



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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

For the Regular Meeting of Wednesday

November 16, 2016

7:00 P.M. Regular Meeting

Location change

**District Office
1800 Willow Lake Road**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 16, 2016
REGULAR MEETING 7:00 P.M.**

LOCATION CHANGE

District Office

1800 Willow Lake Road, Discovery Bay, California

Website address: 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. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

D. 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 for November 2, 2016
2. Approval of DRAFT minutes of regular meeting for November 2, 2016
3. Approve Register of District Invoices

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of October 2016

F. BUSINESS AND ACTION ITEMS

1. Consider authorizing an expenditure of not to exceed \$9,750.00 for carpet installation at the District Office.
2. Consider authorizing the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's Bank of Agriculture and Commerce account.
3. Consider authorizing Resolution No. 2016-21 in support of reallocation of property tax to support fire and emergency medical services as requested by the East Contra Costa Fire Protection District.
4. Accept the report regarding the use of the District's portable sign trailer and consider alternatives.

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

H. PRESENTATIONS

- I. **PRESIDENT REPORT AND DIRECTORS' COMMENTS**
- J. **MANAGER'S REPORTS – Discussion and Possible Action**
- K. **GENERAL MANAGER'S REPORT – Discussion and Possible Action**
- L. **DISTRICT LEGAL COUNSEL REPORT**
- M. **SUB-COMMITTEE UPDATES – Discussion and Possible Action**
- N. **CORRESPONDENCE – Discussion and Possible Action**
 - 1. Received – East Contra Costa Fire Protection District meeting minutes – 10-03-2016
 - 2. Received – From County Supervisor Piepho Re-establishing the Double Fine Zone on Vasco Road – 10-26-2016
- O. **PUBLIC RECORD REQUESTS RECEIVED**
- P. **FUTURE AGENDA ITEMS**
- Q. **ADJOURNMENT**
 - 1. Adjourn to the next Regular meeting of December 7, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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



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There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- F. BUSINESS AND ACTION ITEMS
F-4 Accept the report regarding the use of the District's portable sign trailer and consider alternatives. Provided prior to the meeting.
- G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- H. PRESENTATIONS
- I. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- J. MANAGER'S REPORTS – Discussion and Possible Action
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



TOWN OF DISCOVERY BAY

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**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
WEDNESDAY, November 2, 2016
SPECIAL MEETING 4:30 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 4:30 P.M.

A. ROLL CALL

1. Call business meeting to order 4:30 p.m. – By President Pease
2. Roll Call – All Present

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 items D-1, D-2, and D-3.

D. CLOSED SESSION:

1. Public Employee Appointment pursuant to CA Government Code Section 54957
Title: General Manager
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District
Contra Costa County Sup. Ct. No, C-13-00274
3. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)
Name of Case and Case Number: RWQCB Administrative Civil Liability Complaint R5-2014-0542

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 for items D-1, D-2, and D-3.

F. ADJOURNMENT

1. The meeting adjourned at 7:12 p.m. to the Regular Meeting on November 2, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-03-16

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 2, 2016
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:12 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All present

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

There was one public comment speaker regarding traffic control; California Highway Patrol and the Sheriff Department enforcement.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month of October and the number of calls within the month. The board requested information regarding a hit and run and that there was no one available to come to the scene, CHP will provide an update; provided an update regarding the equipment for the Sheriff's Department Radar System, approval of funding from the Discovery Bay P6 Zone Citizen Advisory Committee.
2. CHP Report – Officer Thomas provided the update for the month of October. Officer Thomas provided the details regarding the hit and run and if it was a misdemeanor, the department should have responded, he will pass on the information to the Command; also will provide his time to answer any questions that the residents may have.
3. Supervisor Mary Piepho, District III Report – No Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – Vice-President Leete provided the details of the Code Enforcement meeting on October 27, 2016
4. Special Districts Report** – No Report

** These meetings are held Quarterly

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 regular meeting for October 19, 2016
2. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Graves

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

President Pease altered the agenda location of item F-2 to the first item under Business and Action.

F. BUSINESS AND ACTION ITEMS

1. Consider authorizing the Interim General Manager to enter into a contract with the lowest responsible bidder for the Water Meter Installation Project, and make related CEQA findings.

Interim General Manager Kutsuris – Provided the details regarding the installation of the Water Meters on all of the single family residence with our District (that number is 3,531 residents). The bid process was a two part system – which was a pre-qualification, 5 contractors were pre-qualified and then invited to submit bids. There were 3 bids received on Monday, October 31, 2016 at 4:00 p.m. – the low bid was JW Backhoe Construction (\$1,391,490.00), next highest bid was Granite Construction for approximately (\$2.2 million) and the highest bid was Florez Brothers Inc. for almost (\$2.9 million). The board stated that there will be a need to be transparent – all of the information posted on our website, mailers, etc., question regarding concerns with the emergency work done by JW Backhoe Construction – there will be a firm boundary on the construction area - that there will be the proper oversight of every installation along with strong inspection in the field. The discussion continued regarding the staffing within JW Backhoe and Construction – and to be able to complete the installation along with the other work done by JW Backhoe and Construction – water leak repairs, etc.

Motion by: Vice-President Leete to accept recommendation and award contract to JW Backhoe & Construction, Inc. for the Water Meter Installation Project in the amount of \$1,391,490.00 (one million, three hundred ninety one thousand, four hundred ninety dollars and zero cents); authorize the General Manager to sign the contract and make related CEQA findings.

Second by: Director Graves

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

2. Consider request from Amanda Dove for a revised proposal in lieu of Community Center room rental fees for the Odyssey of the Mind Program for the youth.

Interim General Manager Kutsuris – Provided a background of the Odyssey of the Mind Program for the youth and the agility equipment for the Dog Park; not able to be completed at the conclusion of the year – this was referred to the Park and Recreation Committee. The proposal from Amanda Dove is to provide ½ page space ad in the Delta Sun Times for a period of 12 months (value of \$6,000.00) on behalf of the Odyssey of the Mind Program.

Amanda Dove – Provided additional details and thanked the board for the use of the Community Center room for the Odyssey of the Mind Program. The Dog Park project was a bit out of the reach and anticipates that the proposed ad will be a substitute for the use of the Community Center room for the 2016-2017 school year.

Interim General Manager Kutsuris – Comment added to authorize the Interim General Manager to enter into a written agreement consistent with this recommendation. Director Simon stated that it is incumbent that this board promote children's activities; Director Graves asked is there a need for the advertising and how much. Mac Kaiser, Recreation Programs Supervisor stated that having the ability to advertise every month would be needed; Vice-President Leete also inquired regarding the size of the Odyssey of the Mind Program (120 students); Director Steele said, this is a great use of the space and the Community Center and does support the program; President is also fully in favor of the program – one ask – to change the terms of the proposal from 12 ads to 18 ads. The General Manager will work out the details of the agreement with an option for future ads in exchange of the use of the Community Center room.

Motion by: Director Graves to set aside the original decision that the Odyssey of the Minds program would contribute to an agility program at the dog park in lieu of paying room fees for the 2015-16 school year, and accept the proposal from Amanda Dove and the Delta Sun Times, on behalf of the Odyssey of the Minds coordinators to have the Delta Sun Times provide a monthly half page ad space to the Town of Discovery Bay at no cost (\$6000.00 total value) for a period of twelve (12) months, amended to (18) months beginning January 1, 2017 for the 2015/16 and the 2016/17 school year. Authorize the Interim General Manager to enter into a written agreement consistent with this recommendation.

Second by: Director Simon

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

3. Consider authorizing the Interim General Manager to enter into an agreement with Quint and Thimmig LLC for Bond and Disclosure for the Effluent Filtration Project bond issuance.

Interim General Manager Kutsuris – The item is related to the 7.5 million dollar bond issuance for the Effluent Filtration Project (currently under construction at WWTP NO. 2). In early October the board made the decision to move forward with Brandis Tallman, LLC as the underwriter, and Saul Rosenbaum as the Financial Advisor for this bond issuance. The next step was the selection of Bond Counsel and the recommendation from the financial advisor was Quint and Thimmig. Change in the Resolution – should be Resolution No. 2016-20

Motion by: Vice-President Leete to authorize the General Manager to enter into an agreement with Quint and Thimmig LLP, for \$50,000.00, for bond counsel and disclosure counsel related to the 2016/17 bond issuance, and adopt proposed Resolution 2016-20.

Second by: Director Simon

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

4. Consider adoption of Resolution No. 2016-17 amending the Conflict of Interest Code to reflect the change to the Designated Positions.

Interim General Manager Kutsuris – This item is a biennial action that the board takes to review the Conflict of Interest Code – changes are non-substantial – one change is to include the Recreation Programs Supervisor and also clarify the consultants (primary consultants that we use).

Change in the Resolution – should be Resolution No. 2016-19

Motion by: Director Graves to adopt Resolution No. 2016-19 amending the Conflict of Interest Code to reflect the change to the Designated Positions Title change and inclusion of Recreation Programs Supervisor.

Second by: Vice-President Leete

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

5. Consider authorizing an expenditure of not to exceed \$28,000 for the development of three workstations at the District Office, and make related CEQA findings.

Interim General Manager Kutsuris – Provided a background of the District office space and the need for the three workstations – the Capital Improvement Budget for many years included this 2 million dollar unfunded item for district offices – which was eliminated as part of the budget round this year. The Interim General Manager believes there could be some modest changes to the interior of the existing office space to add additional office space. Director Simon believes that this change in office space is well needed; President Pease also believes that the space is needed – he also inquired about the carpet at the District Office and the need to replace. The board asked staff to come back with a carpeting quote and bring back to the next board meeting on November 16th.

Motion by: Director Graves to approve the addition of three workspaces in the District Office, and find that the project is exempt from the CEQA pursuant to Section 15301(a).

Second by: Director Simon

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

G. MANAGER'S REPORT – Discussion and Possible Action

None

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESENTATIONS

None

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Leete – Attended a meeting where the Metropolitan Water District was in attendance – speaking in regards to the purchase of the items after the Delta Hearing (environmental concerns for the Delta).

Recommendation is to keep on the radar with regards to the Tunnels.

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

November 9th – Roof removal and the November 16th board meeting will not be held at the Community Center and the location change will be at the District Office located at 1800 Willow Lake Road.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

None

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Director Graves - Permanent signage – for the Discovery Bay “Message Board”

Q. ADJOURNMENT

1. The meeting adjourned at 7:55 p.m. to the next regular meeting of November 16, 2016 starting at 7:00 p.m. at the new location – **Town of Discovery Bay District Office located at 1800 Willow Lake Road.**

//cmc – 11-04-16

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 16, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Catherine Kutsuris, Interem General Manager

ck/lysh

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 \$ 630,830.42

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017

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

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

AGENDA ITEM: D-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 16, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Delta Debris Box Service	1255899	40Yd Green (Z57,Z61)	10/31/16	\$291.00
Tee Janitorial & Maintenance	8503	Janitorial Oct 2016 (57,Z61)	10/20/16	\$80.00
Trugreen	56313478	Landscape Reimb (Z61)	10/21/16	\$1,075.00
Trugreen	56313646	Regatta (Z57)	10/21/16	\$675.00
U.S. Bank Corporate Payment System	4246044555703473/161	Landscape Reimb (Z34,Z57,Z61)	10/25/16	\$42.16
			Contra Costa County	
			Sub-Total	\$2,163.16

Water

Alhambra	13710019-102816	Bottle Water Service	10/28/16	\$6.22
Big Dog Computer	BDC33257	System Testing and Maintenance	10/25/16	\$120.00
Big Dog Computer	BDC33262	Server Updates and Maintenance	10/25/16	\$301.50
Brentwood Ace Hardware	808/103116	General Repairs	10/31/16	\$32.54
CaliforniaChoice Benefit Admin	2556684/53040	Health Insurance Dec 2016	10/27/16	\$4,397.04
Cintas	185576937	Mats	10/26/16	\$6.86
Cintas	185577906	Mats	11/02/16	\$6.86
County Clerk - CCC	13	NDE Water Meter Project	11/02/16	\$50.00
County of Contra Costa Public Works Dept	700762	Encroachment Permits	10/18/16	\$1,133.12
County Of Contra Costa, Dept of Info Tec	10606	Data Processing Charges Sept 2016	10/17/16	\$19.80
Cornerstone Community Management	Cypress Landing	Refund Overpayment	11/03/16	\$1,149.06
HD Supply Waterworks, LTD	G219081	Meter Boxes, Water Meter Project	10/27/16	\$18,910.04
Herwit Engineering	16-10	Vehicle Storage Facility	11/01/16	\$132.00
J.W. Backhoe & Construction, Inc.	2693	Hauled Cutback WWTP#1	10/24/16	\$1,156.88
J.W. Backhoe & Construction, Inc.	2694	Water Leak River Point, Installed Two Service Lines	10/24/16	\$12,391.82
J.W. Backhoe & Construction, Inc.	2695	Paved Three Spots	10/24/16	\$6,637.80
J.W. Backhoe & Construction, Inc.	2696	Water Leak Schooner Loop	10/24/16	\$2,961.38
J.W. Backhoe & Construction, Inc.	2697	Hauled Concrete WWTP#1	10/25/16	\$569.95
J.W. Backhoe & Construction, Inc.	2698	Locate And Fix Broken Drain Line Sand Point	10/25/16	\$4,834.36
National Meter & Automation, Inc.	S1076872.001	Meters and Endpoints, Water Meter Project	10/26/16	\$71,506.93
National Meter & Automation, Inc.	S1076872.003	Meters and Endpoints, Water Meter Project	10/28/16	\$75,629.93
National Meter & Automation, Inc.	S1077556.001	Water Meter Project Replacement Meters	10/19/16	\$8,676.46
Neumiller & Beardslee	280651	Hofmann v. TODB	10/26/16	\$167.15
Office Depot	873336325001	Office Supplies	10/20/16	\$72.42
Office Depot	873336577001	Office Supplies	10/20/16	\$13.02
Office Depot	874914759001	Office Supplies	10/27/16	\$12.32
Office Depot	874914983001	Office Supplies	10/27/16	\$22.97
ReliaStar Life Insurance Company	#JRS2 457(B) 111516	457(b) 11/01/16-11/15/16	11/15/16	\$412.04
Ricoh USA, Inc	5045136698	Photocopier	10/20/16	\$100.25
SWRCB	LW-1007331	Large Water System Fee 2015-2016	10/19/16	\$5,791.99
Tee Janitorial & Maintenance	8503	Janitorial Oct 2016	10/20/16	\$285.60
U.S. Bank Corporate Payment System	4246044555703473/161	Travel & Meetings	10/25/16	\$142.55
U.S. Bank Corporate Payment System	4246044555703473/161	Training & Education BOD	10/25/16	-\$202.00
U.S. Bank Corporate Payment System	4246044555703473/161	Telephone General	10/25/16	\$318.33
U.S. Bank Corporate Payment System	4246044555703473/161	Internet	10/25/16	\$723.34
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle & Equipment Fuel	10/25/16	\$312.58
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle Repair & Maintenance	10/25/16	\$53.20
U.S. Bank Corporate Payment System	4246044555703473/161	Info System	10/25/16	\$143.40
U.S. Bank Corporate Payment System	4246044555703473/161	Computer Software	10/25/16	\$16.00
U.S. Bank Corporate Payment System	4246044555703473/161	Office Supplies	10/25/16	\$6.94
U.S. Bank Corporate Payment System	4246044555703473/161	Building Maintenance	10/25/16	\$9.65
U.S. Bank Corporate Payment System	4246044555703473/161	Special Expense	10/25/16	\$11.07
Univar	SJ779441	Chemicals Delivered 10/17/16	10/17/16	\$221.20
Univar	SJ779442	Chemicals Delivered 10/17/16	10/17/16	\$235.03
Veolia Water North America	62585	Monthly O & M Fee Nov 2016	11/01/16	\$51,250.12
Verizon Wireless	9774391245	Cell Phone Bill Oct 2016	10/26/16	\$185.09
Zee Medical Service Company	724601370	Safety Supplies	11/04/16	\$16.68

Water Sub-Total \$270,951.49

Wastewater

Alhambra	13710019-102816	Bottle Water Service	10/28/16	\$9.33
Auburn Constructors Inc.	1505-005	WWTP#2 Effluent Filtration	10/28/16	\$210,672.00

Big Dog Computer	BDC33257	System Testing and Maintenance	10/25/16	\$180.00
Big Dog Computer	BDC33262	Server Updates and Maintenance	10/25/16	\$452.25
Brentwood Ace Hardware	808/103116	General Repairs	10/31/16	\$48.80
Brentwood Ace Hardware	808/103116	PGE Funded Project-Equip Enclosure	10/31/16	\$127.75
CaliforniaChoice Benefit Admin	2556684/53040	Health Insurance Dec 2016	10/27/16	\$6,595.56
Cintas	185576937	Mats	10/26/16	\$10.30
Cintas	185576937	Uniforms	10/26/16	\$14.20
Cintas	185577906	Mats	11/02/16	\$10.30
Cintas	185577906	Uniforms	11/02/16	\$14.20
Comcast	8155400350232938/661	Internet Service WWTP#2	11/03/16	\$116.17
Comcast	8155400350232946/611	Internet Service WWTP#1	11/03/16	\$91.12
County Of Contra Costa, Dept of Info Tec	10606	Data Processing Charges Sept 2016	10/17/16	\$29.70
Delta Debris Box Service	1255886	PGE Funded Project-Equip. Enclosure	10/31/16	\$657.90
Herwit Engineering	16-10	Vehicle Storage Facility	11/01/16	\$198.00
Herwit Engineering	16-10	Professional Services Oct 2016	11/01/16	\$1,702.50
Herwit Engineering	DB-MP-7-8	Effluent Filtration Project	11/01/16	\$36,449.56
Kleinfelder, Inc.	1126478	Effluent Filtration Project	10/25/16	\$1,504.50
Neumiller & Beardslee	280651	Hofmann v. TODB	10/26/16	\$250.73
Office Depot	873336325001	Office Supplies	10/20/16	\$108.62
Office Depot	873336577001	Office Supplies	10/20/16	\$19.52
Office Depot	874914759001	Office Supplies	10/27/16	\$18.47
Office Depot	874914983001	Office Supplies	10/27/16	\$34.45
ReliaStar Life Insurance Company	#JR52 457(B) 111516	457(b) 11/01/16-11/15/16	11/15/16	\$618.06
Ricoh USA, Inc	5045136698	Photocopier	10/20/16	\$150.38
Tee Janitorial & Maintenance	8503	Janitorial Oct 2016	10/20/16	\$428.40
Town of Discovery Bay CSD	2014-2016	Property Tax Reimbursement	11/07/16	\$2,123.46
U.S. Bank Corporate Payment System	4246044555703473/161	Travel & Meetings	10/25/16	\$151.54
U.S. Bank Corporate Payment System	4246044555703473/161	Training & Education BOD	10/25/16	-\$303.00
U.S. Bank Corporate Payment System	4246044555703473/161	Telephone General	10/25/16	\$1,097.31
U.S. Bank Corporate Payment System	4246044555703473/161	Internet	10/25/16	\$1,085.00
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle & Equipment Fuel	10/25/16	\$234.85
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle Repair & Maintenance	10/25/16	\$171.59
U.S. Bank Corporate Payment System	4246044555703473/161	Info Maintenance	10/25/16	\$215.10
U.S. Bank Corporate Payment System	4246044555703473/161	Computer Software	10/25/16	\$23.99
U.S. Bank Corporate Payment System	4246044555703473/161	Office Supplies	10/25/16	\$10.41
U.S. Bank Corporate Payment System	4246044555703473/161	Building Maintenance	10/25/16	\$14.47
U.S. Bank Corporate Payment System	4246044555703473/161	PGE Funded Project-Roof	10/25/16	\$271.11
U.S. Bank Corporate Payment System	4246044555703473/161	Special Expense	10/25/16	\$16.61
Veolia Water North America	62585	Monthly O & M Fee Nov 2016	11/01/16	\$76,875.19
Verizon Wireless	9774391245	Cell Phone Bill Oct 2016	10/26/16	\$277.63
Zee Medical Service Company	724601370	Safety Supplies	11/04/16	\$25.03

Wastewater Sub-Total \$342,803.06

Community Center

Community Center Sub-Total \$0.00

Grand Total \$615,917.71

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 16, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019-102816	Community Center-Bottle Water Service	10/28/16	\$48.48
Big Dog Computer	BDC33260	Community Center- Computer Maintenance	10/25/16	\$245.00
Big Dog Computer	BDC33261	Customer Training	10/25/16	\$47.50
Bill Brandt Ford	154307	Oil Change	10/26/16	\$52.32
Brentwood Ace Hardware	808/103116	Misc. Small Tools	10/31/16	\$73.22
Brentwood Ace Hardware	808/103116	Community Center-Events	10/31/16	\$133.66
Brentwood Ace Hardware	808/103116	Community Center-Building Maintenance	10/31/16	\$88.25
Cintas	185576937	Uniforms	10/26/16	\$61.98
Cintas	185576937	Community Center-Mats	10/26/16	\$53.90
Cintas	185577906	Uniforms	11/02/16	\$54.61
Cintas	185577906	Community Center-Mats	11/02/16	\$53.90
Comcast	8155400350238372/161	Community Center-Internet	10/22/16	\$170.32
Contra Costa County Treasurer-Tax Collect	004200013300/16-17	Property Tax Cornell 2016-2017	09/09/16	\$633.08
Delta Debris Box Service	1255899	40Yd Green	10/31/16	\$640.20
Discovery Bay Designs	1218	Community Center-Apparel	10/24/16	\$218.22
Discovery Bay Designs	1219	Community Center-Apparel	10/25/16	\$366.58
Discovery Bay Disposal	17-0001966/103116	Community Center-Com 2 Yd Bin	10/31/16	\$318.35
Discovery Bay Disposal	17-0013218/1016	Com 3Yd Bin	10/31/16	\$222.32
Hydropoint Data Systems, Inc.	1028990/HR115508	WeatherTrak	10/28/16	\$225.00
Julie D. Mason	2	Community Center-Program Fees	10/26/16	\$2,100.00
Karina Dugand	37	Community Center-Program Fees	10/27/16	\$819.00
Leslie's Poolmart, Inc.	3006-108669	Community Center-Pool Chemicals	11/01/16	\$260.61
Office Depot	873887489001	Office Supplies	10/24/16	\$324.78
Office Depot	873887639001	Community Center-Office Supplies	10/24/16	\$184.64
Office Depot	873887640001	Community Center-Office Supplies	10/22/16	\$4.87
Tee Janitorial & Maintenance	8503	Janitorial Oct 2016	10/20/16	\$720.00
Tee Janitorial & Maintenance	8503	Community Center-Janitorial Oct 2016	10/20/16	\$260.00
Trugreen	56305174	Community Center	10/21/16	\$725.00
Trugreen	56305181	Front Entrance	10/21/16	\$410.00
Trugreen	56308450	Cornell Park	10/21/16	\$1,275.00
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle & Equipment Fuel	10/25/16	\$328.90
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Training & Education	10/25/16	\$231.86
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Events	10/25/16	\$296.00
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Telephone General	10/25/16	\$351.39
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Monthly Software	10/25/16	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Computer Software	10/25/16	\$209.83
U.S. Bank Corporate Payment System	4246044555703473/161	Community Center-Misc. Supplies & Services	10/25/16	\$192.19
Verizon Wireless	9774391245	Cell Phone Bill Oct 2016	10/26/16	\$133.22
			Total	\$12,883.58

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 16, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	154270	Oil Change	10/25/16	\$47.89
Cintas	185576937	Uniforms	10/26/16	\$62.01
Cintas	185577906	Uniforms	11/02/16	\$55.08
Delta Debris Box Service	1255899	40Yd Green	10/31/16	\$232.80
Discovery Bay Disposal	17-0013218/1016	Com 3Yd Bin	10/31/16	\$222.34
Tee Janitorial & Maintenance	8503	Janitorial Oct 2016	10/20/16	\$280.00
Trugreen	56305179	Ravenswood	10/21/16	\$725.00
U.S. Bank Corporate Payment System	4246044555703473/161	Telephone General	10/25/16	\$7.44
U.S. Bank Corporate Payment System	4246044555703473/161	Vehicle & Equipment Fuel	10/25/16	\$263.33
Verizon Wireless	9774391245	Cell Phone Bill Oct 2016	10/26/16	\$133.24
			Total	\$2,029.13



MONTHLY OPERATIONS REPORT

October 2016

Town of Discovery Bay, CA

2620 Days of Safe Operations

121,273 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar Weekly Safety Topics PPE	5.0
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

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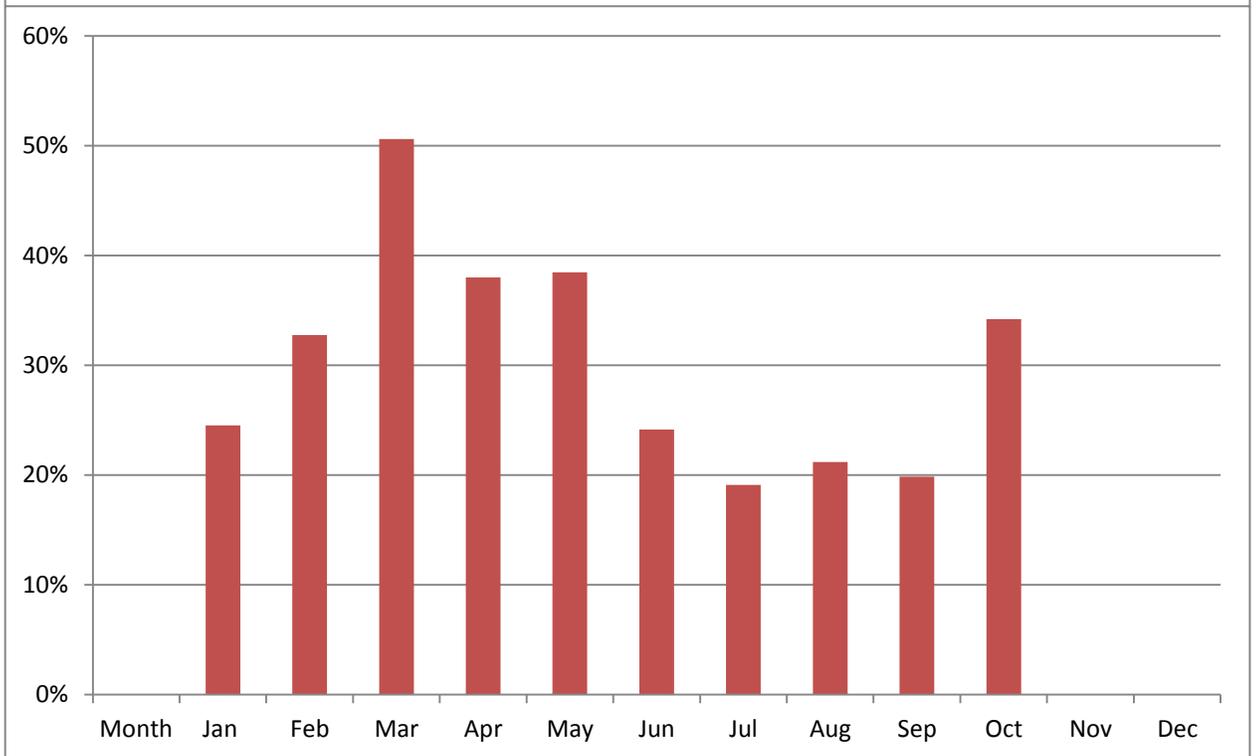
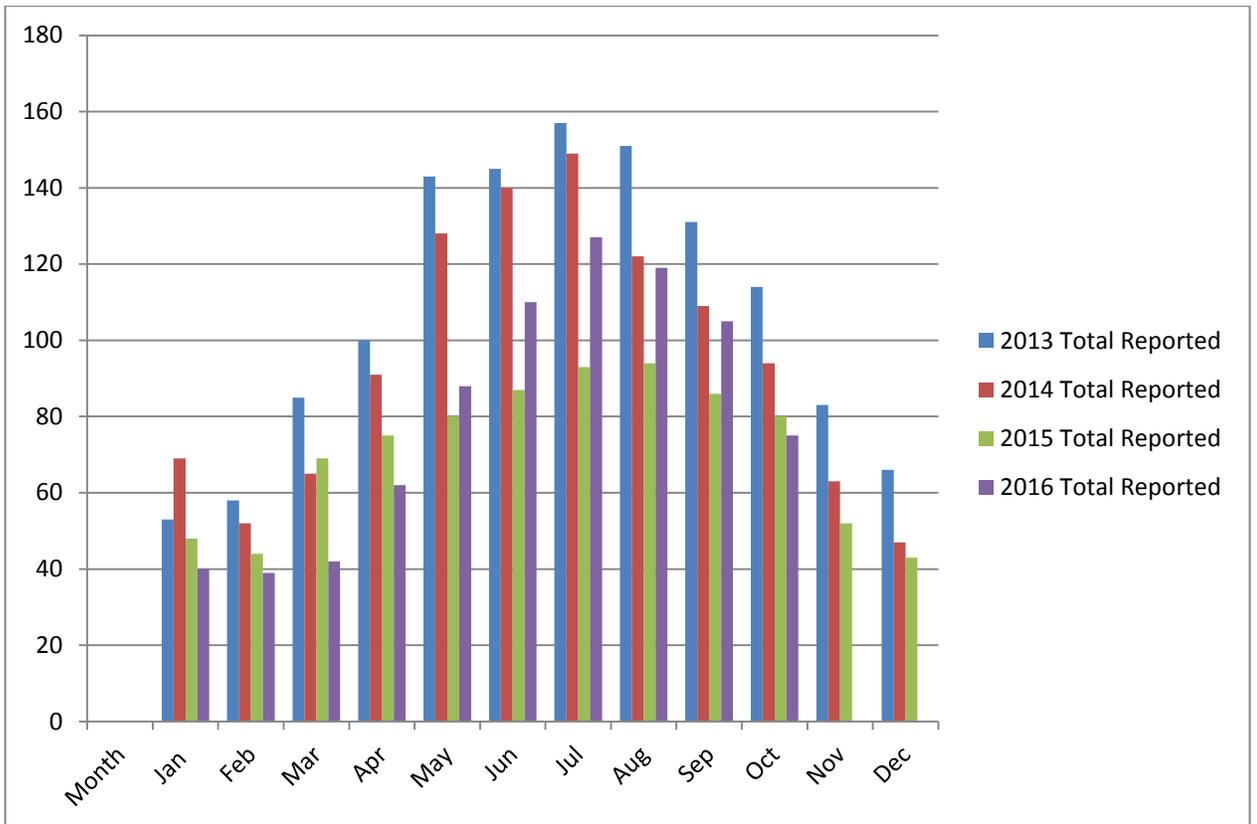
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
6	75	2075	0

Note: Well 5 is active, stand by only.

2016 Water Production Table (MG) by Month

January	February	March	April	May	June
40	39	42	62	88	110
July	August	September	October	November	December
127	119	105	75		



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>September Lab Data</i>	<i>October Lab Data</i>
Flow, MG Effluent, monthly total		32	33
Flow, MG Daily Influent Flow, avg.	N/A	1.1	1.1
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	17	18
Effluent TSS, lbs/d, monthly avg.	525	11	15
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	1	2
Total Coli form 7 day Median Max	23	1.8	0.0
Total Coli form Daily Maximum	240	1.9	0.0
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	98
Electrical Conductivity, umhos/cm annual avg.	2100	2103	2099

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
None	N/A	N/A	N/A

Bacteriological Test Results:

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

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	33

COLLECTION:

- Flushing resume in the fall 600 ft.
- Inspected 3 manhole & covers.
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
163	149

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
25	1

Call & Emergency Responses

Call Outs	Emergencies
6	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1696	28

TERMS

WWTP

WASTEWATER TREATMENT PLANT

WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 16, 2016

Prepared By: Sue Heinl, Executive Assistant
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title:

Authorize an expenditure of not to exceed \$9,750.00 for carpet installation and furniture movers in the District Office

Recommended Action

Staff recommends that the Board approve the quote from King Carpet Service for the carpet installation and Lake Movers for moving the furniture at the District Office.

Executive Summary

On November 2nd the Board directed staff to get quotes for carpet installation in the District Office. Staff reached out to several carpet installation companies and found two that would provide quotes at prevailing wage and are registered contractors with the California Department of Industrial Relations.

To provide a bit of history, the District Office building arrived "on wheels" in January 2003. Although the carpeting was new at the time of installation it definitely has lived a "good life" and is in need of replacement.

The quotes from both vendors include:

- New pad
- Removal of existing carpet, haul away, installation of new carpet
- Sheet vinyl for the two bathrooms including underlayment, baseboards

Vendor Name	Quote
King Carpet Service	\$ 8,550
Anderson Carpet & Linoleum	\$15,734

For the least amount of disruption to the flow of the office during a normal workday, it would be best to install the carpet in two phases. The installation of the three workstations will be done during the first week of December so Phase 1 of the carpet installation would include installing the new carpet in the main area of the office. Phase 2 of the carpet installation would take place during the Town's winter break at the end of December and would cover the remainder of the office along with the hallway and bathrooms. The office furniture will need to be moved from one side of the building to the other during the Phase 2 carpet installation. Lake Movers has quoted the labor for the furniture moving at \$1,200.

Fiscal Impact:

Amount Requested \$ not to exceed \$9,750.00

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

Previous Relevant Board Actions for This Item

November 2, 2016

Attachments



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 16, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Authorize the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's Bank of Agriculture and Commerce account

Recommended Action

Authorize the one-time waiver of Section 6 of Resolution 2012-29 which limits the individual disbursements issued from the District's account at the Bank of Agriculture and Commerce as recommended by the Interim General Manager

Executive Summary

Resolution 2012-29 (adopted on November 7, 2012) sets the limit on disbursements from the Bank of Agriculture and Commerce at \$100,000. The Resolution also requires that all payments of any amount must be authorized by the Board of Directors.

Section 7 of the Resolution allows the Board to waive the \$100,000 limit on any single disbursement provided that such action shall be taken independently and as part of the staff report to the Board addressing this disbursement.

On November 2, 2016, the District received the Settlement Agreement and Stipulation for Entry of Administrative Civil Liability from the Central Valley Regional Water Quality Control Board. The order resolves violations of waste discharge requirements from a February 2014 discharge event. The Order requires a payment to the Central Valley Regional Water Quality Control Board of \$180,828.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Resolution 2012-29

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2012-29

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
RESCINDING RESOLUTION NO. 2004-08 AND APPOINTING ECC BANK,
A DIVISION OF BANK OF AGRICULTURE AND COMMERCE BANK
AS ALTERNATIVE DEPOSITORY FOR CERTAIN DISTRICT FUNDS AND
ESTABLISHING A REVOLVING FUND PURSUANT TO GOVERNMENT CODE SECTION 53952**

WHEREAS, the Town of Discovery Bay Community Services District Board of Directors has previously adopted Resolution No. 2004-08 appointing Bank of Agriculture and Commerce as alternative depository for certain district funds, and

WHEREAS, per the adopted Resolution No. 2004-08 funds shall not exceed \$40,000.00 in the depository and individual payments from that depository shall not exceed \$5,000.00; and

WHEREAS, Pursuant to Government Code §53952(b) an independent special district, as defined in Government Code §61000, may by resolution provide for the establishment of a revolving fund in an amount not to exceed 110 percent of one-twelfth of the district's adopted budget for that fiscal year. The fund may be used to pay any authorized expenditures of the independent special district, and

WHEREAS, the District regularly collects funds from rate payers for water consumption or from contributions to the Community Center fund and those funds are deposited in the ECC Bank on behalf of the District; and

WHEREAS, the purpose of the revolving fund is to be able to have the flexibility of paying District invoices that exceed \$5,000, and

WHEREAS, the General Manager, or designee, shall have authority to make disbursements from the revolving fund and is responsible for keeping account of all receipts and disbursements from the fund, and

WHEREAS, the fund is necessary in order to pay down the ECC bank accounts in order to remain within the limits allowed pursuant to Government Code §53952, and

WHEREAS, the maximum amount of the fund shall not exceed 110 percent of one-twelfth of the district's adopted budget for that fiscal year, and

WHEREAS, individual payments from the account shall not exceed \$100,000.00 and all payments of any amount are to be authorized by the Board of Directors with two (2) signatures required.

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

SECTION 1. Pursuant to Government Code §53952(b) the Town of Discovery Bay provides for a revolving fund in an amount not to exceed 110 percent of one-twelfth of the district's adopted budget for that fiscal year.

SECTION 2. The fund may be used to pay any authorized expenditures of the Town of Discovery Bay.

SECTION 3. The purpose of the revolving fund is to be able to have the flexibility of paying District invoices that exceed \$5,000.00.

SECTION 4. That the General Manager, or designee, shall have authority to make authorized disbursements from the revolving fund and is responsible for keeping account of all receipts and disbursements from the fund.

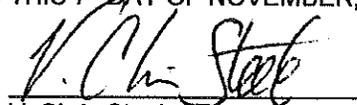
SECTION 5. Signature requirements for warrants issued from these accounts shall be in accordance with Article VII of the District's Bylaws.

SECTION 6. That any individual disbursement from the account shall not exceed \$100,000.00 and all payments of any amount are to be authorized by the Board of Directors at a Regular or Special meeting of the Board of Directors.

SECTION 7. The Board of Directors may waive the \$100,000.00 limit as identified in SECTION 6, above, of any single disbursement at a Regular or Special meeting of the Board of Directors provided that such action shall be taken independently and as a part of a Staff Report to the Board specifically addressing the disbursement.

SECTION 8. This resolution shall take effect immediately upon its passage.

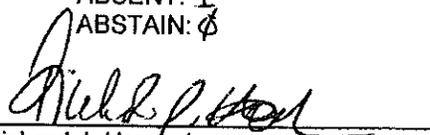
PASSED, APPROVED AND ADOPTED THIS 7th DAY OF NOVEMBER, 2012.



V. Chris Steele
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 November 7, 2012, by the following vote of the Board:

AYES: 4
NOES: 0
ABSENT: 1
ABSTAIN: 0



Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 16, 2016

Prepared By: Catherine Kutsuris, Interim General Manager

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Consider authorizing Resolution No. 2016-21 in support of reallocation of property tax to support fire and emergency medical services.

Recommended Action

Consider adopting Resolution No. 2016-21 which asks the state legislature and the Governor to re-allocate ad valorem property taxes as requested by the East Contra Costa Fire Protection District, and authorize the chair to sign a letter to the District's legislative delegation transmitting the Resolution.

Executive Summary

The East Contra Costa Fire Protection District has been grappling with addressing the fundamental financial shortfalls necessary to provide fire and emergency medical services within the District. The District's commissioned study, "Deployment Performance and Headquarters Staffing Adequacy Study" concluded that the fire service is appropriate for a rural area and does not meet the emergency service needs of the existing population.

One long term solution that has been raised for some time is the suggestion that the 1% property tax should be reallocated to provide an increased percentage for the fire district. The East Contra Costa Fire Protection District (ECCFPD) receives 7.5 cents of each dollar collected in ad valorem property taxes, which is 4.5 cents less than the average received by the other fire districts located in the County.

The ECCFPD requests that the Board consider adopting the attached resolution which calls on the state legislature and the Governor to reallocate ad valorem property taxes.

This matter was reviewed by the Finance Committee on November 1, 2016.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2016-21

Letter regarding Fire Service and Reallocation of Proposition 13 Property Tax Funding

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-21

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
SUPPORTING STATE LEGISLATIVE ACTION TO FACILITATE
RE-ALLOCATION OF PROPERTY TAX REVENUES**

WHEREAS, the voters of the State of California adopted Proposition 13 in 1978, amending the State Constitution, including by capping ad valorem tax on real property at 1% of the value of each parcel and restricting growth of ad valorem property taxes to 2% per year for each parcel, absent a change in ownership; and

WHEREAS, the State legislature responded by adopting Senate Bill 154 and, a year later, Assembly Bill (A.B.) 8 to allocate ad valorem property tax revenues to cities, counties, school districts and special districts, primarily based on county-wide proportions of property taxes allocated by each county before Proposition 13; and

WHEREAS, A.B. 8 also established a method for each county to distribute future revenues attributable to ad valorem tax growth; and

WHEREAS, these allocations varied by category, such that urban, suburban and rural fire districts received different proportional levels of the ad valorem tax allocations available within their jurisdictions; and

WHEREAS, at the time allocations were established under A.B. 8, the communities now served by East Contra Costa Fire Protection District (ECCFPD) received fire and emergency response and fire prevention services from the Bethel Island Fire District, the Oakley Fire District, and the East Diablo Fire District, the last of which previously had been formed by the merger of the Eastern Fire Protection District, the Brentwood Fire Protection District, and the Byron Fire Protection District; and

WHEREAS, when these small special districts were combined to form ECCFPD, their Allocations were combined, creating a tax allocation of 7.5 percent of every property tax dollar collected within the new bigger district; and

WHEREAS, since 1978, the population of the 249-square mile ECCFPD has grown by .more than 1,000%, from approximately 10,000 to 110,000; and

WHEREAS, this growth and extensive development in the region has changed the character of the area significantly such that a previously rural area, with an extensive volunteer firefighter network, is now a combination of rural, exurban, suburban and urban areas without *any* volunteer fire fighter services; and

WHEREAS, in Fiscal Year 2015-2016, the 7.5 cents of each dollar collected by ECCFPD in ad valorem property taxes equated to a total of \$11.6 million, which is 4.6 cents per dollar less, and approximately \$7 million less, than the average for all the district in Contra Costa County; and

WHEREAS, ECCFPD residents lack a local forum or mechanism for re-allocation of property tax revenues to finance necessary improvements *in* the District's ability to provide fire and medical emergency protection and response services; and

WHEREAS, only the State legislature and Governor can alter the formula that distributes ad valorem property taxes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay, that the Board calls upon and encourages the State Legislature and Governor to re-allocate ad valorem property taxes, or to alter the requirements for facilitating re-allocation of ad valorem property taxes, to recognize the past four decades of development, change and growth of communities such as eastern Contra Costa County, and to address the resulting inequities and underfunding of essential public safety services in these communities.

PASSED, APPROVED AND ADOPTED THIS 16TH Day OF NOVEMBER, 2016.

William Pease
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on November 16, 2016, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Catherine Kutsuris
Board Secretary

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Hugh Henderson
Fire Chief

TownOfDiscoveryBay CSD
Received
SEP 20 2016



SERVING THE COMMUNITIES OF:
Bethel Island *Discovery Bay*
Brentwood *Knightsen*
Byron *Morgan Territory*
 Oakley

September 15, 2016

Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Subject: Fire Service and Reallocation of Proposition 13 Property Tax Funding

We are writing to all property tax supported agencies in the East Contra Costa Fire Protection District service area to seek support for our resolution requesting the state legislature to reallocate property tax revenue in our area.

The ECCFPD, utilizing an outside consultant, has recently completed a "Deployment Performance and Headquarters Staffing Adequacy Study", which is available on our website. The study concluded that ECCFPD fire service is at best only appropriate for lightly-populated rural areas and that it does not meet the needs of an area with an urban population of 110,000. The study further noted that the District cannot meet its needs through its own fire response resources; the District cannot adequately counter the risks present in the service area and the District is the most understaffed fire department the consult has seen in over a decade.

These findings are confirmed by the recently completed LAFCO Municipal Services Study. Both studies concluded that the primary reason for the inadequate fire service is a lack of funding due to significantly outdated allocation of property tax revenue.

In order to resolve this issue the District in conjunction with the cities of Brentwood and Oakley and the County completed a task force effort to identify long and short term solutions to the fires service funding issues. A long term solution that has strong public support involves the reallocation of property tax revenue among the agencies within the fire district service area. The fire district allocation of property tax revenue is significantly below the average for other fire districts within the county. This reallocation would involve a reduction in funding for the other agencies within the fire service area, but would be consistent with the priority placed on health and safety by the population within the District.

The fire district has just passed a resolution requesting state legislative action to reallocate property tax revenues. This resolution has been forwarded to the state legislature and a copy is attached for your information.

We are requesting that you review this resolution and pass a similar resolution or issue a letter of support to our state legislators in order to facilitate reallocation of tax revenues to emphasize a priority for health and safety.

Please advise us of the status of your action on this matter as quickly as possible so that we may keep our representative properly informed.

Sincerely Yours,

Hugh Henderson, Fire Chief
East Contra Costa Fire Protection District

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Hugh Henderson
Fire Chief



SERVING THE COMMUNITIES OF:
Bethel Island *Discovery Bay*
Brentwood *Knightsen*
Byron *Morgan Territory*
 Oakley

Assembly Member Jim Frazier
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0011

September 14, 2016

Dear Assembly Member Frazier

On behalf of the East Contra Costa Fire Protection District (District), I write seeking your assistance.

To put it simply: the District lacks sufficient funds to provide fire and emergency response to the communities it was created to serve, and has few options for raising revenues under current law. For that reason, the District requests you to sponsor legislation during the next legislative session to facilitate re-allocation of property taxes to correct a historical bias against post-Prop. 13 agencies and agencies that operated entirely differently 30 years ago than they do today.

Proposition 13 and A.B. 8 are problems for East County.

As you may know, the District's Board of Directors adopted a Resolution (attached) expressing support for development and enactment of a State legislative proposal to facilitate re-allocation of property tax revenues to account for changes in communities and their populations since the passage of Proposition 13 in 1978, and the associated property tax revenue allocation system adopted by the State legislature over the following two years.

Since 1978, the population of the area served by the District has grown by more than 1000%, from approximately 10,000 to over 110,000. The development associated with this population growth has turned our previously rural area into a combination of rural, exurban, suburban and urban areas. Furthermore, the District is a "post-Proposition 13 agency," formed in 2002 by the consolidation of three volunteer fire districts into a single District, which has since transitioned into an entirely professional service responsible for fire and medical emergency response, fire suppression and fire prevention.

The District's jurisdiction covers 249 square miles and 695 miles of public roads. The area includes two cities (Brentwood and Oakley) and diverse unincorporated areas of Contra Costa County. The service area includes state and regional park-land, a significant portion of the San Joaquin-Sacramento River Delta, active freight railroad tracks and state highways 160 and 4, as well as Vasco Road, a very busy arterial connecting Brentwood and Livermore.

The District currently receives a 7.5% property tax allocation, or 7.5 cents of every ad valorem property tax dollar collected within its boundaries. This amounts to 4.5 cents per dollar *less* than the average for all fire districts across Contra Costa County. For Fiscal Year 2015-2016, this discrepancy translated into the District receiving \$7 million *less* than the

Agenda Item F-3
12552089.3

average fire district in the County to perform its fire and emergency response and fire prevention services.

Insufficient Funds = Insufficient Fire Protection.

At its current property tax allocation level, the District has funding to operate only 3 fire stations, meaning District firefighters can cover less than 25% of the total road miles in the District within the recommended travel time (4 minutes) for fire response in urban areas.¹ The District cannot provide adequate fire and emergency response or fire prevention services to its residents, or to protect public or private property, without additional funding to open more stations and employ more staff.

A recently-completed study of District performance and capacity found: "The District will need nine District-staffed fire stations plus the CAL FIRE Sunshine station agreement [to meet the nationally recognized] goal of a 4-minute travel time for urban population density areas and 8-minute travel time for suburban and rural population densities."²

The report went on to conclude: "The District's *travel time* response time for five engines to serious fires, known as the Effective Response Force (ERF or First Alarm), ranges from 19:21 to 21:27 minutes/seconds and far exceeds an urban area coverage goal of 8 minutes, and even exceeds recommendations for rural areas. The District does not have an adequate multiple-unit response to serious fires anywhere in the District."³

Without property tax reallocation, there is no clear path to acquire the funding needed to meet the common-sense national standards for fire and medical emergency response.

Since its creation, the District has engaged in numerous efforts to increase funding available for fire and emergency response services in hopes of approaching national standards. These efforts have done little to ameliorate the District's long-term structural deficit or the District's acute financial crisis. A mix of new State and local funds, including property tax re-allocation, is needed.

East Contra Costa Fire Protection District is not alone.

On August 25, Chief Michael Schwartz from the North Tahoe Fire Protection District spoke before the Little Hoover Commission. His August 8 written testimony cites to problems much like East Contra Costa Fire's, only property taxes in our area fell 40% between Fiscal Years 2008-9 and 2012-13.

Chief Schwartz stated:

The majority of the NTFPD's operating revenue (~80%) comes from property taxes. However, in accordance with Proposition 13, property taxes in CA are capped at a 2 percent growth per year unless the property is sold or has been

¹ *Deployment Performance and Headquarters Staffing Adequacy Study* presented by Citygate Associates, Inc., June 20, 2016.

² *Ibid.*

³ *Ibid.*, emphasis in original.

previously devalued under Proposition 8. Since many of the homes sold during the recession were sold for less than their previous tax value, the property tax revenue received by the district was subsequently lowered. Between FY 2008/09 to FY 2012/13, property taxes decreased approximately 6 percent. The economy has begun to slowly recover and modest increases have been realized.

In general, A.B. 8 provides a share of the total collected property taxes to each local government that provides services. These proportionate shares of property taxes were determined during the mid-1970s, a time when rural fire districts were often volunteer or part time paid and required lower tax rates, these tax rates are now their historical percentages.

Countless local agencies – including many fire districts – would make the same statements as Chief Schwartz.

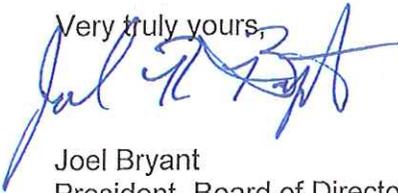
East Contra Costa Fire Protection District seeks your help.

East Contra Costa Fire Protection District Board of Directors Resolution No. 2016-21, attached, encourages State action – which you could lead – to alter property tax revenue allocations as part of a long-term solution to the District's structural deficit and acute financial crisis. Alternatively, we invite a legislative change to modify the requirements for facilitating local governments' voluntary re-allocation of ad valorem property taxes, thereby empowering the District to address its critical funding shortage directly with neighboring agencies.

The District is aware of no bills awaiting the Governor's signature that address this sort of tax re-allocation, despite the drastic need in this community – and many others – for distribution of property taxes based on communities' *current* characteristics, rather than data from nearly 30 years ago. We respectfully encourage you to examine this problem on behalf of the East Contra Costa Fire Protection District, and others like it, as well as the public we strive to serve every day.

If representatives of the District can be of any assistance to you in responding to our call for help, or if you would like to meet regarding the concerns and potential solutions we've raised, please contact Fire Chief Hugh Henderson at 925-240-2131 or hhenderson@eccfpd.org, or me at jbryant@ci.brentwood.ca.us.

Very truly yours,



Joel Bryant
President, Board of Directors

- cc. Board of Directors, East Contra Costa Fire Protection District
Fire Chief Hugh Henderson, East Contra Costa Fire Protection District
Gus Vina, City Manager, City of Brentwood
Bryan Montgomery, City Manager, City of Oakley
David Twa, County Administrator, Contra Costa County

Enclosure

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Hugh Henderson
Fire Chief



SERVING THE COMMUNITIES OF:
Belhel Island Discovery Bay
Brentwood Knightsen
Byron Morgan Territory
Oakley

Senator Steven M. Glazer
1350 Treat Blvd #240
Walnut Creek, CA 94597

September 14, 2016

Dear Senator Glazer

On behalf of the East Contra Costa Fire Protection District (District), I write seeking your assistance.

To put it simply: the District lacks sufficient funds to provide fire and emergency response to the communities it was created to serve, and has few options for raising revenues under current law. For that reason, the District requests you to sponsor legislation during the next legislative session to facilitate re-allocation of property taxes to correct a historical bias against post-Prop. 13 agencies and agencies that operated entirely differently 30 years ago than they do today.

Proposition 13 and A.B. 8 are problems for East County.

As you may know, the District's Board of Directors adopted a Resolution (attached) expressing support for development and enactment of a State legislative proposal to facilitate re-allocation of property tax revenues to account for changes in communities and their populations since the passage of Proposition 13 in 1978, and the associated property tax revenue allocation system adopted by the State legislature over the following two years.

Since 1978, the population of the area served by the District has grown by more than 1000%, from approximately 10,000 to over 110,000. The development associated with this population growth has turned our previously rural area into a combination of rural, exurban, suburban and urban areas. Furthermore, the District is a "post-Proposition 13 agency," formed in 2002 by the consolidation of three volunteer fire districts into a single District, which has since transitioned into an entirely professional service responsible for fire and medical emergency response, fire suppression and fire prevention.

The District's jurisdiction covers 249 square miles and 695 miles of public roads. The area includes two cities (Brentwood and Oakley) and diverse unincorporated areas of Contra Costa County. The service area includes state and regional park-land, a significant portion of the San Joaquin-Sacramento River Delta, active freight railroad tracks and state highways 160 and 4, as well as Vasco Road, a very busy arterial connecting Brentwood and Livermore.

The District currently receives a 7.5% property tax allocation, or 7.5 cents of every ad valorem property tax dollar collected within its boundaries. This amounts to 4.5 cents per dollar *less* than the average for all fire districts across Contra Costa County. For Fiscal Year 2015-2016, this discrepancy translated into the District receiving \$7 million *less* than the

Agenda Item F-3
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average fire district in the County to perform its fire and emergency response and fire prevention services.

Insufficient Funds = Insufficient Fire Protection.

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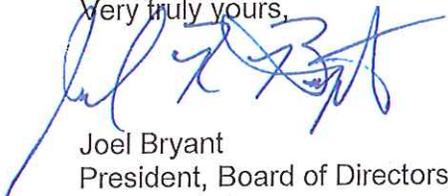
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Very truly yours,



Joel Bryant
President, Board of Directors

cc. Board of Directors, East Contra Costa Fire Protection District
Fire Chief Hugh Henderson, East Contra Costa Fire Protection District
Gus Vina, City Manager, City of Brentwood
Bryan Montgomery, City Manager, City of Oakley
David Twa, County Administrator, Contra Costa County

Enclosure

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Hugh Henderson
Fire Chief



SERVING THE COMMUNITIES OF:
Bethel Island *Discovery Bay*
Brentwood *Knightsen*
Byron *Morgan Territory*
 Oakley

July 21, 2016

Mr. Harold Bray
473 Coronation Dr.
Brentwood CA, 94513

Dear Mr. Bray:

I write to advise you and your organization, East County Voters for Equal Protection (ECV), that the Board of Directors (Board) of the East Contra Costa Fire Protection District (District) has adopted a Resolution (attached) expressing support for State legislative action to facilitate re-allocation of property tax revenues to account for changes in our community since the passage of Proposition 13 in 1978 and the associated property tax revenue allocation system adopted by the State legislature over the following two years.

The resolution is *not* an endorsement of, an expression of support for, nor a statement of opposition to, ECV's proposed method of property tax revenue sharing as presented to the Board at its April 4, 2016 meeting.

Rather, Resolution No. 2016-21 encourages State action to alter property tax revenue allocations as part of an ongoing, long-term solution to the District's structural deficit and acute financial crisis.

The District appreciates all efforts to identify potential sources of revenue to support the provision of fire and medical emergency response services in East County now and in the future. However, the District cannot endorse any proposal that requests other agencies to consider violating State law. As presented to the District at the Board's April 4 meeting, ECV's proposed plan for the District to seek and accept tax revenue transfers from other agencies in its service area may require those other agencies to consider taking actions that would violate State law. (Please refer to the legal analysis of the ECV proposal included in the May 2, 2016 Board meeting agenda packet.)

Moreover, past experience has demonstrated that Proposition 13 reallocations can take many years to implement, if successful.

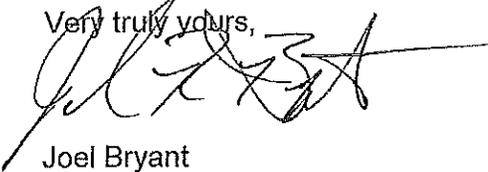
Finally, while additional revenues from any sources would be helpful to the District, ECV's proposal as we understand it would not provide sufficient additional resources to address community needs as evidenced in the recently-completed master plan presented by City Gate Associates at the Board's June 20 special meeting.

When combined, these three factors – (1) the legal concerns associated with the ECV proposal as presented to the Board, (2) the period of time required for ECV's proposal to have a true impact, if adopted, and (3) the limited funds available under the proposal as compared to District

needs – make the proposal inconsistent with the District's goal of achieving long-term financial stability in the near term. Accordingly, the District cannot – and the community should not – consider the proposal, alone, to be an adequate funding solution for East County fire and medical emergency services.

We invite and encourage ECV and its members to remain engaged and involved in supporting the District, and to keep the District informed of any alterations to ECV's proposal that address the concerns outlined above. We hope to work with you to further the District's immediate and long-term ability to provide the fire and emergency response services needed to protect our community members' lives and property.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Joel Bryant', with a long horizontal flourish extending to the right.

Joel Bryant
President, Board of Directors

cc. ✓ Board of Directors, East Contra Costa Fire Protection District
Fire Chief Hugh Henderson, East Contra Costa Fire Protection District
Gus Vina, City Manager, City of Brentwood
Bryan Montgomery, City Manager, City of Oakley
David Twa, County Administrator, Contra Costa County

Enclosure



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting Monday October 3, 2016 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley
Remote Teleconference Location: 11440 Saint Bernard Dr., Truckee CA 96161-6404

BOARD OF DIRECTORS		
Steve Barr	Joel Bryant-President	Randy Pope
Meghan Bell	Cheryl Morgan	Erick Stonebarger
Robert Kenny	Brian Oftedal	Joe Young

6:30PM – Call to Order: (6:34 P.M.)

In the absence of the Board President and vacancy in the role of Board Vice President, the Board appointed Director Young to chair the meeting.

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

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

Directors Present: Bell, Kenny, Oftedal, Pope, Morgan, Stonebarger (by teleconference),
Young

Directors Absent: Barr, Bryant

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

Administration of Oath of Office for Director Oftedal, who has been appointed to the Board of Directors by the Oakley City Council

PUBLIC COMMENTS: (6:36 P.M.)

There was one (1) Public Speaker – Mark Whitlock

CONSENT CALENDAR: (6:40 P.M.)

C.1 Approve Minutes from September 12, 2016 Regular Board of Directors Meeting

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

Second by: Director: Bell

Vote: Motion carried: 6:0:1

Ayes: Bell, Kenny, Morgan, Oftedal, Pope, Young

Noes:

Absent: Barr, Bryant

Abstained: Stonebarger

DISCUSSION ITEMS

D.1 Selection of Board Vice President for the Remainder of 2016 Calendar Year: (6:40 P.M.)

Motion by: Director Pope to elect Director Bell to be Board Vice President for the remainder of the 2016 calendar year.

Second by: Director: Kenny

Vote: Motion carried: 7:0:0

Ayes: Bell, Kenny, Morgan, Oftedal, Pope, Stonebarger, Young

Noes:

Absent: Barr, Bryant

Abstained:

D.2 Update on Upcoming Public Education Events and Fire Prevention Month Activities: (6:45 P.M.)

Chief Henderson gave an update on the upcoming Public Education events for the month of October

D.3 Receive Operational Update for September 2016: (6:53 P.M.)

Chief Henderson gave an Operational Update for September 2016. Director Oftedal requested additional information on whether the Cal Fire staff operating out of the Sunshine Station can offer the same level of emergency response as District personnel. The Chief responded that he would follow-up with more information on whether the enhanced EMT certificate is available to this group of Cal Fire personnel.

INFORMATIONAL STAFF REPORTS: (6:59 P.M.)

Chief Henderson gave an update regarding the next academy starting on October 17, 2016. It will be a 12 week program and the new recruits should be on an engine the first of the year. The training will be done internally.

DIRECTORS' COMMENTS: (6:59 P.M.)

Director Bell attended the Quarterly Contra Costa County Fire Commissioners' Meeting.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (6:59 P.M.)

Director Bell requested two (2) future agenda items: one to discuss cancelling the December 5, 2016 meeting and one for an update half way through the academy.

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: November 7, 2016: (7:02 P.M.)

NOV 09 2016

County Supervisor Mary Nejedly Piepho, District III
CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR



COMMITTEES

Delta Protection Commission, Chair

Delta Stewardship Council

Local Agency Formation
Commission, Chair

Marine Committee, Chair

Transportation, Water &
Infrastructure Committee, Chair

California Identification System
Remote Access Network Board

City-County Relations Committee

Contra Costa County
Fire Protection District

Contra Costa County
Housing Authority

Dougherty Valley
Oversight Committee

East Contra Costa County
Habitat Conservancy

East Contra Costa Regional Fee &
Finance Authority

East County Water
Management Association

eBART Partnership Policy
Advisory Committee

Finance Committee

Open Space/Parks & East Bay Regional
Parks District Liaison Committee

State Route 4 Bypass Authority

TEANSPLAN, East County
Transportation Planning

Tri-Delta Transit

SERVING AS ALTERNATE

Association of Bay Area Governments

Contra Costa Transportation
Authority Board of Commissioners

Family & Human Services Committee

Legislation Committee

Mental Health Commission

Sacramento-San Joaquin
Delta Conservancy

October 26, 2016

The Honorable Steve Glazer
California State Senator, District 7
1350 Treat Blvd., Ste. 240
Walnut Creek, CA 94597

Re: Re-establishing the Double Fine Zone on Vasco Road

Dear Senator Glazer,

I am writing to request your assistance to re-establish the Double Fine Zone on Vasco Road located in eastern Contra Costa and Alameda Counties. I fully support the re-establishment of a Double Fine Zone on Vasco Road, as I believe it increases driver awareness and improves driver behavior on this historically high accident, high fatality roadway.

Vasco Road is a regional arterial roadway that has become the primary access between residents in the southern portion of east Contra Costa County and eastern Alameda County. Contra Costa County has made safety on Vasco Road a top priority and the re-establishment of the Double Fine Zone will further enhance this effort.

Contra Costa County has completed Phase I of the Vasco Safety Improvement Project, which includes a median concrete barrier located in the area of the highest number of accidents and fatalities.

The Phase II safety project is designed and "shovel ready". All we need is the revenue source to move this project forward. These safety improvements, coupled with a renewed Double Fine Zone, will continue to increase the safety for Contra Costa and Alameda County citizens on this congested route.

Safety improvements along Vasco Road have been supported by Contra Costa County, California Highway Patrol (CHP), Alameda County Transportation Commission (Alameda CTC), City of Brentwood, City of Livermore, Transplan, Contra Costa Transportation Authority, Tri-Valley Transportation Council and the Vasco Safety Task Force.

(continued)

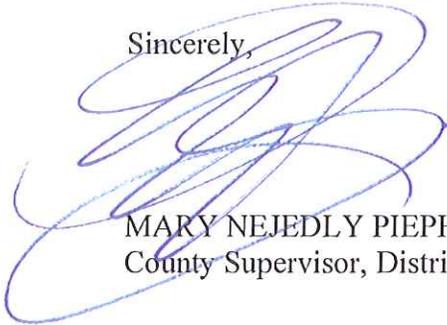
Senator Steve Glazer, District 7
Page 2
California State Senate
October 10, 2016

I thank you for your continued support of our community and our state and again request your assistance for the legislative re-establishment of the Double Fine Zone on Vasco Road.

Please feel free to contact my office with questions and comments regarding this or any future matters at (925) 252-4500.

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

Sincerely,



MARY NEJEDLY PIEPHO
County Supervisor, District III

*Thank Steve!
This is really
important.
M.*

Cc: Assemblymember Catharine Baker
Assemblymember Jim Frazier
Julie Bueren, Director of Public Works, Contra Costa County
Dan Seaman, Commander, California Highway Patrol

MNP:an