety	16218	Safety Support and Training for 2014-2015	07/31/14	\$1,740.00
EnerPower	65584	Electric Charges 06/12/14-07/13/14	07/28/14	\$171.00
Herwit Engineering	14-7	Professional Services July 2014	08/02/14	\$9,289.04
Herwit Engineering	DB-MP-5,6,7-3	Secondary Effluent Equalization	08/02/14	\$4,647.15
Kleinfelder, Inc.	1020093	Inspection Services	07/21/14	\$4,355.75
Office Depot	721413144001	Office Supplies	07/28/14	\$103.02
Office Depot	721413146001	Office Supplies	07/26/14	\$23.50
Patricia Cimlov-Zahares	14-030	News Letter With Stock Image	08/08/14	\$658.20
ReliaStar Life Insurance Company	JR#52 457(B) 081514	457 (b) 08/01/14-08/15/14	08/15/14	\$653.65
Richard Howard	2	Training & Education	08/14/14	\$90.00
Ricoh USA, Inc	5031679093	Photocopier July 2014	07/20/14	\$190.36
SDRMA	15254	Medical Benefits Sept 2014	08/05/14	\$2,227.07
Shred-It USA-Concord	9403961707	Shredding Service July 2014	07/24/14	\$35.95
Stantec Consulting Services Inc	814593	RWD	07/29/14	\$3,376.00
Terex Services	90205146	Equipment Repair	07/17/14	\$151.41
U.S. Bank Corporate Payment System	4246044555703473/714	Medical Insurance	07/25/14	\$2,363.43
U.S. Bank Corporate Payment System	4246044555703473/714	Travel & Meetings	07/25/14	\$197.88
U.S. Bank Corporate Payment System	4246044555703473/714	Training & Education	07/25/14	\$396.00
U.S. Bank Corporate Payment System	4246044555703473/714	Dues & Subscriptions	07/25/14	\$37.80
U.S. Bank Corporate Payment System	4246044555703473/714	Memberships	07/25/14	\$72.00
U.S. Bank Corporate Payment System	4246044555703473/714	TODB Sponsored Events	07/25/14	\$251.25
U.S. Bank Corporate Payment System	4246044555703473/714	Telephone-General	07/25/14	\$1,204.25
U.S. Bank Corporate Payment System	4246044555703473/714	Telecom-Networking	07/25/14	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/714	Vehicle & Equipment Fuel	07/25/14	\$292.72
U.S. Bank Corporate Payment System	4246044555703473/714	Automotive Repair & Maintenance	07/25/14	\$46.46
U.S. Bank Corporate Payment System	4246044555703473/714	General Repairs	07/25/14	\$89.51
U.S. Bank Corporate Payment System	4246044555703473/714	Info System Maintenance	07/25/14	\$143.10
U.S. Bank Corporate Payment System	4246044555703473/714	Building Repairs	07/25/14	\$76.28
U.S. Bank Corporate Payment System	4246044555703473/714	Computer Software	07/25/14	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/714	Postage	07/25/14	\$5.60
U.S. Bank Corporate Payment System	4246044555703473/714	Office Supplies	07/25/14	\$202.54
U.S. Bank Corporate Payment System	4246044555703473/714	Building Maintenance	07/25/14	\$112.94
U.S. Bank Corporate Payment System	4246044555703473/714	Special Expense	07/25/14	\$43.04
United States Postal Services	PERMIT 15/080414	Postage for Pipeline	08/04/14	\$294.00
Veolia Water North America	39839	Fiber To Plant #1 May 2014	07/23/14	\$7,799.13

Veolia Water North America	39899	Monthly R&M June 2014	07/24/14	\$5,841.51
Veolia Water North America	39916	Pumps/Motors Replacement June 2014	07/25/14	\$1,215.19
Veolia Water North America	39938	Lift Station Rehab June 2014	07/25/14	\$1,500.00
Veolia Water North America	40042	Monthly O&M Fee August 2014	08/01/14	\$59,240.54
Verizon Wireless	9729399769	Cell Phone Bill July 2014	07/26/14	\$237.78
Zee Medical Service Company	724506815	Medical Supplies	08/04/14	\$82.08

<b>Wastewater</b>	<b>Sub-Total</b>	<b>\$119,379.75</b>
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**Community Center**

<b>Community Center</b>	<b>Sub-Total</b>	<b>\$0.00</b>
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<b>Grand Total</b>	<b>\$243,895.41</b>
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**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 20, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Albert Harcourt	1	Community Center-Program Fees	07/31/14	\$1,104.00
Big Dog Computer	BDC33041	Community Center-A/C Unit Installation	07/22/14	\$92.23
Big Dog Computer	BDC33041	Community Center-Camera Set Up, WIFI Set Up	07/22/14	\$462.50
Big Dog Computer	BDC33042	Software Install	07/23/14	\$50.00
Big Dog Computer	BDC33042	Community Center-Software Install	07/23/14	\$50.00
Big Dog Computer	BDC33043	Email Set Up	07/23/14	\$37.50
Big Dog Computer	BDC33044	Community Center-Cameras	07/29/14	\$470.87
Big Dog Computer	BDC33044	Community Center-Camera Installation	07/29/14	\$190.00
Big Dog Computer	BDC33045	Community Center-Conversion and Camera Configuration	07/30/14	\$562.50
Big Dog Computer	BDC33046	Community Center-Printer Issue	08/01/14	\$47.50
Brentwood Ace Hardware	808/073114	Misc. Small Tools	07/31/14	\$64.79
Brentwood Ace Hardware	808/073114	Minor Equipment	07/31/14	\$48.81
Brentwood Ace Hardware	808/073114	Community Center-General Repairs	07/31/14	\$32.36
Brentwood Press & Publishing	162438	Community Center-Activity Guide Printing	08/01/14	\$1,899.00
Brentwood Tire Company	31981	Dump Trailer Tire	07/07/14	\$40.88
Brentwood Tire Company	32033	Oil Change	07/14/14	\$20.71
Brut Force Janitorial	8/2014	Janitorial Service Aug 2014	08/04/14	\$190.00
Brut Force Janitorial	8A/2014	Community Center-Janitorial Service Aug 2014	08/04/14	\$700.00
Cintas	185476529	Uniforms	07/22/14	\$18.67
Cintas	185476529	Community Center-Mats	07/22/14	\$30.92
Cintas	185477345	Uniforms	07/29/14	\$18.68
Cintas	185477345	Community Center-Mats	07/29/14	\$30.92
Cintas	185478153	Uniforms	08/05/14	\$18.65
Cintas	185478153	Community Center-Mats	08/05/14	\$30.99
Comcast	8155400350238370	Monthly Internet	07/22/14	\$50.74
Comcast	8155400350238370	Community Center-Monthly Internet	07/22/14	\$50.74
Discovery Bay Designs	1034	Community Center-Swim Team Expense	07/18/14	\$29.84
Discovery Bay Disposal	17-0001966/073114	Com 2 Yd Bin, Cornell	07/31/14	\$292.37
Discovery Bay Disposal	17-0013218/073114	Community Center-2 YD Bin	07/31/14	\$292.37
Discovery Pest Control	128607	Community Center-Pest Control	07/25/14	\$79.00
Future Stars 2000's, Inc.	536525	Community Center-Program Fees	08/06/14	\$696.00
Karina Dugand	10	Community Center-Program Fees	07/30/14	\$440.00
Karina Dugand	9	Community Center-Program Fees	07/24/14	\$512.00
Lincoln Equipment, Inc.	51245471	Community Center-Chemicals	07/27/14	\$483.59
Odyssey Landscape Co, Inc.	36039726	Monthly Maintenance July 2014	07/20/14	\$7,965.00
Office Depot	724336727001	Office Supplies	07/23/14	\$26.26
Office Depot	724336727001	Community Center-Building Maintenance	07/23/14	\$38.47
Office Depot	724629837001	Office Supplies	07/25/14	\$73.47
Office Depot	724629837001	Community Center-Office Supplies	07/25/14	\$73.47
Play-Well TEKnologies	DB5032	Community Center-Program Fees	07/02/14	\$640.00
Richard Pierce	100	Community Center-Swim Team Expense	07/21/14	\$1,092.42
Richard Pierce	101	Community Center-Swim Team Expense	08/04/14	\$499.60
Sierra Nevada Construction, Inc.	20458	Slurry Seal Cornell Park	07/24/14	\$12,246.63
Terex Services	90205146	Equipment Repair	07/17/14	\$252.35
Town Of Discovery Bay CSD	325	Community Center-Postage for Activity Guides	08/04/14	\$490.00
Town Of Discovery Bay CSD	327	Community Center-NOE Tennis Courts	08/13/14	\$50.00
Town Of Discovery Bay CSD	328	Community Center-NOE Swimming Pool	08/13/14	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/714	Equipment	07/25/14	\$324.22
U.S. Bank Corporate Payment System	4246044555703473/714	Telephone-General	07/25/14	\$240.05
U.S. Bank Corporate Payment System	4246044555703473/714	Vehicle & Equipment Fuel	07/25/14	\$445.79
U.S. Bank Corporate Payment System	4246044555703473/714	Equipment Maintenance	07/25/14	\$175.41
U.S. Bank Corporate Payment System	4246044555703473/714	Misc. Small Tools	07/25/14	\$294.88
U.S. Bank Corporate Payment System	4246044555703473/714	Landscape Maintenance	07/25/14	\$198.51
U.S. Bank Corporate Payment System	4246044555703473/714	Building Maintenance	07/25/14	\$47.61
U.S. Bank Corporate Payment System	4246044555703473/714	Utilities/Waste	07/25/14	\$191.60
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Events	07/25/14	\$138.86
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Advertising	07/25/14	\$1.12
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Telephoning General	07/25/14	\$388.62
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Computer Software	07/25/14	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Office Supplies	07/25/14	\$28.75
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Building Maintenance	07/25/14	\$488.19
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Utilities/Waste	07/25/14	\$191.60
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Special Expense	07/25/14	\$46.64
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Swim Team	07/25/14	\$1,112.98

U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Food	07/25/14	\$323.21
U.S. Bank Corporate Payment System	4246044555703473/714	Community Center-Beverage	07/25/14	\$111.75
Verizon Wireless	9729399769	Cell Phone Bill July 2014	07/26/14	\$111.21
Verizon Wireless	9729399769	Community Center-Cell Phone Bill July 2014	07/26/14	\$51.84
Watersavers Irrigation Inc.	1479176-00	Nozzle Assortment	07/11/14	\$14.13
			<b>Total</b>	<b>\$37,924.72</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On August 20, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33042	Software Install	07/23/14	\$50.00
Big Dog Computer	BDC33043	Email Set Up	07/23/14	\$37.50
Brentwood Ace Hardware	808/073114	Landscape Maintenance	07/31/14	\$11.88
Brentwood Tire Company	31981	Dump Trailer Tire	07/07/14	\$40.88
Brentwood Tire Company	32033	Oil Change	07/14/14	\$20.71
Brut Force Janitorial	8/2014	Janitorial Service Aug 2014	08/04/14	\$25.00
Cintas	185476529	Uniforms	07/22/14	\$18.67
Cintas	185477345	Uniforms	07/29/14	\$18.67
Cintas	185478153	Uniforms	08/05/14	\$18.66
Comcast	8155400350238370	Monthly Internet	07/22/14	\$50.74
Odyssey Landscape Co, Inc.	36039726	Monthly Maintenance July 2014	07/20/14	\$2,900.73
Office Depot	724336727001	Office Supplies	07/23/14	\$26.25
Office Depot	724629837001	Office Supplies	07/25/14	\$73.47
Sierra Nevada Construction, Inc.	20458	Slurry Seal Ravenswood Park	07/24/14	\$4,245.67
Terex Services	90205146	Equipment Repair	07/17/14	\$252.35
U.S. Bank Corporate Payment System	4246044555703473/714	Telephone General	07/25/14	\$246.11
U.S. Bank Corporate Payment System	4246044555703473/714	Vehicle & Equipment Fuel	07/25/14	\$222.83
U.S. Bank Corporate Payment System	4246044555703473/714	Equipment Maintenance	07/25/14	\$175.42
U.S. Bank Corporate Payment System	4246044555703473/714	Misc. Small Tools	07/25/14	\$149.57
Verizon Wireless	9729399769	Cell Phone Bill July 2014	07/26/14	\$111.21
Watersavers Irrigation Inc.	1480311-00	Planting Tablets Poe St	07/15/14	\$103.74
Williams Sanitary Service	26676	Toilet Rental Ravenswood	08/01/14	\$295.85
			<b>Total</b>	<b>\$9,095.91</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

**Prepared By:** Fairin Perez, Parks and Recreation Manager  
**Submitted By:** Rick Howard, General Manager *RH*

**Agenda Title**

Approval of Notice of Exemption (CEQA) for Community Center Swimming Pool Plastering Project

**Recommended Action**

Approve and authorize Staff to execute and record the Notice of Exemption (CEQA) for the Community Center Swimming Pool Plastering project.

**Executive Summary**

As required by the California Environmental Quality Act (CEQA), any project performed by a governmental agency must be reviewed for compliance with the laws and regulations of the Act. The agency must first determine if the project requires and environmental review or if it is exempt from CEQA. If the agency finds the project exempt, they must approve and file a Notice of Exemption with the County Recorder.

Upon review of the Community Center Swimming Pool Plastering Project, Staff found that the work to be exempt for Categorical reasons. A copy of the draft form of the Notice to Exemption is attached for review and approval.

Staff is requesting an approval of the attached Notice of Exemption and authorization to execute said document and forward to the County Recorder, along with a \$50 filing fee, for recordation.

**Fiscal Impact:**

**Amount Requested - \$50.00**  
**Sufficient Budgeted Funds Available?: Yes**  
**Proj/Fund # CC Category: Capital - 1135**

**Previous Relevant Board Actions for This Item**

June 18, 2014 - Approval and Adoption of the 2014-2015 Operating and Capital Improvement Budget for the Discovery Bay Community Center

**Attachments**

Draft Notice of Exemption – Discovery Bay Community Center Swimming Pool Plastering

**AGENDA ITEM: E-4**

## NOTICE OF EXEMPTION

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

**From:** Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**Project Title:** Community Center Swimming Pool Plastering

**Project Location – Specific:** 1601 Discovery Bay Blvd.

**Project Location – City:** Discovery Bay, CA **Project Location – County:** Contra Costa

**Description of Nature, Purpose, and Beneficiaries of Project:** Renovation, in the form of re-plastering, of swimming pool at the Discovery Bay Community Center. **Purpose:** To increase safety and add recreational value for the residents of Discovery Bay.

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

**Name of Person or Agency Carrying Out Project:** Town of Discovery Bay Community Services District

**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. Sec. 15301 (d) –Existing Facilities.
  
- Statutory Exemptions. State code number:

**Reasons why project is exempt:** 15301(d) – Project consists of restoration or rehabilitation of deteriorated or damaged facilities.

**Lead Agency**

**Contact Person:** Fairin Perez **Area Code/Telephone/Extension:** (925) 634-1733

**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: \_\_\_\_\_  
 Signed by Lead Agency  
 Signed by Applicant

Date: \_\_\_\_\_ Title: General Manager  
Date received for filing at OPR:



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

**Prepared By:** Fairin Perez, Parks and Recreation Manager  
**Submitted By:** Rick Howard, General Manager *RH*

**Agenda Title**

Approval of Notice of Exemption (CEQA) for Community Center Tennis Courts Re-surfacing Project

**Recommended Action**

Approve and authorize Staff to execute and record the Notice of Exemption (CEQA) for the Community Center Tennis Courts Re-surfacing Project.

**Executive Summary**

As required by the California Environmental Quality Act (CEQA), any project performed by a governmental agency must be reviewed for compliance with the laws and regulations of the Act. The agency must first determine if the project requires an environmental review or if it is exempt from CEQA. If the agency finds the project exempt, they must approve and file a Notice of Exemption with the County Recorder.

Upon review of the Community Center Tennis Courts Re-surfacing project, Staff found that the work to be exempt for Categorical reasons. A copy of the draft form of the Notice to Exemption is attached for review and approval.

Staff is requesting an approval of the attached Notice of Exemption and authorization to execute said document and forward to the County Recorder, along with a \$50 filing fee, for recordation.

**Fiscal Impact:**

**Amount Requested** -\$50.00  
**Sufficient Budgeted Funds Available?:** Yes  
**Proj/Fund # CC** Category: Capital - 1135

**Previous Relevant Board Actions for This Item**

June 18, 2014 - Approval and Adoption of the 2014-2015 Operating and Capital Improvement Budget for the Discovery Bay Community Center

**Attachments**

DRAFT Notice of Exemption – Discovery Bay Community Center Tennis Courts Re-surfacing

**AGENDA ITEM: E-5**

## NOTICE OF EXEMPTION

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

**From:** Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**Project Title:** Community Center Tennis Courts Re-surfacing

**Project Location – Specific:** 1601 Discovery Bay Blvd.

**Project Location – City:** Discovery Bay, CA **Project Location – County:** Contra Costa

**Description of Nature, Purpose, and Beneficiaries of Project:** Renovation, in the form of crack repair and surfacing, of tennis courts at the Discovery Bay Community Center Tennis Complex. **Purpose:** To increase safety and add recreational value for the residents of Discovery Bay.

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

**Name of Person or Agency Carrying Out Project:** Town of Discovery Bay Community Services District

**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. Sec. 15301 (d) –Existing Facilities.
  
- Statutory Exemptions. State code number:

**Reasons why project is exempt:** 15301(d) – Project consists of restoration or rehabilitation of deteriorated or damaged facilities.

**Lead Agency**

**Contact Person:** Fairin Perez **Area Code/Telephone/Extension:** (925) 634-1733

**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: \_\_\_\_\_  
 Signed by Lead Agency  
 Signed by Applicant

Date: \_\_\_\_\_ Title: General Manager  
Date received for filing at OPR:



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

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

### Agenda Title

Approval of Notice of Exemption (CEQA) for Reclaimed Water Project at Wastewater Treatment Plant # 2

### Recommended Action

Approve and authorize Staff to execute and record the Notice of Exemption (CEQA) for the Reclaimed Water Project at Wastewater Treatment Plant # 2.

### Executive Summary

As required by the California Environmental Quality Act (CEQA), any project performed by a governmental agency must be reviewed for compliance with the laws and regulations of the Act. The agency must first determine if the project requires an environmental review or if it is exempt from CEQA. If the agency finds the project exempt, they must approve and file a Notice of Exemption with the County Recorder.

The Reclaimed Water Project at Wastewater Treatment Plant # 2 will eliminate the use of treated potable water in the wastewater treatment process at that plant. In lieu of treated potable water, tie-in lines will be installed and treated wastewater will be diverted from the outfall pipeline to the clarifiers and belt presses. It is anticipated that this will result in average year savings of 26 million gallons/year of potable water.

Staff found that the work to be exempt for Categorical reasons. A copy of the DRAFT form of the Notice to Exemption is attached for review and approval.

Staff is requesting an approval of the attached Notice of Exemption and authorization to execute said document and forward to the County Recorder, along with a \$50 filing fee, for recordation.

### Fiscal Impact:

**Amount Requested \$50.00**  
**Sufficient Budgeted Funds Available?: Yes**  
**Proj/Fund # Zone # 8 Category: Capital - 4834**

### Previous Relevant Board Actions for This Item

Approval and Adoption of the 2014-2015 Operating and Capital Improvement Budget for the Discovery Bay

### Attachments

DRAFT Notice of Exemption – Reclaimed Water Project at Wastewater Treatment Plant # 2

AGENDA ITEM: E-6

## NOTICE OF EXEMPTION

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

**From:** Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**Project Title:** Reclaimed Water Project at Wastewater Treatment Plant # 2.

**Project Location – Specific:** Wastewater Treatment Plant #2, 17501 Highway 4, Discovery Bay, CA 94505

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

**Description of Nature, Purpose, and Beneficiaries of Project:** Construction of Reclaimed Water Tie-In Project. **Purpose:** To reduce potable water use.

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

**Name of Person or Agency Carrying Out Project:** Town of Discovery Bay Community Services District

**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. Sec. 15303 – New Construction or Conversion of Small Structures  
Sec. 15304 – Minor Alterations to Land  
 Statutory Exemptions. State code number:

**Reasons why project is exempt:** 15303 – Project consists of the construction and location of limited numbers of new, small facilities or structures. 15304 – Project consists of minor public alterations in the condition of land which does not involve removal of healthy, mature, scenic trees.

**Lead Agency**

**Contact Person:** Rick Howard, 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: \_\_\_\_\_  
 Signed by Lead Agency  
 Signed by Applicant

Date: \_\_\_\_\_ Title: General Manager  
Date received for filing at OPR:



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

**Prepared By:** Carol McCool, Administrative Assistant/Board Clerk

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

*RH*

### Agenda Title

Approve, Accept and release the retention for the contract work performed by Aero-Mod Inc., for the Belt Press at the Bio Solids Project and record "Notice of Completion" with the Contra Costa County Recorder's Office and release the retention

### Recommended Action

Approve, Accept and release the retention for the Belt Press for Bio Solids Project and direct staff to record "Notice of Completion" with the Contra Costa County Recorder's Office and to release the retention 35 days after recordation.

### Executive Summary

Staff has determined that the work specified in the contract has been completed pursuant to the plans and specifications and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention in the amount of \$22,110.00, and performance bonds and recordation of the Notice of Completion. The retention will be released 35 days after recordation of the Notice of Completion.

### Fiscal Impact:

**Amount Requested \$ 22,110.00**

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

**Prog/Fund #21-1170-13 Category: Pers. Optg. Cap. -or- CIP# X Fund# BOND**

### Previous Relevant Board Actions for This Item

September 12, 2012 – Approval Purchase of One Aero-Mod Belt Press for Bio Solids Production Project

### Attachments

Notice of Completion

**AGENDA ITEM: E-7**

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY  
SERVICES DISTRICT  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,  
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road  
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on June 30, 2014.

6. The name of the contractor for such work of improvement is Aero-Mod, Inc.

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Belt Press for Bio-Solids Project located at Town of Discovery Bay Wastewater Treatment Plant No. 2, 17501 Highway 4, Discovery Bay, CA 94505





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

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

### Agenda Title

Public Hearing and Adoption of Resolution No. 2014-17 amending the Town of Discovery Bay Community Services District Capacity Fee Program

### Recommended Action

Conduct Public Hearing and Adopt Resolution No. 2014-17 establishing capacity charges for water and wastewater service pursuant to Government Code §66016 for FY 2014-15 and beyond.

### Executive Summary

On July 16, 2014 the Board was presented the Draft FY 2014-15 Capacity Fee report and took action to set a Public Hearing on August 20, 2014. The proposed fees were determined based on an analysis conducted by Bartle Wells Associates (BWA), the District's financial consulting firm.

As noted at that meeting, it is prudent for the District to revisit their Capacity Fee structure on a regular basis, and if necessary, update those fees to reflect current conditions. These fees are established in order that new construction "pay its way" and that there is "buy in" to the system as well as contributions to those projects that are necessary as a result of new development.

Since the most recent Capacity Fee update in October 2012, it has become necessary to amend those fees based upon the true costs of completed projects, the cost of projects under construction, under design, and the anticipated cost of required future projects. Two of those projects include effluent filtration and denitrification and are required as a part of the Town's newly approved RWQCB NPDES permit.

BWA has completed their analysis, and it is thoroughly described in the attached "Draft" Technical Memorandum. However, it should be noted that the capacity fees that are recommended as a result of this study are \$4,700 for Water services and \$11,930 for Wastewater services, for a total of \$16,630. The table below shows the recommended fee changes:

Capacity Fees	Existing	Proposed
Water	\$3,900	\$4,700
Wastewater	\$9,860	\$11,930
Total	\$13,760	\$16,630

There is a separate fee structure for committed capacity to the Hofmann Company pursuant to pre-existing agreements with the Town. Those fees are identified on Table 15 (Page 14) of the report.

The attached Resolution also provides for an annual indexing to take effect on July 1<sup>st</sup> of each year based on the percent change in the Engineering New Record's Construction Cost Index for San Francisco.

### Fiscal Impact:

Amount Requested N/A

### Previous Relevant Board Actions for This Item

July 16, 2014 presentation of Draft FY 2014-15 Capacity Fee Study

### Attachments

Resolution No. 2014-17  
"Proposed" Bartle Wells Associates FY 2014-15 Capacity Fee Study  
Public Notice advertising Public Hearing that was published on July 19, 2014 in the Contra Costa Times

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2014-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING FEES FOR WATER CAPACITY CHARGES  
AND WASTEWATER CAPACITY CHARGES**

WHEREAS, the Town of Discovery Bay (TODB), a California Community Services District, requires that new development pay its proportionate share of the cost of capital improvements made necessary by that new development; and

WHEREAS, the TODB implements this requirement through the establishment and setting of Public Facilities fees for water and wastewater capacity charges ("capacity fees") as defined in Government Code Section 66013(b)(3), which are regularly reviewed to assure that they accurately identify costs and the allocation of those costs; and

WHEREAS, on August 20, 2014 the Board of Directors of the Town of Discovery Bay conducted a duly noticed public hearing to receive and consider public comments on the FY 2014/15 proposed capacity fee charges, as identified in the Bartle Wells Associates Final Draft Technical Memorandum, attached hereto and included by reference, and

WHEREAS, for at least fourteen (14) days prior to the public hearing, a copy of the Bartle Wells Associates Final Draft Technical Memorandum and Public Notice was available for public review at the District Office, 1800 Willow Lake Road, Discovery Bay, CA, and it was posted to the TODB website at [www.todb.ca.gov](http://www.todb.ca.gov); and

WHEREAS, the TODB embarked and completed a Water Master Plan and a Wastewater Master Plan that identified future development and associated infrastructure improvements; and

WHEREAS, the TODB engaged the services of Bartle Wells Associates to review those master plans and existing assets and develop a comprehensive Capacity Fee Technical Memorandum; and

WHEREAS, that Technical Memorandum has been completed and submitted to the TODB on July 14, 2014 and identifies water capacity fees and wastewater capacity fees; and

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

SECTION 1. That the Technical Memorandum prepared by Bartle Wells Associates on behalf of the TODB, and dated July 14, 2014 is included in its entirety as a part of this resolution.

SECTION 2. That Residential Capacity Fees be established as follows:

(A) Water Capacity Fees are to be established at \$4,700.00 per EDU.

(B) Wastewater Capacity Fees are to be established at \$11,930.00 per EDU.

SECTION 3. That non-residential Water and Wastewater Capacity Fees be established as identified in Tables 5 and 6, respectively of the Technical Memorandum prepared by Bartle Wells Associates.

SECTION 4. That Resolution takes effect concurrent with the adoption of this Resolution.

SECTION 5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 20<sup>th</sup> DAY OF August 2014.

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Mark Simon  
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 August 20, 2014, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Richard J. Howard  
Board Secretary



**TO:** Rick Howard, General Manager, Town of Discovery Bay Community Services District

**FROM:** Thomas Gaffney, Principal, and Alison Lechowicz, Analyst

**DATE:** July 14, 2014

**SUBJECT:** Water and Wastewater Capacity Fee – 2014 Update

**DRAFT**  
**TECHNICAL MEMORANDUM**

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## **Introduction**

The Town of Discovery Bay Community Services District (“Town”) provides water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to approximately 14,000 residents. The Town recently completed master plans that determined the level of growth for the community through FY2021 and identified needed facility improvements. Some improvements are needed to correct deficiencies in existing facilities and other improvements are needed to expand capacity to serve future development. In addition, the Town has received guidance from the Regional Water Quality Board (“Regional Board”) that the Town’s wastewater treatment plant must add effluent filtration by 2019 and denitrifying facilities by 2024 in order to meet regulatory requirements.

This Technical Memorandum was developed with the goal of fairly assigning the cost of improvements to existing and future customers and to calculate capacity fees that recover these costs.

## **Existing and Future Connections**

As a first step in this analysis, the existing capacity of water and wastewater facilities was reviewed. The Water Master Plan by Luhdorff & Scalmanini Consulting Engineers, January 2012 (“Water Master Plan”) determined that existing average day demand on the system is 3.658 million gallons per day (mgd). The Hofmann Land Development Company (“Hofmann”) is owed 0.114 mgd in committed water capacity per a Service Agreement and contractual arrangement with the Town. In total, existing demand and committed capacity sum to about 3.771 mgd. For the purpose of this analysis, committed capacity in both the water and wastewater facilities is treated as existing demand. Through FY2021, water demand is expected to grow by 0.694 mgd.

Existing flow of the wastewater system is 1.800 mgd with 0.208 in additional capacity committed to Hofmann. The wastewater system is expected to grow by 0.412 mgd through FY2021 as described in the Wastewater Treatment Plant Master Plan by Stantec Consulting Services Inc., October 2011, and in the Wastewater Master Plan Addendum (“Wastewater Master Plan”).

The master plans identify the typical water demand of a residential customer as about 533 gallons per day and the typical wastewater flow of a residential customer as about 335 gallons per day. This

demand and flow is used to determine the number of equivalent dwelling units (“EDUs”) of the Town. Table 1 summarizes the existing, committed, and build-out water demand and wastewater flows of the Town.

**Table 1  
Projected Growth  
Town of Discovery Bay**

<b>Water System</b>			
Existing Demand (1)	3.658	mgd	81.9%
Committed Capacity	0.114	mgd	2.5%
Expected Growth FY2012 to 2021	<u>0.694</u>	mgd	<u>15.5%</u>
Build-out Demand (1)	4.465	mgd	100.0%
Present (2)	6,865	EDUs	
Committed Capacity (3)	213	EDUs	
Expected Growth FY2012 to 2021	<u>1,302</u>	EDUs	
Build-out (2)	8,380	EDUs	
Demand per EDU	533	gal/day	
<b>Wastewater System (4)</b>			
Average Flow	1.800	mgd	74.4%
Committed Capacity	0.208	mgd	8.6%
Expected Growth FY2012 to 2021	<u>0.412</u>	mgd	<u>17.0%</u>
Build-out Flow	2.420	mgd	100.0%
Present	5,367	EDUs	
Committed Capacity	621	EDUs	
Expected Growth FY2012 to 2021	<u>1,228</u>	EDUs	
Build-out	7,216	EDUs	
Flow per EDU	335	gal/day	

EDU - Equivalent Dwelling Unit

(1) Page 2-5, "Water Master Plan" by Luhdorff & Scalmanini Consulting Engineers, January 2012.

(2) Page 2-6, "Water Master Plan" by Luhdorff & Scalmanini Consulting Engineers, January 2012.

(3) Committed capacity refers to Hofmann's capacity secured by a contractual agreement with the Town. This capacity does not include the reserved future capacity described in the Water Master Plan.

(4) Wastewater system build-out is estimated in "Wastewater Treatment Plant Master Plan" by Stantec Consulting Services Inc., October 2011, and in the Wastewater Master Plan Addendum. Committed capacity (Hofmann) estimated by the Town.

## Methodology

The recommended capacity fees calculated in this memorandum include both a buy-in portion and an expansion portion.

### Buy-in

New customers connecting to the system receive benefit from a large portion of the facilities that are already in place throughout the Town. The buy-in portion of the capacity fee recovers the costs of existing facilities that benefit all customers, existing and new.

The value of existing facilities was calculated using the Replacement Cost New Less Depreciation (RCNLD) method. The book cost of Town facilities less depreciation was escalated to present worth

using the Engineering News Record’s Construction Cost Index. The RCNLD of facilities is divided by the number of EDUs at build-out to yield a buy-in fee per EDU, see Table 2. A detailed list of Town facilities is shown in Appendix A.

**Table 2**  
**Buy-in to Existing Facilities, Reproduction Cost New Less Depreciation (1)**  
**Town of Discovery Bay**

	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
Buildings and Improvements			
Buildings and Improvements	\$36,964	\$880,403	\$917,367
Operations Building	28,507	28,507	57,013
Wastewater Treat. Plant 2	0	8,049	8,049
Wetlands	0	3,504	3,504
Willow Lake WT Facility	1,010	0	1,010
CIP Water			
Treatment and Collections	942,119	0	942,119
Equipment			
Equipment	88,276	81,803	170,079
Wetlands	0	5,365	5,365
Land (2)	92,000	175,000	267,000
Office Furniture & Equip	1,836	1,836	3,672
Structures & Improvements			
Golf Course	0	523,000	523,000
Sewage Lift Station	0	3,512,278	3,512,278
Wetlands	0	20,728	20,728
Newport Water Treatment Plant	2,707,894	0	2,707,894
Treatment/Collection/Distribution			
Biosolids Handling Proj.	0	1,787,245	1,787,245
Discharge Pipeline	0	2,892,848	2,892,848
Treatment and Collections	1,770,343	2,072,417	3,842,759
Wastewater Treat Plant 2	0	16,505,373	16,505,373
Wetlands	0	452	452
Willow Lake WT Facility	3,887,274	0	3,887,274
Vehicles	<u>56,234</u>	<u>56,234</u>	<u>112,469</u>
Total	\$9,612,456	\$28,555,040	\$38,167,496
Buildout Capacity	8,380	7,216	EDUs
Buy-in Cost	\$1,150	\$3,960	(\$/EDU)

(1) Original cost less depreciation adjusted to current construction cost.

(2) Land does not depreciate. Original book cost shown.

## Expansion/Improvements

New customers connecting to the system will also benefit from a number of planned improvements described in the master plans. In consultation with staff, the Town’s capital improvement projects were allocated to existing/committed connections and future connections based on how each customer group benefits from the projects. Some projects are expansion related and will not be needed if growth does not occur. Expansion projects are wholly allocated to new connections. Other projects, such as fire flow improvements, benefit all customers, and are allocated based on the total flow or demand of the system at build-out, see Table 3 and Table 4.

The Town received direction from the Regional Water Quality Control Board that the Town must construct filtration and denitrification facilities at the wastewater treatment plant. These facilities will treat the Town's wastewater effluent to Title 22 standards (a higher standard than the current facilities). The Regional Board implemented these new requirements because the Town is experiencing growth. At the current rate of discharge, the Town falls within its permit requirements. However, with the added flows of new development, the Town will exceed its permitted total maximum daily load. In order to accommodate the wastewater flows of new development, the Regional Board has required that the Town treat its effluent to Title 22 standards.

The need for denitrification and filtration facilities is triggered by incremental wastewater flow from new development. However, by constructing these facilities, the Town's existing residents will benefit from receiving a higher level of wastewater service. Although the Town's current flows meet regulatory requirements, the Town anticipated that it would eventually need to upgrade its wastewater facilities by constructing effluent filtration facilities, even under a no-growth scenario. Both customer groups benefit from and have a financial responsibility for the facilities. The filtration and denitrification upgrades are allocated to existing and future customers based on a weighted average of all the other capital improvement projects.

The total cost allocated to future connections is then divided by expected growth in demand or flow to calculate the expansion fee, see Table 5, Table 6, and Table 7. The wastewater capacity fee is separated into general wastewater facilities allocated to expected growth (Table 6) and filtration and denitrification facilities that are allocated to both committed capacity and to expected growth (see Table 7). The committed wastewater capacity was secured by Hofmann based on the existing level of treatment. Filtration and denitrification facilities treat the Town's wastewater flow to a higher standard than the level assumed when the Hofmann capacity was committed. Both committed capacity and expected growth should share the filtration and denitrification facility cost allocated to expansion.

**Table 3  
Allocation of Water Capital Improvement Costs  
Town of Discovery Bay**

Master Plan Project No.	Capital Improvement Projects	Project Cost (ENR SF CCI 10900)	Existing & Committed Connections	Future Connections	Existing & Committed Connections	Future Connections	Project Benefit
1.a.	New Supply Well 7	\$1,500,000	0%	100%	\$0	\$1,500,000	Facility needed to provide capacity for new connections.
	New Supply Well 8 - includes site purchase, well, pump station and new raw water line	\$1,800,000	84%	16%	\$1,520,300	\$279,700	Project benefits existing and new connections.
1.b.	Replacement Well Site (Well 8) Contingency - includes site purchase, well, pump station and new raw water line	\$1,800,000	84%	16%	\$1,520,300	\$279,700	Project benefits existing and new connections.
1.c.	Well 5A Abandonment/Destruction Contingency	\$118,000	100%	0%	\$118,000	\$0	Supplies existing community.
1.d.	Well 1B Pump Equipment Upgrade	\$44,000	100%	0%	\$44,000	\$0	Supplies existing community.
	Upgrade Well 2 Pump Station	\$150,000	100%		\$150,000	\$0	Supplies existing community.
	Lower Well 4 Pump	\$10,000	100%		\$10,000	\$0	Supplies existing community.
2.a.	Treatment Filter Unit at Willow Lake WTP - includes vessel, media, foundation, all new face piping and controls, upgrade VFD control for one supply well (Well 6)	\$335,120	0%	100%	\$0	\$335,100	Existing filter unit is more than adequate for existing demand. Expansion is needed to serve growth.
2.b.	New Backwash Tank at Willow Lake WTP - includes piping modifications and foundation	\$396,000	0%	100%	\$0	\$396,000	Facility needed to provide capacity for new treatment filter.
2.c.	New Recycle Pumps at Willow Lake WTP - includes three pumps, piping and control valves	\$79,200	67%	33%	\$52,800	\$26,400	One pump needed for new capacity to serve growth. Two additional pumps needed to replace existing pumps.
2.d.	Chemical Room Upgrade at Willow Lake WTP - includes electrical and mechanical upgrades	\$31,680	84%	16%	\$26,800	\$4,900	Project benefits existing and new connections. Project will correct some existing deficiencies and will expand capacity from two to three metering pumps.
2.e.	Recycle Pump Upgrade Contingency at Newport WTP	\$31,680	84%	16%	\$26,800	\$4,900	Project benefits existing and new connections.
2.f.	Booster Pump Repair and Upgrade at Newport WTP	\$33,000	84%	16%	\$27,900	\$5,100	See above.
3.a.i	Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd	\$380,160	84%	16%	\$321,100	\$59,100	Line will improve fire flow for existing and future connections.
3.a.ii	Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd	\$380,160	84%	16%	\$321,100	\$59,100	Line will improve fire flow for existing and future connections.
3.b.	Replace 8-inch mainline with new 16-inch C905 - Willow Lake Rd from Discovery Bay Blvd to Beaver Ln	\$2,212,100	84%	16%	\$1,868,400	\$343,700	Pipe upsizing for fire flow deficiencies.
3.c.	Replace 6-inch mainline with new 8-inch C900 - Surfside Ct	\$98,560	100%	0%	\$98,600	\$0	Benefits existing community.
3.d.	Replace 6-inch mainline with new 8-inch C900 - Surfside Pl	\$80,190	100%	0%	\$80,200	\$0	See above.
3.e.	Replace 6-inch mainline with new 8-inch C900 - Marina Cir entry way	\$59,400	100%	0%	\$59,400	\$0	See above.
3.f.	Replace 6-inch mainline with new 8-inch C900 - Lido Cir entry way	\$47,520	100%	0%	\$47,500	\$0	See above.
3.g.	Replace 6-inch mainline with new 8-inch C900 - Beach Ct	\$95,040	100%	0%	\$95,000	\$0	See above.
3.h.	Replace 6-inch mainline with new 8-inch C900 - Shell Ct	\$103,950	100%	0%	\$104,000	\$0	See above.
3.i.	Replace 6-inch mainline with new 8-inch C900 - Edgeview Ct	\$98,010	84%	16%	\$82,800	\$15,200	Pipe upsizing for fire flow deficiencies.
3.j.	Replace 6-inch mainline with new 8-inch C900 - South Pt	\$181,764	84%	16%	\$153,500	\$28,200	Pipe upsizing for fire flow deficiencies.
4.a.	New Water Storage Tank at Newport WTP - includes earthwork, foundation, pipe, valves, tank, etc	\$1,188,000	0%	100%	\$0	\$1,188,000	Existing tank can accommodate current demand. New tank is needed for build-out demand.
5.a.	Install Transducers	\$23,760	84%	16%	\$20,100	\$3,700	Project benefits existing and new connections.
5.b.	Install Monitoring Wells	\$158,400	84%	16%	\$133,800	\$24,600	See above.
5.c.	Survey Wellheads	\$15,840	84%	16%	\$13,400	\$2,500	See above.
5.d.	Groundwater Basin Assessment - 10 years of data collection and reporting	\$143,000	84%	16%	\$120,800	\$22,200	See above.
6.a.	Customer Water Meter Installations by 2020 (approx. 3,907 unmetered in 2010) (\$1,641,000)	\$0	0%	0%	\$0	\$0	Meter installations are charged directly to individual customers and are revenue neutral.
6.b.	Water Conservation Program Feasibility Evaluation (O&M) (\$20,000)	\$0	0%	0%	\$0	\$0	Project moved to operations budget.
	SCADA Upgrades	\$250,000	84%	16%	\$211,200	\$38,800	Allocation of costs determined by Herwit Engineering.
	<b>Total</b>	<b>\$11,844,500</b>			<b>\$7,227,800</b>	<b>\$4,616,900</b>	

**Table 4  
Allocation of Wastewater Capital Improvement Costs  
Town of Discovery Bay**

Master Plan Project No.	Capital Improvement Projects	Project Cost (ENR SF CCI 10900)	Existing & Committed Connections	Future Connections	Existing & Committed Connections	Future Connections	Project Benefit
1	Influent Pump Station Modifications and Upgrade	\$1,411,800	83%	17%	\$1,171,500	\$240,300	Project will correct existing issues and increase capacity.
2	Re-Activate Pump Station W	\$511,200	83%	17%	\$424,200	\$87,000	Facility will serve existing and future connections. Project will provide emergency storage as needed.
3	Emergency Storage Facilities	\$328,600	83%	17%	\$272,700	\$55,900	Facility will serve existing and future connections. Project would be completed with or after the re-activation of Pump Station W.
4	Splitter Box, Oxidation Ditch, Replacement of Existing RAS Pumps and Standby Aerators for Existing Oxidation Ditches	\$3,964,100	83%	17%	\$3,289,500	\$674,600	Project benefits existing and new connections.
4	New Clarifier Splitter Box, New Clarifier, and New RAS Pump Station at Plant 2	\$2,597,200	0%	100%	\$0	\$2,597,200	Facility needed to provide capacity for new connections.
5	Secondary Effluent Pump Station Modifications	\$300,100	0%	100%	\$0	\$300,100	Existing capacity is sufficient. Project required after filter is added.
6	Secondary Effluent Equalization	\$816,300	83%	17%	\$677,400	\$138,900	Project possibly needed in the future for more stringent requirements for reclamation.
10	Additional UV Disinfection	\$1,440,000	0%	100%	\$0	\$1,440,000	Facility needed to provide capacity for new connections.
12	Add Pump to Export Pump Station	\$120,000	0%	100%	\$0	\$120,000	Facilities needed when peak day flow exceeds 4.0 mgd.
13	Solids Improvements, Phase 1: One New Solar Drying Pad and One Belt Press	\$1,342,100	83%	17%	\$1,113,700	\$228,400	Project will correct current capacity deficiency.
13	Solids Improvements, Phase 2: Solar Dryer #3 and Completion of Solar Drying Pad	\$2,558,400	83%	17%	\$2,123,000	\$435,400	Project needed to expand capacity for future connections.
14	Solar Dryer #4	\$335,500	0%	100%	\$0	\$335,500	Project benefits new connections.
15	SCADA Improvements	\$420,000	83%	17%	\$348,500	\$71,500	Project benefits existing and new connections.
16	Collection System Pump Station Improvements	\$780,000	83%	17%	\$647,300	\$132,700	Project benefits existing and new connections.
62	UV Bank 4 Installation	\$158,745	83%	17%	\$131,700	\$27,000	Project benefits existing and new connections.
63	Lift Station F	\$695,538	83%	17%	\$577,200	\$118,400	Project benefits existing and new connections.
	Other Contingency	\$300,000	83%	17%	\$248,900	\$51,100	Project benefits existing and new connections.
	Subtotal	\$18,079,583			\$11,025,600	\$7,054,000	
	Weighted Average				61%	39%	
7	Effluent Filtration	\$5,538,600	61%	39%	\$3,378,500	\$2,160,100	Allocation based on weighted average.
New	Denitrifying Facilities	\$5,000,000	61%	39%	\$3,050,000	\$1,950,000	Allocation based on weighted average.
	Total	\$28,618,183			\$17,454,100	\$11,164,100	

**Table 5**  
**Water Expansion Fee Calculation**  
**Town of Discovery Bay**

<b>Expansion Capacity Fee</b>		
Total CIP Cost Allocated to New Connections	\$4,616,900	(Table 3)
Expected Growth in Demand (mgd)	0.69	(Table 1)
<b>Residential Capacity Fee</b>		
Expansion Capacity Fee per EDU 553 gal/day avg day demand	\$3,550	
<b>Example Nonresidential Capacity Fee</b>		
Expansion Capacity Fee 1,000 gal/day demand	\$6,650	

**Table 6**  
**Wastewater Expansion Fee Calculation:**  
**General Wastewater Improvements**  
**Town of Discovery Bay**

CIP Cost Allocated to New Connections (Excluding Filtration and Denitrification)	\$7,054,000	(Table 4)
Expected Growth in Flow (mgd)	0.41	(Table 1)
<b>Residential Capacity Fee</b>		
General Wastewater Capacity Fee per EDU (335 gal/day avg day flow)	\$5,750	
<b>Example Nonresidential Capacity Fee</b>		
General Wastewater Capacity Fee 1,000 gal/day flow	\$17,130	

**Table 7**  
**Wastewater Expansion Fee Calculation:**  
**Filtration and Denitrification**  
**Town of Discovery Bay**

<b>Costs Allocated to New Connections &amp; Committed Capacity</b>		
Filtration	\$2,160,100	(Table 4)
Denitrification	\$1,950,000	(Table 4)
Total	\$4,110,100	
<b>Flow</b>		
Committed Capacity (mgd)	0.21	(Table 1)
Expected Growth in Flow (mgd)	0.41	(Table 1)
Total	0.62	
<b>Residential Capacity Fee</b>		
Expansion Capacity Fee per EDU (335 gal/day avg day flow)	\$2,220	
<b>Example Nonresidential Capacity Fee</b>		
Expansion Capacity Fee 1,000 gal/day flow	\$6,630	

## Recommended Fees

Tables 8 and 9 show the total capacity fees for water and wastewater, respectively, which include both a buy-in portion and an expansion portion. Shown in the tables are the residential capacity fees calculated on an EDU basis and example nonresidential capacity fees based on 1,000 gal/day demand or 1,000 gal/day flow.

The total recommended capacity fee per residential connection is calculated at \$16,630, see Table 10. This fee is comparable to the fee charged by local agencies, see Table 11. Table 11 also indicates agencies that have Title 22 and denitrification permit requirements similar to the Town of Discovery Bay. It should be noted that although an agency may have advanced permit requirements, the cost of upgraded facilities may not be reflected in the capacity fees. Some agencies elect to maintain capacity fees that are lower than the cost of providing facilities to meet the needs of growth.

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**Table 8  
Water Capacity Fee Calculation  
Town of Discovery Bay**

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<b>Residential Capacity Fee</b>		
Buy-in Capacity Fee per EDU	\$1,150	(Table 2)
Expansion Capacity Fee per EDU (553 gal/day avg day demand)	<u>\$3,550</u>	(Table 5)
	\$4,700	
<b>Example Nonresidential Capacity Fee</b>		
Buy-in Capacity Fee	\$2,160	
Expansion Capacity Fee (1,000 gal/day avg day demand)	<u>\$6,650</u>	(Table 5)
	\$8,810	

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**Table 9  
Wastewater Capacity Fee Calculation  
Town of Discovery Bay**

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<b>Residential Capacity Fee</b>		
Buy-in Capacity Fee per EDU	\$3,960	(Table 2)
General Wastewater Improvements Capacity Fee per EDU	\$5,750	(Table 6)
Filtration and Denitrification Capacity Fee per EDU (335 gal/day avg day flow)	<u>\$2,220</u>	(Table 7)
	\$11,930	
<b>Example Nonresidential Capacity Fee</b>		
Buy-in Capacity Fee	\$11,810	
General Wastewater Improvements Capacity Fee	\$17,130	(Table 6)
Filtration and Denitrification Capacity Fee (1,000 gal/day avg day flow)	<u>\$6,630</u>	(Table 7)
	\$35,570	

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**Table 10**  
**Total Residential Capacity Fee**  
**Town of Discovery Bay**

**Current Fees**

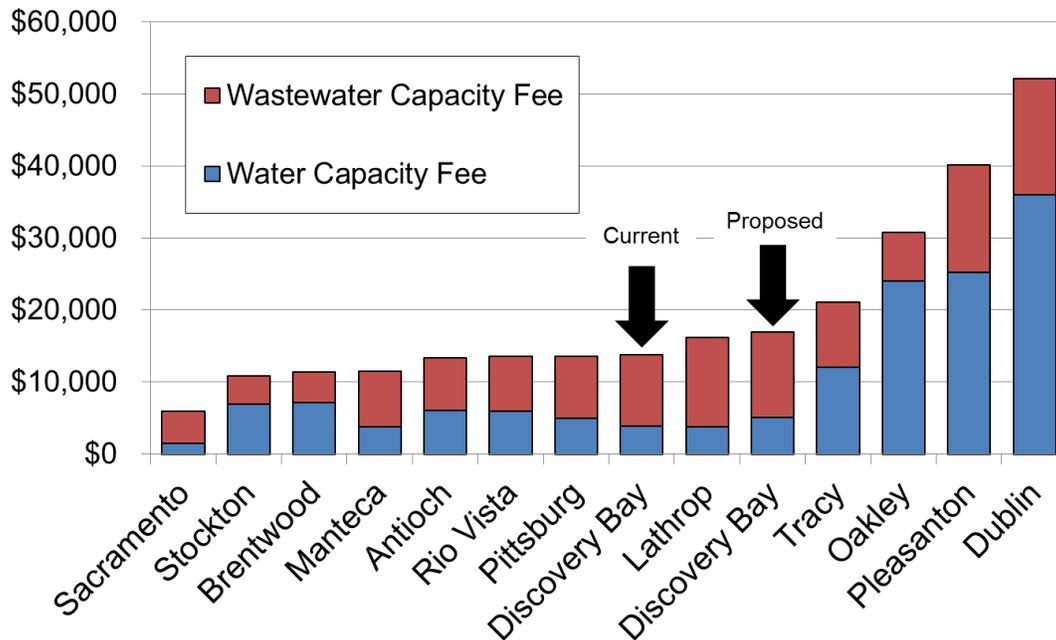
Capacity Fees adopted October 2012	
Water Capacity Fee per EDU	\$3,900
Wastewater Capacity Fee per EDU	<u>\$9,860</u>
Total	\$13,760

**Recommended Fees**

Residential Capacity Fee per EDU	
Water	
Buy-in	\$1,150
Expansion	<u>\$3,550</u>
Total Water	\$4,700
Wastewater	
Buy-in	\$3,960
Expansion - General Improvements	\$5,750
Expansion - Filtration and Denitrification	<u>\$2,220</u>
Total Wastewater	\$11,930
Total Residential Capacity Fee per EDU*	\$16,630

\*Capacity fees will be adjusted annually based on the percent change in the Engineering New Record's Construction Cost Index for San Francisco.

**Water and Wastewater Capacity Fee Survey**  
**(Single Family Residential Customer)**



**Table 11  
Residential Capacity Fee Survey  
Town of Discovery Bay**

Community	Water	Wastewater	Total	Wastewater Capacity Fee	
				Title 22	Dentrification
Sacramento (1)	\$1,488.57	\$4,426.00	\$5,914.57	TBD	TBD
Stockton (2)	\$6,892.50	\$5,899.50	\$10,792.50	TBD	TBD
Brentwood (3)	\$7,135.87	\$4,260.78	\$11,396.65	X	X
Manteca (4)	\$3,784.00	\$7,720.00	\$11,504.00	X	X
Antioch (Delta Diablo SD) (5)	\$6,036.20	\$7,313.78	\$13,349.98	X	TBD
Rio Vista (6)	\$5,950.00	\$7,578.19	\$13,528.19	TBD	TBD
Pittsburg (Delta Diablo SD) (7)	\$8,940.00	\$8,530.52	\$13,530.52	X	TBD
Lathrop (Manteca WQCF) (8)	\$3,741.99	\$12,467.12	\$16,209.11	X	X
<b>Town of Discovery Bay</b>	<b>\$4,700.00</b>	<b>\$11,930.00</b>	<b>\$16,630.00</b>	X	X
City of Tracy (9)	\$11,998.00	\$9,132.00	\$21,130.00	TBD	TBD
Oakley (Ironhouse SD, Diablo WD) (10)	\$24,079.00	\$6,688.00	\$30,767.00	TBD	TBD
Pleasanton (11)	\$25,230.00	\$14,885.00	\$40,115.00	X	TBD
DSRSD (Dublin) (12)	\$35,961.00	\$16,129.00	\$52,090.00	X	TBD

X – facilities are in place; TBD – facilities are unknown

(1) Wastewater fee includes a combined sewer development fee and the Sacramento Regional County Sanitation District (Regional San) treatment fee. Regional San is required to upgrade its treatment facilities to provide nitrate removal by May 2021 and filtration and disinfection by May 2023. The upgrades are currently in the planning and design phase. The wastewater capacity fees do not yet reflect the cost of treatment upgrades.

(2) Fees effective through 06/30/13. Water fees include a water connection fee plus a 3.5% administration fee and a Delta Water Supply Project Surface Water Supply fee. Wastewater fee is for the Westside Project C service area plus a 3.5% administrative fee. Additionally, is required to upgrade its treatment facilities to provide nitrate removal by May 2021 and filtration by May 2023. The wastewater capacity fees do not yet reflect the cost of treatment upgrades.

(3) Fees effective 07/01/12.

(4) Water fees effective 1/1/13. Water fee includes a Surface Water Capital Fee and Debt Service fee. Wastewater fees effective 7/20/09. Sewer fee includes a connection charge, a Manteca Water Quality Control Facility (Manteca WQCF) treatment charge, and a sewer public facilities implementation program fee. Wastewater fees based on low density residential in Zone 22. The Manteca WQCF added denitrification May 2006 and tertiary filters September 2007.

(5) City of Antioch water and sewer connection fees effective 07/01/13. Wastewater capacity fee includes a City sewer connection fee and a wastewater treatment fee from the Delta Diablo Sanitation District. Wastewater treatment capacity fee effective 07/08/11.

(6) Fees last updated in 2009. Water fee includes supply wells, storage, and transmission system fees. Wastewater fee includes a collection system fee and a connection fee. Fees are proposed to increase summer 2014.

(7) Water fee current until 11/01/12. Fee varies based on development area. Sewer fee effective 11/01/11. Wastewater treatment is provided by Delta Diablo Sanitation District.

(8) Fees effective 07/01/13. Fees shown for the East Lathrop service area. Fees vary for other development areas. The water connection fee includes a surface water supply fee and a water system well improvement fee. The wastewater connection fee includes a sewer collection fee and a wastewater treatment fee for the Manteca-Lathrop Water Quality Control Facility. Fees include a 3% administrative fee.

(9) The water connection fee includes a distribution, supply, treatment, and recycled water fee. The wastewater fee includes a conveyance fee (west service area) and a treatment plant fee.

(10) City of Oakley is served by the Ironhouse Sanitary District and the Diablo Water District. The Ironhouse Sanitary District fee is effective 07/01/13. The water fee includes facility reserve charges from the Diablo Water District (west of Jersey Island Road service area) and the Contra Costa Water District.

(11) Fees effective 04/1/14. The water capacity fee includes a City water connection fee and a Alameda County Flood Control and Water Conservation District, Zone 7, water connection fee. The wastewater capacity fee includes a DSRSD sewer connection fee and a City sewer capacity fee.

(12) Dublin San Ramon Services District - Dublin service area. Fees effective July 1, 2013. The water capacity fee includes a DSRSD water capacity reserve fee and a Alameda County Flood Control and Water Conservation District, Zone 7, water connection fee.

The nonresidential capacity fees are proportional to the water demand and wastewater flow of a typical residential customer. When a new nonresidential customer connects to the system, the Town should scale the capacity fees to the predicted demand and flow of that customer with a minimum fee based on 200 gallons per day water use and 180 gallons per day wastewater flow. The minimum capacity fee is about 50% of the residential capacity fee. Example capacity fees for nonresidential customers are shown in Table 12. For the typical nonresidential customer about 90% of water used flows into the sewer. Commercial customers typically have little to no outdoor irrigation.

**Table 12**  
**Example Nonresidential Capacity Fees**  
**Town of Discovery Bay**

<b>Nonresidential Capacity Fee</b>		
Water (per 1,000 gal/day demand)	\$8,810	(Table 8)
Wastewater (per 1,000 gal/day avg day flow)	\$35,570	(Table 9)
<b>EXAMPLES</b>		
Small Office (Minimum Charge)		
Water (200 gal/day demand)	\$1,762	(\$8,810 x (200 gal/1,000 gal))
Wastewater (180 gal/day avg day flow)	\$6,403	(\$35,570 x (180 gal/1,000 gal))
Total Capacity Fee	\$8,165	
4-Unit Shopping Center		
Water (2,000 gal/day demand)	\$17,620	(\$8,810 x (2,000 gal/1,000 gal))
Wastewater (1,800 gal/day avg day flow)	\$64,026	(\$35,570 x (1,800 gal/1,000 gal))
Total Capacity Fee	\$81,646	

## Implementation

Capacity fees are collected at the time of connection to the Town’s water system and sewer collection system. To ensure continued adequate implementation of the fee, the Town should:

- Maintain an annual Capital Improvement Program budget to indicate where fees are being expended to accommodate growth.
- Comply with the annual and five-year reporting requirements of Government Code 66000 et seq.
- Annually adjust capacity fees using an appropriate construction cost index. Capacity fees should be adjusted regularly to prevent them from falling behind the costs of constructing new facilities. The Engineering News Record magazine publishes Construction Cost Indices (CCIs) monthly for 20 major U.S. cities including San Francisco and an average of 20 cities around the U.S. These indices can be used to estimate the change in the construction cost of facilities, and the Town’s capacity fees should be adjusted annually by the change in the ENR CCI for San Francisco.

## Credit for Committed Capacity

The capacity fee shown in Table 10 is a general fee that fully recoups the Town’s cost of facilities for future customers. Hofmann has contributed a number of facilities to the Town and is owed credit for these facilities as described in the Town’s Ordinance No. 19, in the Reimbursement Agreement for Discovery Bay West, and contractual arrangements with the Town. The credit owed to Hofmann is in the form of committed capacity/EDUs.

The committed capacity shown in Table 1 is capacity reserved by Hofmann and is treated as existing capacity for the purpose of calculating the general capacity fees. BWA’s understanding is that Hofmann is obligated to pay \$297 per committed water EDU and \$2,789 per committed wastewater EDU per a contractual agreement with the Town. Hofmann’s wastewater contractual agreement applies to capacity at the existing treatment level. The agreement does not include capacity in the Town’s filtration and denitrification facilities.

At the time of the writing of this memorandum, Hofmann intends to build an estimated 702 homes, some of them have been recently been constructed by Kiper Homes. Hofmann is owed 213 EDUs of water committed capacity. Therefore, for the first 213 EDUs connected to the system, Hofmann is obligated to pay \$297 per water EDU. For all EDUs beyond the first 213, Hofmann will exceed its committed water capacity and should pay the water capacity recommended in Table 10.

**Table 13  
Hofmann Water EDUs Capacity Fee Schedule  
Town of Discovery Bay**

<b>Hofmann Proposed Development Water EDUs</b>	<b>Water Capacity Fee (per EDU)</b>	<b>Notes</b>
<b>First 213 EDUs</b> Contractual agreement	\$297	Hofmann is obligated to pay \$297 per water EDU committed capacity per a contractual agreement between the Town and Hofmann.
<b>Over 213 EDUs</b> Water Capacity Fee	\$4,700	Water EDUs exceed committed capacity to Hofmann.

Hofmann is also owed 621 EDUs of wastewater committed capacity at the current treatment level. For the first 621 EDUs connected, Hofmann is obligated to pay \$2,789 per wastewater EDU based on the contractual agreement plus the capacity fee for filtration and denitrification. The total wastewater capacity fee for Hofmann committed capacity is \$5,009. For all EDUs beyond the first 621, the contractual agreement no longer applies. Hofmann will exceed its committed wastewater capacity and should pay the wastewater capacity fee recommended in Table 10. See Table 14 for a description of the Hofmann wastewater credits and capacity fees.

Table 15 provides a summary of the water and wastewater capacity fees for the Hofmann developments.

**Table 14**  
**Hofmann Wastewater EDUs Capacity Fee Schedule**  
**Town of Discovery Bay**

Hofmann Proposed Development Wastewater EDUs	Wastewater Capacity Fee (per EDU)	Notes
<b>First 621 EDUs</b>		
Contractual agreement	\$2,789	Hofmann is obligated to pay \$2,789 per wastewater EDU for committed capacity per a contractual agreement between the Town and Hofmann.
Buy-in Wastewater Capacity Fee	NA	Does not apply to committed capacity.
Expansion Wastewater Capacity Fee		
General Wastewater Capacity Fee	NA	Does not apply to committed capacity.
Filtration and Denitrification Capacity Fee	<u>\$2,220</u>	Filtration and denitrification facilities are not included in Hofmann's contractual agreement. The capacity fee for these facilities is charged to all Hofmann EDUs.
Total Capacity Fee per EDU of Committed Capacity	\$5,009	Total fee per EDU of Hofmann committed capacity.
<b>Over 621 EDUs</b>		
Contractual agreement	NA	Wastewater EDUs exceed committed capacity to Hofmann.
Buy-in Wastewater Capacity Fee	\$3,960	Applies to EDU's in excess of committed capacity.
Expansion Wastewater Capacity Fee		
General Wastewater Capacity Fee	\$5,750	Applies to EDU's in excess of committed capacity.
Filtration and Denitrification Capacity Fee	<u>\$2,220</u>	Applies to all Hofmann EDUs.
Total Capacity Fee per EDU of Committed Capacity	\$11,930	Total fee per EDU in excess of Hofmann committed capacity.

**Table 15  
Hofmann Proposed Development  
Town of Discovery Bay**

<b>Hofmann Proposed Development</b>	<b>Water Capacity Fee (per EDU)</b>	<b>Wastewater Capacity Fee (per EDU)</b>	<b>Total Capacity Fee (per EDU)</b>	<b>Notes</b>
First 213 EDUs	\$297	\$5,009	\$5,306	Hofmann is obligated to pay \$297 per water EDU and \$2,789 per wastewater EDU for committed capacity per a contractual agreement between the Town and Hofmann. In addition, Hofmann pays an advance wastewater treatment fee of \$2,220 per wastewater EDU for all EDUs (committed and in excess of committed).
Next 408 EDUs	\$4,700	\$5,009	\$9,709	Water EDUs exceed committed capacity to Hofmann. Wastewater EDUs included in committed capacity to Hofmann.
Over 621 EDUs	\$4,700	\$11,930	\$16,630	Exceeds committed capacity to Hofmann.

DRAFT

**Appendix A – Replacement Cost New Less Depreciation of Existing Facilities**

DRAFT



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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Notice of Public Hearing August 20, 2014

## NOTICE OF PUBLIC HEARING TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT WATER AND WASTEWATER CAPACITY FEE INCREASES

On Wednesday, August 20, 2014, the Town of Discovery Bay (TODB) Community Services District Board of Directors will hold a public hearing to consider an adjustment in Water and Wastewater Capacity fees for Fiscal Year 2014/15, and beyond. The proposed Capacity Fee's will remain in effect until they are adjusted at a future date and time. The proposed adjustments are based on the Water and Wastewater Capacity Fee Study and Report from Bartle Wells Associates, and will be adopted by the Town of Discovery Bay CSD by Resolution and include the following:

### (A) Water Capacity Fees

Water Capacity Fees are recommended to be established at \$4,700.00 per EDU.

### (B) Wastewater Capacity Fees

Wastewater Capacity Fees are recommended to be established at \$11,930.00 per EDU.

There is a separate fee structure for committed capacity to the Hofmann Company pursuant to pre-existing agreements between the Hofmann Company and the Town. Those fees are identified on Table 15 (Page 14) of the report.

The proposed Capacity Fee Report can be found on the Town's Website at [www.todb.ca.gov](http://www.todb.ca.gov) under the News and Announcements Link.

The meeting will begin at 7:00 p.m. and will be held at the Town of Discovery Bay District Office, located at 1800 Willow Lake Road, Discovery Bay, CA.

Richard J. Howard  
General Manager/District Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

August 20, 2014

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

### Agenda Title

2014 Community Center Public Event Calendar (Revised)

### Recommended Action

Approval of the Revised 2014 Public Event Calendar and Final Acceptance of the following Discovery Bay Lions events; Car Show (September 6), Summer Concert (September 13) and the Rocktoberfest (October 11-12)

### Executive Summary

On February 5, 2014 the Discovery Bay Community Services District Board of Directors approved the 2014 Public Event Calendar, which identified public events held on District properties. Since that date, one cancellation, one modification and one additional request has been received.

Cancellation: Summer Concert Series (Various Summer 2014 dates)  
Modification: Discovery Bay Lions Rocktoberfest, addition of one date (October 12)  
Addition: Summer Concert (September 13)

Staff is requesting approval of the Revised 2014 Public Event Calendar.

Furthermore, events were to be brought back to the Board for further review and final approval under the following circumstances were determined to be: 1) Any public event for which alcohol is requested to be served; 2) Public events for which event costs are not anticipated to be met by the funds received for the event itself; or, 3) Public events which are added at a future date for which participation is expected to exceed 500 persons. Three upcoming events qualify for final approval of item number 1; the Discovery Bay Lions Car Show, Summer Concert and Rocktoberfest. Staff has attached a list of suggested conditions of approval for each of these events.

Staff is also seeking input and final authorization for the events listed above.

### Fiscal Impact:

**Amount Requested -\$0**  
**Sufficient Budgeted Funds Available?: N/A**

### Previous Relevant Board Actions for This Item

February 5, 2014 – Approval of the 2014 Public Event Calendar

### Attachments

2014 Public Event Calendar (Revised)  
Conditions of Approval for the DB Lions Car Show, Summer Concert and Rocktoberfest events

**AGENDA ITEM: G-1**

2014 Public Event Calendar  
W/ Revisions dated 08.20.14

Revisions to calendar shown in Red

Date(s)	Time	Location	Event Title	Description	Est. Attend.	Partnership	Sponsors	Vendors	Food	Alcohol	Licenses Required
2/8/2014	1 - 3 pm	DBCC	Discovery Bay Rain Dance	World Record attempt for most people performing Rain Dance.	250-500	Delta Sun Times	Yes	Yes	Yes	No	CCC Health Permit
4/19/2014	9-11 am	DBCC	Easter Egg Hunt	DB Lions Sponsored Easter Egg Hunt.	400+	DB Lions	No	No	No	No	
4/26/2014	9a - 3pm	DBCC	Earth Day Family Festival	3rd Annual Earth Day Family Festival. Volunteer activities in morning, followed by BBQ lunch, live band and vendor booths	200 - 300		Yes	Yes	Yes	No	CCC Health Permit ECCCFPD Event Permit Music Licensing
5/3/2014	TBD	DBCC	Senior Health & Wellness Fair	Indoor / Outdoor vendor fair, focusing on senior health, resources and activities. Lunch, guest speakers, vendors.	300+		No	Yes	Yes	No	CCC Health Permit
June 20, 27 July 11, 25	6:30 pm - 10pm	DBCC	Family Film Nights	2nd Annual Friday Night film series. Organized this year by TODDB, in partnership with DST. BBQ Dinner to start at 6:30; movie at sunset.	200-450	Delta Sun Times	Yes	Yes	Yes	No	CCC Health Permit Movie Licensing ECCCFPD Event Permit
6/28/2014 - 6/29/14 July 19 - DBCC		Cornell Park	National Campout	Overnight camping at Cornell Park	500+	Delta Sun Times	Yes	Yes	Yes, Free	NO	CCC Health Permit
August 2 - Cornell Park August 16 - Slifer Park	TBD	Various	Music in the Park	Summer Concert Series. Traveling music in the Parks; first hosted at Community Center, 2nd at Cornell Park, 3rd @ Slifer Park. <b>CANCELLED</b>	100-300		Yes	Yes	Yes	No (Parks) Yes (DBCC)	CCC Health Permit Music Licensing ABC Permit
9/6/2014	8a - 2p	DBCC	DB Lions Car Show	Classic, Hot/Rod, Motorcycle Car Show, food/beer	300-400	DB Lions	Yes	No	Yes	Yes	CCC Health Permit ABC Permit ECCCFPD Event Permit
9/13/2014	8a - 9p	DBCC	DB Lions Summer Concert	DB Lions Sponsored Summer Concert. Moved from the Yacht Harbor location	500 +/-	DB Lions	Yes	Yes	Yes	Yes	CCC Health Permit ABC Permit ECCCFPD Event Permit
10/11/2014 thru 10/12/2014	8a - 8p	DBCC	Rocktoberfest	Kids zone, Possible car show, Business vendors, food vendors and concert. Beer and wine sales.	500 - 1,000	DB Lions	Yes	Yes	Yes	Yes	CCC Health Permit ABC Permit ECCCFPD Event Permit
Nov 3 - 14 Display November 15 Auction/ Boutique	5 - 8pm	DBCC	Festival of Trees	Fundraiser event. Trees decorated and placed in CC for silent auction during November. Final bid and award date TBD, possible wine/cheese affair, with Holiday boutique (Per ECCFPD Live trees must be treated with Fire Retardant Spray, professionally applied; or artificial tree)	100-150		Yes	Yes	Yes	Yes	CCC Health Permit ABC Permit

2014 Public Event Calendar  
W/ Revisions dated 08.20.14

Revisions to calendar shown in Red

12/6/2014	6p - 10p	DBCC	Holiday Parade	Judging for event at CC in parking lot	1000+	DB Lions	Yes	No	No	NO	Event will need permits; Applied for by others.
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# TOWN OF DISCOVERY BAY

*A COMMUNITY SERVICES DISTRICT*

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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## List of Conditions

2014 Discovery Bay Lions Club  
Car Show (September 6)  
Summer Concert (September 13)  
Rocktoberfest (October 11-12)  
Discovery Bay Community Center

1. The 2014 Discovery Bay Lions Club will adhere to the following event hours for their sponsored events listed above. These times include set up. Clean-up shall take place immediately following the event. However, some equipment (generators, stage, etc) may remain until removed, but no later than 72 hours after the conclusion of the event.
    - a. Car Show (September 6<sup>th</sup>) Set Up Arrival: 6am; Event End: 8:00pm
    - b. Summer Concert (September 13) Set Up Arrival: 8am (Stage may be assembled ahead of time); Event End: 9:00pm
    - c. Rocktoberfest (October 11-12) Set Up Arrival: 8am on October 11<sup>th</sup> (Stage may be assembled ahead of time); Event End: October 12<sup>th</sup> 8pm. Event activities must end by 9:00pm on the evening of October 11<sup>th</sup> and 6:00 pm on October 12<sup>th</sup>, and the property must be cleared and locked by 10:00 pm. Arrival on October 12<sup>th</sup> no earlier than 8:00am.
  2. Event Coordinators will be required to submit a \$250.00 refundable deposit to the District offices at least within twenty four (24) hours prior to each event. The deposit will be held to ensure proper clean up and disposal. Park clean-up will be evaluated at the conclusion of the event.
  3. A copy of any agreements between the Discovery Bay Lions Club and any other event sponsors shall be provided to the Town at least 48 hours prior to the event.
  4. Event Coordinators shall be required to complete a Park Reservation & Use Permit Application for each event.
  5. A facility use fee in the amount of \$100.00 shall be paid by the event sponsor(s) at the time the Park Reservation & Use Permit Application is submitted.
  6. Onsite BBQ's may not to be utilized during any event.
  7. First Aid kits are required to be on site and provided by Event Coordinators for the duration of each event.
  8. Event coordinators shall be available to assist attendees during the course of each event and to provide exit support at the conclusion of the event.
  9. Event Coordinators shall ensure that all Park Rules are enforced during each event.
  10. Trash can receptacles shall be provided and all trash shall be removed by the refuse company within 48 hours of the conclusion of each event.
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**1800 Willow Lake Road • Discovery Bay • CA • 94505-9376**

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

Agenda Item G-1

11. At least four portable toilets shall be made available for use. All portable toilets shall be removed within 48 hours of the conclusion of each event.
12. Beer and wine sales are permitted and shall be confined to the Discovery Bay Community Center property. No outside containers which hold alcoholic beverages shall be allowed to be brought into the Community Center property. No alcoholic beverages shall be allowed to leave the Community Center gates. I.D.'s will be checked – No exceptions. Lion's Club volunteer staff will ensure that these conditions are strictly enforced.
13. A copy of the ABC permit authorizing the Lion's Club to sell beer and wine must be provided to the Town of Discovery Bay at least 72 hours in advance of each event
14. A copy of the East Contra Costa Fire Protection District event permit, if required, must be provided to the Town at least 72 hours in advance of each event. If event permit is not required, a record of this exemption from the ECCFPD must be received in lieu of permit.
15. A copy of the Contra Costa County Health Department Temporary Event Food Permit, if required, must be provided to the Town at least 72 hours in advance of each event.
16. The Discovery Bay Lion's Club shall provide proof of liability insurance, naming as an additional insured, the Town of Discovery Bay Community Services District.
17. A member of the Discovery Bay Lions Club provide security at the swimming pool to ensure that the pool area remains free from event attendees. The swimming pool will be closed during each event.
18. The Discovery Bay Lions shall be responsible for obtaining authorization for public parking which may occur on the dirt lot south of the Community Center from the Property owner. Proof of this authorization must be submitted to the Town 48 hours in advance of each event.

Accepted by: \_\_\_\_\_  
Dave Ciruli, President, Discovery Bay Lion's Club

Approved by: \_\_\_\_\_  
Richard J. Howard, General Manager, Town of Discovery Bay



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

August 20, 2014

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

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

### Agenda Title

Proposed Ordinance No. 25 Establishing Emergency Drought Regulations

### Recommended Action

That the Board introduce Emergency Drought Regulations Ordinance No. 25 as drafted; and set September 3, 2014 for the adoption of Ordinance No. 25 establishing Emergency Drought Regulations in the Town of Discovery Bay.

### Executive Summary

On January 17, 2014, Governor Brown issued a Drought Emergency Proclamation following three critically dry years in California. On April 25<sup>th</sup>, the Governor called on every city, every community, every Californian to conserve water in every possible way. In response to the Governor's call to conserve water, on June 4, 2014, the Town of Discovery Bay (TODB) Board of Directors implemented a Voluntary 20% water reduction directive with the adoption of Resolution No. 2014-11.

On July 15, 2014, the State Water Resources Control Board (Water Board) considered and adopted emergency drought measures. The new regulations affect every Californian, including the Town of Discovery Bay. The new regulations went into effect on July 29, 2014 and shall remain in effect for 270 days, unless extended or halted, at the discretion of the State Water Board.

The proposed drought emergency rulemaking include a prohibition on certain classes of water use, an order for all urban water suppliers to implement mandatory conservation measures, and an order for water suppliers with 3,000 or more service connections to provide monthly data on water production.

To promote water conservation statewide, the emergency regulations adopted by the State prohibit each of the following, except in case of health or safety needs or to comply with a term or condition in a permit issued by a state or federal agency:

- The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- The application of potable water to driveways and sidewalks; The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system; and
- Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

Additionally, failure to comply could result in a citation (infraction), punishable by a fine of up to five hundred dollars (\$500.00) for each day in which the violation occurs.

Urban water suppliers that violate these mandatory actions could be subject to cease and desist orders for violating emergency regulations with fines up to \$10,000.00 per day per violation (Water Code §1845).

Page Two

The attached Fact Sheet and final regulations as issued by the Office of Administrative Law provide additional information on the types restrictions and methods of enforcement.

Violations of the proposed Ordinance may result in a Notice of Violation issued by the Town of Discovery Bay to any person, business, association or other parties who fail to comply with any conditions of this Ordinance. Violations of this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25.00 for a first violation, a fine of \$50.00 for a second violation in any 6-month period, and a fine of \$100.00 for each addition violation in any 6-month period.

The proposed Town of Discovery Bay Emergency Drought Regulations Ordinance conforms to the new state mandates.

This Ordinance will become effective on October 4, 2014.

**Fiscal Impact:**

**Amount Requested \$ N/A**

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

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

**Previous Relevant Board Actions for This Item**

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the state of California

**Attachments**

Ordinance No. 25 Proposed Emergency Drought Regulations

State Water Board Emergency Water Conservation Regulations Fact Sheet

Office of Administrative Law final Regulations

**AGENDA ITEM: G-2**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

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

**SECTION 1. Short Title**

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

**SECTION 2. Purpose**

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

**SECTION 3. Water Shortage Emergency Declaration**

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

**SECTION 4. Regulations**

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;

4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
  - a. Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;
  - b. Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
  - c. All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.

#### **SECTION 5. Enforcement**

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

#### **SECTION 6. Violation**

The General Manager, or his/her designee, may issue a Notice of Violation to any person who fails to comply with any conditions of this Ordinance. Any person, business, association or other parties violating this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25 for a first violation, a fine of \$50 for a second violation in any 6-month period, and a fine of \$100 for each additional violation in any 6-month period.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

#### **SECTION 7. Severability**

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

#### **SECTION 8. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 3rd day of September, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on September 3, 2014 by the following vote:

\_\_\_\_\_  
Mark Simon  
Board President

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

PROPOSED

## Mandatory Water Conservation Regulation Go Into Effect

An [emergency regulation](#) to increase conservation practices for all Californians became effective July 29, 2014. The new conservation regulation targets outdoor urban water use. In some areas of the State, 50 percent or more of daily water use is for lawns and outdoor landscaping. This regulation establishes the minimum level of activity that residents, businesses and water suppliers must meet as the drought deepens and will be in effect for 270 days unless extended or repealed.

### **Prohibitions for ALL urban water users in California:**

- The application of potable water to any driveway or sidewalk.
- Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures.
- Using a hose that dispenses potable water to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle.
- Using potable water in a fountain or decorative water feature, unless the water is recirculated. Recycled water is not mandated, but encouraged for fountain use.

### **Requirements for Urban Water Suppliers (serving >3000 connections):**

- Implement water shortage contingency plans to a level where restrictions on outdoor irrigation are mandatory.
- Urban water suppliers without a plan, or without an adequate plan, must either mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.
- Report monthly water production beginning August 15. Include an estimate of the gallons per capita per day used by residential customers beginning with the October 15 report.

### **Requirements for Other Water Suppliers (serving <3000 connections):**

- Mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.

## **Assessing Compliance**

- Individual Prohibitions – evaluating alleged violations and taking enforcement action is primarily a local discretionary action.
- Water Suppliers – compliance will be evaluated based on multiple factors including implementation of the required actions, the content of the monthly reports (Urban Water Suppliers), and other relevant information.

## **Tips for Implementing the New Regulations**

- Notify and educate staff, ratepayers and the community at large about the prohibitions.
- Inform ratepayers of the requirements of the stage of the Water Shortage Contingency Plan required by the regulations.
- Access the water conservation resources clearinghouse, a partnership of the State of California and the Association of California Water Agencies at either <http://www.saveourh2o.org/> or <http://saveourwater.com/>

## **Contact Information**

- Report State Agency water waste at <http://www.saveourh2o.org/report-water-waste>
- Contact the State Water Board's drought hotline for questions on drought-related activities including general questions on the emergency regulations: (916) 341-5342.

More information on the emergency regulation can be found at the [Conservation Regulation Portal](#).

*(This fact sheet was last updated July 29, 2014)*

**State of California  
Office of Administrative Law**

**In re:**  
**State Water Resources Control Board**

**Regulatory Action:**

**Title 23, California Code of Regulations**

**Adopt sections: 863, 864, 865**

**Amend sections:**

**Repeal sections:**

**NOTICE OF APPROVAL OF EMERGENCY  
REGULATORY ACTION**

**Government Code Sections 11346.1 and  
11349.6**

**OAL File No. 2014-0718-01 E**

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The State Water Resources Control Board (Board) submitted this emergency action to adopt three sections and a new article in title 23 of the California Code of Regulations pertaining to drought emergency water conservation. The proposed action addresses severe impacts on California's water supplies and its ability to meet all water demands in the state due to the current drought, which was declared to be a state of emergency by Governor Brown in two executive orders issued in 2014. The second executive order, issued April 25, 2014, directed the Board to adopt emergency regulations, pursuant to Water Code section 1058.5, to ensure that urban water suppliers implement drought response plans to limit outdoor irrigation and other wasteful water practices.

OAL approves this emergency regulatory action pursuant to sections 11346.1 and 11349.6 of the Government Code.

This emergency regulatory action is effective on 7/28/2014 and, pursuant to section 1058.5 of the Water Code, will expire on 4/25/2015. The Certificate of Compliance for this action is due no later than 4/24/2015.

Date: 7/28/2014



Richard L. Smith  
Senior Attorney

For: DEBRA M. CORNEZ  
Director

Original: Thomas Howard  
Copy: Carlos Mejia

NOTICE PUBLICATION/REGULATIONS SUBMISSION

See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-</b>	REGULATORY ACTION NUMBER	EMERGENCY NUMBER <b>2014-0718-01E</b>
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ENDORSED FILED THE OFFICE OF

2014 JUL 28 PM 1:30

2014 JUL 18 PM 12:09

OFFICE OF ADMINISTRATIVE LAW

Debra Bowen  
DEBRA BOWEN  
SECRETARY OF STATE

For use by Office of Administrative Law (OAL) only	
NOTICE	REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY  
State Water Resources Control Board

AGENCY FILE NUMBER (if any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE Drought Emergency Water Conservation	TITLE(S) 23	FIRST SECTION AFFECTED 863	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input checked="" type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON Carlos Mejia	TELEPHONE NUMBER (916) 341-5184	FAX NUMBER (Optional) (916) 341-5199
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	ACTION ON PROPOSED NOTICE		NOTICE REGISTER NUMBER
		PUBLICATION DATE	

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Drought Emergency Water Conservation	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
--	--

2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 863, 864, 865
	AMEND
TITLE(S) 23 via 7/18/14	REPEAL

3. TYPE OF FILING

<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §511346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmission of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmission of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input checked="" type="checkbox"/> Emergency (Gov. Code, §11346.1(b))		<input checked="" type="checkbox"/> Other (Specify) <b>Emergency (Wat. Code, §1058.5)</b> <i>RS</i>	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

<input type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input checked="" type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> \$100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify) <b>request RS</b>		

7. CONTACT PERSON Carlos Mejia	TELEPHONE NUMBER (916) 341-5184	FAX NUMBER (Optional) (916) 341-5199	E-MAIL ADDRESS (Optional) carlos.mejia@waterboards.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE 	DATE 7-17-2014
TYPED NAME AND TITLE OF SIGNATORY Caren Trgovcich, Chief Deputy Director, State Water Resources Control Board	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

JUL 28 2014

Office of Administrative Law  
Agenda Item G-2

# PROPOSED TEXT OF EMERGENCY REGULATIONS

## Article 22.5. Drought Emergency Water Conservation.

### Section 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(4) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(5) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to further promote conservation.

Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104 and 105, Water Code.

### Section 864. Prohibited Activities in Promotion of Water Conservation.

(a) To promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks; and

(4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

(b) The taking of any action prohibited in subdivision (a) of this section, in addition to any other applicable civil or criminal penalties, is an infraction, punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs.

Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104 and 105, Water Code.

### Section 865. Mandatory Actions by Water Suppliers.

(a) The term "urban water supplier," when used in this section, refers to a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to

## PROPOSED TEXT OF EMERGENCY REGULATIONS

suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.

(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation of ornamental landscapes or turf with potable water.

(2) As an alternative to subdivision (b)(1), an urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation-based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within thirty (30) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week or shall implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(d) In furtherance of the promotion of water conservation each urban water supplier shall prepare and submit to the State Water Resources Control Board by the 15<sup>th</sup> of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. Beginning October 15, 2014, the monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves. In its initial monitoring report, each urban water supplier shall state the number of persons it serves.

(e) To promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within thirty (30) days, take one or more of the following actions:

(1) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(2) Implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

### Note:

Authority: Section 1058.5, Water Code.

Reference: Sections 102, 104, 105, 350, 10617 and 10632, Water Code.



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



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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Documentation  
For Agenda Item H



## MONTHLY OPERATIONS REPORT

July 2014

Town of Discovery Bay, CA

**1797** Days of Safe Operations

**79,414** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

<b>Safety</b>	<b>Hours</b>
Monthly Training consists of: Take 5 Safety Tailgates (12) West Region Safety Council Call Monthly Regional Safety Webinar Fire Extinguisher Hot Works	3.0
<b>Operations</b>	
L/S F Tesco Electrical Box Inf. PS Water Booster Pumps Automatic Valve Inf. PS Flute thermal imaging	5.0

### REPORTS SUBMITTED TO REGULATORY AGENCIES

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

<b># of Active Wells</b>	<b>Water Produced (MG)</b>	<b>Chemical (Hypo) Delivered</b>	<b>Fire Hydrant Flushing</b>
5	147.5	4325	0

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



**2014 Water Production Table (MG) by Month**

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	135.2
July	August	September	October	November	December
147.5					

**Bacteriological Test Results:**

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

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>June Lab Data</i>	<i>July Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		40.2	39.1
Flow, MG Daily Influent Flow, <b>avg.</b>	<b>N/A</b>	1.23	1.27
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.1</b>	1.34	1.26
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	20.1	28.0
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	29.9	41.0
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	1.8	3.0
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	2.6	4.0
Total Coli form 7 day Median Max	<b>23</b>	3	1
Total Coli form Daily Maximum	<b>240</b>	17	4
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	99	98
% Removal, TSS, monthly avg.	<b>85% min.</b>	98	97
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	2154 (YTD)	2090 (YTD)

Red – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

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

**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
8	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	117	0	39.3

**COLLECTION:**

- Flushing will start in Sept. with CCTV starting in Oct.
- Flushed 0 ft. of sanitary sewer lines, YTD 0 ft. **0%** completed
- CCTV 0 ft. **0%** completed (Deadline is May 2015)
- Inspected 0 manhole & covers. 0 YTD
- Performed valve exercising
- Performed weekly lift station inspections.
- L/S “F” back online, some outstanding electrical work waiting to be completed.

**MAINTENANCE:**

**Wastewater**

- Rebuild VU3000 module at plant #2
- Troubleshoot floats at Lakeshore L/S
- Troubleshoot clarifier #3 sump.
- Electrical issues with GFI at rotor #3
- Repaired Flops on chamber A & B solar dryer
- Removed all trees and weeds around lagoons
- Installed breaker & actuator on belt press #1
- Troubleshoot issue with air compressor at plant #1
- Troubleshoot Lagoon dredge pump

**Water**

- Troubleshoot water issue at Willow Lake WP
- Troubleshoot programing issue at WLWP
- Repaired backwash line on backwash tank NWP
- Repair sump line at NWP

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
176	83.8

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
60	23

**Call & Emergency Responses**

Call Outs	Emergencies
11	0

**Personnel Hours & Overtime:**

Regular Hours	Overtime
1408	47.75

## 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



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



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**TOWN OF DISCOVERY BAY**  
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**TOWN OF DISCOVERY BAY**  
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FINAL



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
June 12, 2014**

**MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:03 am at the Director of Airport's Office.

**PRESENT:** **Roger Bass, District II**  
**Mike Bruno, Chair, CCC Airports Business Association**  
**DeWitt Hodge, Member at Large**  
**Keith McMahon, City of Concord**  
**Rudi Raab, District I**  
**Ronald Reagan, District III**  
**Russell Roe, District V**  
**Tom Weber, Vice Chair, District IV**  
**Ed Young, Secretary, At-Large 1**

**ABSENT:** **Derek Mims, City of Pleasant Hill**  
**Janet Kaiser, Diablo Valley College**

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports

**OPENING COMMENTS  
BY CHAIR:**

None

**PUBLIC COMMENT  
PERIOD:**

Duane Allen thanked staff for the new Airport striping as it makes it easy to see at night and asked to have correction made to Draft Minutes (add the word "majority" for clarification as he had offered to pay for both hangars when considering changing hangars).

**APPROVAL OF  
MINUTES:**

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

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Ronald Reagan; seconded by Tom Weber, approved unanimously. Yes: Roger Bass, Mike Bruno, DeWitt Hodge, Keith McMahon, Ronald Reagan, Russell Roe, Rudi**

**Raab, Tom Weber and Ed Young. No: None. Abstained: None.  
Absent: Janet Kaiser, Derek Mims.**

**PRESENTATION/SPECIAL REPORTS – Byron General Plan Amendment (Patrick Roche, Department of Conservation and Development):**

- Gave overview of why we are doing this, the process, environmental review and planning process.
- AAC first to preview to get initial comments and thoughts before going forward in the process.
- Funded by the Mariposa Community Benefit Fund
- The underlying land use is agricultural and not consistent with uses defined in the adopted Master Plan.
- Want to be more thorough and have land use designations that are consistent with Master Plan to support full build out.
- Change General Plan and zoning and get better guidance.
  - Impacts were noted but there was no discussion of the benefits or improvements to the community.
    - a. Patrick commented that the General Plan Amendment was to speak only to on airport land uses and not surrounding land uses.
      - i. Airport sits within the urban limit line; surrounding area is outside.
      - ii. Dilemma is if you extend urban services (water, power, etc.) then you have to go over land not designated for urban use.
      - iii. Very complicated issue and current focus is on the area within urban limit line.
      - iv. It will need to go to the Board of Supervisors for final approval.
      - v. Must also conform to requirements of state zoning and environmental progress.
      - vi. Uses identified would be permitted by right without needing additional planning permits and approvals.
      - vii. Anything not specifically included would not be allowed without amending the zoning code.
    - It was questioned why the P1 designation does not get the Airport fully what it needs?
      - a. When the Airport was built the General Plan was not changed and that is necessary to implement the Master Plan.
      - b. Not every possibility can be anticipated and need to create the most flexible tool for the future non-aeronautical uses.
      - c. Concept is to use the FAA definition of aeronautical uses and have pivot points (like road network improvements).
    - Concern was expressed that we do not have an airport out there that can serve the broader, high growth community.
      - a. What is being proposed does not mention road connections necessary (like Vasco to Armstrong) which would help facilitate business growth.
      - b. Wants to set stage now in this process rather than waiting 10+ years for Route 239 process to be completed.
      - c. Brentwood's GP was updated and calls for more commercial and industrial uses.
    - Comment was made that infrastructure (access, water and sewer) needs to be updated and need to make the development process attractive or it will not be viable.

- Comment was made that the uses should be as broad as possible so they are the most flexible for the future.
  - a. It should take approx. 6-8 mos. to complete and wants to get the environmental started. There will be two public meetings; the Planning Commission and then the Board of Supervisors for final approval. Input and comments are welcomed as he is not an aviation expert.
- Mike Bruno commented that, as a Buchanan Field business who would like to make changes, the timing and process is a problem. He also noted that the FAA advisory circular is more exclusionary rather than inclusionary and Airport Staff needs flexibility to properly grow the airports.
  - a. Russell Roe commented on timing issues: they have been talking about Armstrong Road extension since the airport was developed. Problem with waiting for Route 239 project completion is the improvements will be too late. They should include as much as possible in this process to create best canvas for future.
- Comment was made that there are many checks and balances in place to ensure compatibility. Problem with delaying inclusion of all compatible uses is that the added timing and cost will kill a future project. The process needs to be conscientious to avoid overburdening development; the more you put on a builder, the less likely the financial institutions will provide the funds necessary and the project will die. This process needs to be more flexible to allow for reasonable and competitive non-aviation uses in a less cumbersome and bureaucratic way.
  - a. Zoning code intrudes uses permitted by right without needing additional planning permits and approvals.
  - b. Keith Freitas responded we have it all now at Buchanan Field Airport; goal is to mirror that approach at the Byron Airport.
- There is a concern if you only look at this as an aviation zone, it should be viewed as an economic zone. There are tremendous opportunities that we may not be able to take advantage of and/or limit the ability to properly grow over time. The FAA does not lead; rather lags and we need a better way to provide future flexibility and allowable uses.
  - a. Keith McMahon commented that he works with a lot of developers and they focus on a business friendly environment and return on investment. We should look at creating an expanded list of allowable compatible non-aeronautical uses so that we have more growth options in the future. He mentioned the example of Portland Airport for broader economic focus; it made a huge difference for their growth.
- It is important to focus on the list of allowable uses to make sure all aviation and compatible, aviation-related uses are included in the zoning code.
  - a. Members all agreed that a restaurant, car parking and rental cars should be permitted.
  - b. Subject is to be on a future agenda to discuss expanding the list of allowable uses.
- A member of the public questioned whether what was in the original Board order, stated potential to look at changes (reduction) of land uses within urban limit line was still part of the project scope?
- Response was no it was not part of current scope and would be more appropriate when urban limit line is reexamined in 2016.

## DISCUSSION/ACTION ITEMS:

### a. Items Pulled from Consent

None

### b. Set Meeting Calendar for June 2014 – May 2015

Mike Bruno suggested keeping meeting schedule the same. The September 2014 meeting conflicts with Airport Committee and will either need to be changed or cancelled. The Aviation Advisory Committee (AAC) agreed to keep the same schedule.

### c. Noise Issues

Keith Freitas stated there is good news and bad news. Aviation activity is increasing but that translates into more noise complaints.

- Natalie Olesen commented:
  - There had been a couple of unusual events (Bart derailment in Concord and limb falling onto BART tracks in Concord) causing noise complaints from media helicopters.
  - 10 of the 30 noise complaints were from training operations off Runway 19R.
  - Increase in East County complaints due to aerobatics flying; they want this activity to go away (safety concerns with expanding residential uses).
- Keith McMahon commented that the numbers are climbing but they are not large in total amounts (percentages are less useful as the actual numbers are so low).
  - Keith Freitas responded that while activity is much lower than in the past people do not remember the past higher activity. The community changes as does their life circumstances.
- Mike Bruno commented education and public outreach may help to lessen some of the issues.
- Aerobatics issue will be added to a future meeting agenda; when held at the Byron Airport.

### d. Economic Development Working Group Update

- Mike Bruno, Ronald Reagan and Russell Roe will represent the AAC
- The process will start by inviting participation from larger tenants, hangar tenants and clubs to work with us to create an Economic Development Working Group
- Airport staff is hoping to start the program in the next week or so.

### e. FAA Grant Projects

Airport Staff is looking at:

- Buchanan Field Airport
  - Runway 14L/32R – \$3.5 million for overlay and reconstruction
  - Taxiway Echo improvements sign and lighting upgrades - \$1 million to \$1.5 million
  - East Ramp pavement improvements - estimated at \$1.3 million
    - FAA fundable but low priority, for FAA, so may be covered by Airport Enterprise fund.

- Byron Airport
  - Pavement rejuvenation of the airfield pavement (including sign and lights)
  - Runway extension – from 4,500 feet to up to 6,000 feet.
    - There is some FAA support to extend the runway but need to show there is an existing need (not build it and they will come)
- Most project items solicit for a base project bid and included alternates depending on the funding.
- Ed Young questioned if Airport staff has explored having the Department of Forestry at Byron Airport
  - Jet A would be needed to set the stage to attract them.
- DeWitt Hodge questioned whether the extension of the primary runway would have any problems or concerns for the crosswind runway.
  - Extension of crosswind runway is anticipated but lower priority at this time.
- Staff will come back at a later date with a broader list of projects being contemplated.

**f. Air Race Classic 2014**

Buchanan Field Airport was selected as the starting point for the 38<sup>th</sup> Annual Air Race Classic.

- Race ends in Harrisburg, Pennsylvania
- 46 planes and about 160 participants and involved parties.
- Full week of activity.

**g. AAC Tenant Recognition Program Nominations**

AAC received one (1) nomination but requested more

- Tom Weber suggested Patriot Jet Foundation for their education component; the nomination for Reach would need to be a lot stronger to support it.
- Ronald Reagan will recommend Patriot Jet Foundation for consideration.

This item was deferred to next meeting to give additional time to for submitting additional nominees.

**UPDATES/ANNOUNCEMENTS**

**a. Airport Committee Update**

None

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

- Sign improvements on freeway/roads and the on the west side of Buchanan Field Airport.
- Tenant BBQ was successful – about 320+ attended.

**c. Update from Airport Business Association**

Mike Bruno reported the economy is improving; businesses are still struggling but business climate is improving

**d. Airport Land Use Commission (ALUC) Update**

There have been some member changes

- David Durant is no longer on the ALUC
  - Replaced by Vice Mayor, Concord, Ron Leone
- Officers have changed
- At large position solicited
- Airport representative has is going out for solicitation.

**e. AAC Announcements**

None

**f. Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS**

- Byron General Plan Amendment and zoning code – allowable land uses
- Aerobatic issues around Brentwood
- Reactivating Taxiway C for runway use.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:35 a.m.



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Board of Directors Regular Meeting

**Monday July 7, 2014 – 6:30 P.M.**  
Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

**CALL TO ORDER:** (6:32 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:32 P.M.)

**ROLL CALL:** (6:33 P.M.)

Directors Present: Bouillon, Bryant, Cooper, Johansen, Kenny, Morgan, Smith, Young  
Directors Absent: Michaelson

**PRESENTATION:** (6:33 P.M.)

**P.1** Contra Costa County Emergency Medical Services Recognition

The first recognition was for a CPR Save that occurred on March 15<sup>th</sup> @ 10:30 a.m. The following personnel was recognized, Captain Auzenne, Engineer Mathers & Firefighter Kiel.

The second recognition was for a child choking that occurred on May 18<sup>th</sup>. The following ECCFPD personnel, Captain Ruddick, Engineer All & Firefighter Bettencourt assisted a local citizen Todd Standridge.

**PUBLIC COMMENTS:** (6:46 P.M.)

*There were one (1) Public Speakers – Hal Bray*

**CONSENT CALENDAR:** (6:49 P.M.)

**C.1** Approve minutes from June 2, 2014 Regular Board of Directors Meeting

**Motion by:** Director Young to approve Consent Calendar Item C.1  
**Second by:** Director Smith  
**Vote:** Motion carried: 7:1  
**Ayes:** Bouillon, Bryant, Cooper, Kenny, Morgan, Smith, Young  
**Absent:** Michaelson  
**Abstained:** Jonathan

**PUBLIC HEARINGS:** (6:49 P.M.)

**PH.1** Hold Public Hearing on and Adopt Ordinance Adopting Modified 2013 California Fire Code

**Motion by: Director Young to Close the Public Hearing.**

**Second by: Smith**

**Vote Motion carried 8:0.**

**Motion by: Director Kenny to Adopt Ordinance Adopting Modified 2013 California Fire Code.**

**Second by: Cooper**

**Vote Motion carried 8:0**

*There were no (0) Public Speakers*

**DISCUSSION ITEMS**

(6:58 P.M.)

**D.1** Approve and Authorize a District Response to Contra Costa County Grand Jury Report#1405, "The Public Records Act in Contra Costa County: Letting the Sun Shine In"

**Motion by: Director Johansen to Approve and Authorize a District Response to Contra Costa County Grand Jury Report#1405, "The Public Records Act in Contra Costa County: Letting the Sun Shine In"**

**Second by: Young**

**Vote Motion carried 8:0**

*There were one (1) Public Speakers – Alex Aliferis*

(7:06 P.M.)

**D. 2** Review Meeting Schedule/Timeline for a Revenue Enhancement Measure

Chief Henderson presented the meeting Schedule/Timeline for a Revenue Enhancement Measure

*There were one (1) Public Speakers – Alex Aliferis*

(7:22 P.M.)

**D. 3** Receive Update on Personnel/Staffing and Preliminary Findings on Call Volume/Workload.

Chief Henderson presented the update on Personnel/Staffing and Preliminary Findings on Call Volume/Workload.

*There were one (1) Public Speakers – Vince Wells*

(8:05 P.M.)

**D. 4** Receive Operational Update for June 2014

Chief Henderson presented the updates for June 2014.

*There were no (0) Public Speakers*

## **INFORMATIONAL STAFF REPORTS**

**NONE**

### **DIRECTORS' COMMENTS: (8:09 P.M.)**

Director Smith comment on the July 4<sup>th</sup> structure fire and what the outcome could have been if we have to close stations.

Director Bryant thanked all the firefighters for the continue support to the community,

### **INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS:**

Director Cooper requested that staff brings back at the August 4<sup>th</sup> meeting to vote to close stations due to staff shortage.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: August 4, 2014  
(8:13 P.M.)**

**Motion by: Director Bryant to adjourn to the next Board meeting, August 4, 2014**

DRAFT



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
July 10, 2014**

**MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:00 am at the Director of Airport's Office.

**PRESENT:** **Mike Bruno, Chair, CCC Airports Business Association**  
**DeWitt Hodge, Member at Large**  
**Keith McMahon, City of Concord**  
**Rudi Raab, District I**  
**Ronald Reagan, District III**  
**Russell Roe, District V**  
**Tom Weber, Vice Chair, District IV**

**ABSENT:** **Roger Bass, District II**  
**Derek Mims, City of Pleasant Hill**  
**Janet Kaiser, Diablo Valley College**  
**Ed Young, Secretary, At-Large 1**

**STAFF:** Beth Lee, Assistant Director of Airports  
Natalie Olesen, Airport Office Assistant

**OPENING COMMENTS  
BY CHAIR:**

None

**PUBLIC COMMENT  
PERIOD:**

Duane Allen commented that the discussion of aerobatics should be discussed at Buchanan Field since some of the pilots may be based here. Mike Bruno responded that the current issues with aerobatics are coming from the Brentwood area. The AAC wants members of those communities to be able to attend; the AAC is also trying to find an aerobatic pilot who would be willing to attend the meeting.

**APPROVAL OF  
MINUTES:**

**Moved by Rudi Raab; seconded by Keith McMahon. Approved unanimously with correction to spelling of Keith McMahon's name on page 4. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.**

**APPROVAL OF  
CONSENT ITEMS:**

Russ Roe asked to have Noise Statistics pulled from consent. **Moved by Tom Weber to approve all other consent items; seconded by DeWitt Hodge, approved unanimously. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.**

**PRESENTATION/SPECIAL REPORTS – None**

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent - Noise Statistics**

Russ Roe commented that at a previous meeting it was noted that noise complaints are increasing with the increase of operations.

- It is important for pilots to remember to fly friendly as much as possible.
- Community friendly flight paths and Noise Abatement Program need to be discussed.

Item will be added to next agenda for discussion.

**b. Byron General Plan Uses**

Beth Lee reported this was a follow-up from the last meeting. A list of current, proposed Buchanan Field uses and Minimum Standards uses were reviewed.

- Goal is to make the uses comparable with those at Buchanan Field.
- Make uses more general (rather than tied to a type) and process to be more flexible.
- General Plan and zoning should be designed to be flexible to accommodate changes by the FAA that would cause the Minimum Standards to be updated.
- Uses to support and facilitate a Foreign Trade Zone were discussed and added.
- A memo will be sent to the Department of Conservation and Development that includes the additional items that were discussed; a copy of the memo will be provided at a future meeting.

**Keith McMahon made a motion to approve all items discussed be added. Approved unanimously. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.**

**c. Economic Development Working Group Update**

Beth Lee reported the first meeting will be held on Thursday, July 17 at 9:00 am.

- Working towards a more creative incentive program to encourage existing tenants to stay and attract new pilots/businesses to move to the Airports.
- The new program elements should be complete by the end of 2014.

**d. AAC Tenant Recognition Program Nominations**

- Ronald Reagan nominated the Patriot Jet Team Foundation for their education outreach.

- Tom Weber felt the nomination information for Reach was not a strong enough to be supported this year. He also suggested nominating both emergency response companies in the following year.

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

## **UPDATES/ANNOUNCEMENTS**

### **a. Airport Committee Update**

None – next meeting tentatively scheduled for September 11, 2014 at 10:30 am.

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

Beth Lee reported that grant paperwork was being filed for the following:

- Buchanan Field - Taxiway Echo repair and maintenance
- Byron Airport – Pavement enhancements
- Airport staff is looking at other projects which will be discussed with the AAC at a future meeting.

Ronald Reagan reported the Patriot Jet Team Foundation is holding a fundraising auction and dinner.

### **c. Update from Airport Business Association**

None

### **d. Airport Land Use Commission (ALUC) Update**

Tom Weber reported the next meeting is scheduled for August

Beth Lee announced Russ Roe was appointed to the ALUC

### **e. AAC Announcements**

- Next AAC Meeting - August 14, 2014
- No September meeting
- October Meeting will be held at Byron Airport

### **f. Airport Staff Announcements**

None

## **FUTURE AGENDA ITEMS**

- Byron General Plan Amendment and zoning code – Update
- Noise friendly traffic patterns and Noise Abatement Program
- Airport Projects

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:19 am.

**Byron  
Municipal  
Advisory  
Council  
DRAFT**



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

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

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

**Record of Actions**

**Meeting start time: 6:03 p.m.**

**Thursday, July 17, 2014**

- 1.) Meeting called to order by Vice Chair Larsen at 6:02p.m. Chair Juarez arrived at 6:12p.m.
- 2.) **Public Comment:** Resident Jack Nil discussed his concerns with trucks on Camino Diablo. Resident Mike Niesen discussed his desire for a limitation on truck traffic on Camino Diablo with an agricultural exemption.
- 3.) **Review of Record of Actions of 3-20-14 meeting:** Motion to approve as prepared made by Councilmember Lopez. Second made by Councilmember Larsen. Motion carried 4-0. AYES: Larsen, Lopez, Juarez and Schmit.
- 4.) **Agency Reports**
  - a.) **East Contra Costa Fire Protection District:** June 2014 Operational Report distributed.
  - b.) **Contra Costa County Sheriff's Department:** Anthony Fontenot, Crime Specialist, provided an overview of the Calls for Service for June 2014
  - c.) **California Highway Patrol:** No Report.
  - d.) **Office of Supervisor Mary N. Piepho:** Deputy Chief of Staff Castleberry provided an update on the following items: Councilmember Beltran submitted his resignation and the office will be working to schedule the items to accept the resignation and open the seat at an upcoming Board of Supervisors' meeting; reminder the BDCP Public Comment period was extended from June 13<sup>th</sup> to July 29<sup>th</sup>; Save the Delta is holding a Rally in Sacramento on 7/29; lastly introduced the Supervisor's new scheduler Alicia Nuchols.
- 6.) **Items for Discussion and/or Action**
  - a.) Discuss Agency Comment Request LP14-2033 regarding a request to modify LP11-2055 for the installation of 2 new panel antennas and 2 new RRUs at an existing cell site located off Camino Diablo: Motion to approve the application without comment made by Councilmember Schmit. Second made by Councilmember Lopez. Motion carried 4-0. AYES: Larsen, Lopez, Juarez and Schmit.
  - b.) Review the 2014 Housing Element Update: Item reviewed without comments by the Byron MAC.
- 7.) **Correspondence Key: R= Received S= Sent**
  - a. R- 6/24/14 Contra Costa Planning Commission for June 24, 2014
  - b. R- 7/7/14 Contra Costa Zoning Administrator Agenda for July 7, 2014
  - c. R- 7/8/14 Contra Costa Planning Commission Cancellation Notice for July 8, 2014
  - d. R- 7/9/14 Local Agency Formation Commission Cancellation Notice for July 9, 2014
- 8.) **Councilmember Comment/Future Agenda Item:**  
**Traffic Concerns**  
**Truck Traffic Concerns/Camino Diablo**
- 9.) Adjourned to next meeting scheduled for August 21, 2014



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



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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No Back Up  
Documentation  
For Agenda Item O



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No Back Up  
Documentation  
For Agenda Item P