



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday

December 21, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday December 21, 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 7:00 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 lectern. 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 December 7, 2016
2. Approval of DRAFT minutes of Public Financing Authority meeting for December 7, 2016
3. Approval of DRAFT minutes of regular meeting for December 7, 2016
4. Adopt Resolution No. 2016-22 updating the check signing signature authority
5. Approve Register of District Invoices
6. Adopt Resolution No. 2016-23 approving revisions to the Employee Personnel Manual related to employee holiday and vacation benefits for intermittent full-time employees with terms of one-year or greater.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of November 2016

F. BUSINESS AND ACTION ITEMS

1. Consider appointment of the Town General Manager and authorize the Board President to sign, on behalf of the District, the employment contract.
2. Consider authorizing the Board President to sign, on behalf of the District, the Second Amendment to the employment contract with Interim General Manager Catherine Kutsuris to provide for continued services during the transition period through January 30, 2017.
3. Accept the recommendation and award the bid for the Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades to the lowest responsive bidder - Telstar Instruments Inc. - for \$168,950, with a 10% change order allowance (\$16,895.00), authorize the Interim General Manager to execute all contract documents and adopt related CEQA findings.

4. Consider whether to include the water meter project within the bond financing scheduled for 2017; and if not, Consider adopting Resolution 2016-25 approving proceedings to finance improvements to the District's municipal wastewater system, approving the issuance of wastewater revenue bonds by the Discovery Bay PFA, and approving related documents and actions.
5. Consider County Development Plan Application – Discovery Bay Country Club Residential Association (DP 16-3032) and determine whether to request conditions be added to the proposed permit.

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Receive the report from the Finance Manager regarding the Account Charge.

H. PRESENTATIONS

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORTS – Discussion and Possible Action

1. Update Board on implementation of Special PG&E Funding Projects.

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

1. Schedule Board Annual Planning Workshop.

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. CLOSED SESSION:

1. Conference with Legal Counsel – Anticipated Litigation: Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9
One potential case

R. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

S. ADJOURNMENT

1. Adjourn to the next Regular meeting of January 4, 2017 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."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

There are no written materials for agenda items listed below:

- C.** AREA AGENCIES REPORTS / PRESENTATION
- F.** BUSINESS AND ACTION ITEMS
 - F-1** Consider appointment of the Town General Manager and authorize the Board President to sign, on behalf of the District, the employment contract (provided prior to the meeting).
 - F-2** Consider authorizing the Board President to sign, on behalf of the District, the Second Amendment to the employment contract with Interim General Manager Catherine Kutsuris to provide for continued services during the transition period through January 30, 2017 (provided prior to the meeting).
 - F-4** Consider whether to include the water meter project within the bond financing scheduled for 2017; and if not, Consider adopting Resolution 2016-25 approving proceedings to finance improvements to the District's municipal wastewater system, approving the issuance of wastewater revenue bonds by the Discovery Bay PFA, and approving related documents and actions (provided prior to the meeting).
- H.** PRESENTATIONS
- I.** PRESIDENT REPORT AND DIRECTORS' COMMENTS
- 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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
WEDNESDAY, December 7, 2016
SPECIAL MEETING 6:30 P.M.**

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

SPECIAL MEETING AT 6:30 P.M.

A. ROLL CALL

1. Call business meeting to order 6:30 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 item D-1, D2, D-3

D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Catherine Kutsuris
Unrepresented Employee: All TODB Employees
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—Anticipated Litigation pursuant to Government Code Section 54956.9(b)
(One Potential 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 D-3 has not been completed; the special meeting has been adjourned and will continue at the close of the regular meeting.

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

F. ADJOURNMENT

1. The meeting adjourned at 7:02 p.m. to the Regular Meeting on December 7, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard. The meeting was reconvened following the close of the regular meeting and was adjourned at 9:45.

//cmc – 12-12-16

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



DISCOVERY BAY PUBLIC FINANCING AUTHORITY



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

**MINUTES OF THE ANNUAL MEETING
OF THE MEMBERS OF THE
DISCOVERY BAY PUBLIC FINANCING AUTHORITY
Wednesday December 7, 2016
ANNUAL MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

ANNUAL MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 8:34 p.m. – By President Pease
2. Pledge of Allegiance – Led by Bill Mayer
3. Roll Call – All Present

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

None

C. NEW BUSINESS AND ACTION ITEMS

1. Accept the report from the Treasurer Auditor related to the Annual Public Financing Authority 2012 Series Enterprise Revenue Bond.

Treasurer Auditor Breitstein – Noted that all of the money has been expended.

Motion by: Vice-President Leete to accept the report from the Treasurer/Auditor related to the Annual Public Financing Authority 2012 Series Enterprise Revenue Bond.

Second by: Director Graves

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

D. CHAIR'S REPORT AND MEMBER'S COMMENTS

E. ADJOURNMENT

1. The meeting adjourned at 8:37 p.m.

//cmc – 12-12-16

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday December 7, 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 7:00 p.m. – By President Pease
2. Roll Call – All Present

President Pease – Item E-1 moved

E-1 PRESENTATIONS

1. **Recognition** – Board Member Mark Simon for 8 years of service to the Town of Discovery Bay
Interim General Manager Catherine Kutsuris – Presented the highlights of Director Simon's contributions during the past eight years on the Town of Discovery Bay Board of Directors:

- Hiring Veolia as the Operator for Water and Wastewater Services
- Major improvements at Plant No. 2
- Purchase of the Community Center
- Development of Splash Pad
- Initiating recreation programs
- Adding two new Water Wells

Interim General Manager – Expressed the staff's gratitude for Director Simon emphasizing that he was:

- Always available to consult and always prepared;
- Very cost conscious Board Member
- Was a pleasure to work with, and
- Always thought and treated residents wallet as if it was his own

President Pease – Presented another gift and thanked Director Simon for his time and the dedication to the Community.

Director Graves – Thanked Director Simon for his leadership and guidance, and noted that former Board Members also wanted expressed their appreciation.

Steve Glazer's Office – George Escutia – Recited and presented a Certificate of Recognition.

President Pease – Welcomed the Town of Discovery Bay new Board Member. Photos of Board Member, Mayer were taken.

Legal Counsel Attebery – Indicated for the record this is ceremonial and that Bill Mayer was sworn in earlier today.

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

There were 4 Public Comment Speakers regarding; 1) allocation of property taxes; 2) Water Meter Project, 3) Speeding and other traffic issues; 4) Formal introduction – George Escutia, with Senator Steve Glazer's office.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month November, also provided an update regarding the radar: training is complete and the officers currently have the hand held radar. In addition, a Community Services Officer has been hired to enforce parking.

President Pease asked regarding the P6 meetings and the time of those meetings – also would like the P6 meeting agendas to be added to our Town Website.

2. CHP Report – No Report
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 – No Report
4. Special Districts Report** – No Report

***These meetings are held Quarterly*

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 for November 16, 2016
2. Approval of DRAFT minutes of regular meeting for November 16, 2016
3. Approval of DRAFT minutes of special meeting for November 29, 2016
4. Approval of DRAFT minutes of special closed session for November 30, 2016
5. Approve Register of District Invoices
6. Authorize the Interim General Manager to execute a contract with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit for Fiscal Year 2015-16 in an amount not to exceed \$26,250.00

President Pease – Consent Calendar Items 1, 2, 3, 4

Motion by: Vice-President Leete to approve items 1, 2, 3, and 4 on the Consent Calendar

Second by: Director Graves

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

Consent Calendar item 5 and 6

Motion by: Director Graves to approve items 5 and 6 on the Consent Calendar

Second by: Director Steele

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

There was one Public Commenter regarding Consent Calendar item 5 – District invoices regarding California Special District Association – annual dues (which includes education, etc.); Regional Water Quality Control Board (resolution of wastewater spill in 2014) item 6 – Annual independent financial audit for Fiscal Year 2015-16 – scope of the audit.

G. BUSINESS AND ACTION ITEMS

1. Accept the report from the Recreation Programs Supervisor regarding the request from the “Tennis-Pickleball Committee” to alter the District’s decision to convert Tennis Courts 3 and 4 to Pickleball.

Recreation Programs Supervisor Kaiser – Presented the staff report and recommendations: to reverse the previous decision to allocate PGE funds to convert Tennis Courts # 3 and 4 to Pickleball, to maintain the current configuration of Pickleball courts and the single tennis court at Cornell park for the time being, and to the extent that there are remaining funds available, to use them to find a midterm solution for the expansion of pickleball at the Cornell Park Tennis Court.

Public Commenter Randi Laforge– from the Pickleball Committee spoke about the expansion of pickleball in the community and thanked the Board for listening to the group. An additional public commenter expressed concerns of losing the tennis court at Cornell Park.

In response to a question from the Board, Recreation Programs Supervisor Kaiser stated that the recommendation did include the future utilization of the Cornell Park Tennis court for pickleball.

President Pease commented that no final decision was being made this evening regarding converting the tennis court at Cornell Park to pickleball. Director Steele: Commented that he does not want to lose tennis at Cornell Park and wants tennis to be available at both Cornell Park and the Community Center. If there is funding in the future for pickleball whether it be through the budget or public/private funding, new pickleball courts could be located next to the existing tennis court at Cornell Park.

Motion by: Director Graves to accept the report for information only.

Second by: Vice-President Leete

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

2. Approve an amendment to the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to provide for project management, construction management and inspection services for the Water Meter Installation Completion project.

Interim General Manager Kutsuris – Provided the details regarding the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to allow for Project Management, Construction Management, and Inspection Services for the Water Meter Installation Completion Project, at a staff time and material basis; The District will utilize what is needed and will not exceed the requested amount.

There was one public comment speaker who stated that inspection services were not needed. Interim General Manager explained the importance of inspecting construction work and assuring proper oversight.

Motion by: Vice-President Leete to authorize the Interim General Manager to execute a contract amendment with Luhdorff and Scalmanini Consulting Engineers to increase the payment amount by \$185,000 for project management, construction management and inspection services related to the Water Meter Installation Completion Project.

Second by: Director Graves

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

3. Accept the report from Saul Rosenbaum, the District's Financial Advisor regarding key terms for the proposed Wastewater Revenue Bonds, and provide direction related to amortization and redemption options.

Interim General Manager Kutsuris – Provided a background of the hiring of the District's Financial Advisor, Saul Rosenbaum, for the Water Revenue Bond Project; issuance of bonds for the purpose of funding a 7.5 million mandated project at the Wastewater Treatment Plant No. 2, introduced Rick Brandis, the District's Underwriter.

District's Financial Advisor Saul Rosenbaum – Provided the specifics of the key terms for the proposed Wastewater Revenue Bonds. There was discussion regarding the options (the Standalone vs. the Portfolio) and the key terms: the difference in interest rates, the cost of interest rates, the "wrap scenario" (pushing more principle out at a higher rate, more expensive), also the risk of the Standalone vs. the Portfolio.

Legal Counsel – Stated that the direction of the board is the Portfolio option with the non-extraordinary redemption call and bring back to the board at the December 21st meeting for final action.

There was one Public Comment Speaker regarding the Standalone option.

H. MANAGER'S REPORT – Discussion and Possible Action

Parks and Landscape Manager Miller – Provided an update regarding the Community Center Roof.

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

J. PRESENTATIONS

None

K. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Commented on the Parade of Lights and has received positive feedback.

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

M. DISTRICT LEGAL COUNSEL REPORT

No report

N. SUB-COMMITTEE UPDATES – Discussion and Possible Action

No report

O. CORRESPONDENCE – Discussion and Possible Action

1. Received – Town of Discovery Bay Contact Us Form regarding community theft – 2016-11-22
2. Received – Contra Costa Special Districts Association quarterly meeting minutes – 2016-10-17

P. PUBLIC RECORD REQUESTS RECEIVED

None

Q. FUTURE AGENDA ITEMS

1. Discovery Bay Country Club Existing Guard Shack Relocation and the temporary location for the Guard Shack.
President Pease – Is on the Country Club Board and the item was discussed the plan is to move the Guard Shack back (closer to the gate) so there is no ingress or egress problem.
2. Director Steele requested the January workshop be added to the calendar.

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item R-1 and R-2.

R. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Bill Pease/Rod Attebery
Unrepresented Employee: General Manager
2. Public Employee Appointment pursuant to CA Government Code Section 54957
Title: General Manager

S. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session on items R-1 and R-2 and there is no reportable action.

T. ADJOURNMENT

1. The meeting adjourned at 8:41 p.m. to the closed session on December 7, 2016 at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-14-16

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 21, 2016

Prepared By: Carol McCool Administrative Assistant
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Adopt Resolution No. 2016-22 Assigning Check Signing Signature Authority

Recommended Action

Adopt Resolution No. 2016-22 removing former Town of Discovery Bay Board Member, Mark Simon and adding newly elected Board Member, Bill Mayer to the list of authorized signatories on the Bank of Agriculture and Commerce Community Bank accounts to sign checks from the Town of Discovery Bay CSD checking accounts for and on behalf of the Town Of Discovery Bay CSD.

Executive Summary

When there is a Board Member change, it is necessary to adopt an updated resolution establishing signing authority for warrants that the District issues through our bank, Bank of Agriculture and Commerce Community Bank.

This Resolution removes former Board Member Mark Simon and adds new Board Member, Bill Mayer.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?:

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

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2016-22

AGENDA ITEM: D-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-22**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTOR MARK SIMON
AND ADD DIRECTOR BILL MAYER
ON THE DISTRICT'S BANK ACCOUNTS,
BANK OF AGRICULTURE AND COMMERCE COMMUNITY BANK
TO SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD
CHECKING ACCOUNTS AND TO SIGN ON TRANSACTIONS WRITTEN
FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former Director, Mark Simon and add Director Bill Mayer on their five public bank accounts with Bank of Agriculture and Commerce Community Bank to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)
50020304 – Discovery Bay Community Center
50306399 – Certificate of Deposit (CD)
22007884 – General Fund Account
22008560 – Deposit Holding Account

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That Bank of Agriculture and Commerce Community Bank, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former Director Mark Simon, and add Director Bill Mayer on the above five banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's Bank of Agriculture and Commerce Community Bank Accounts to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 21st day of December 2016 by the following vote:

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 December 21, 2016 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Catherine Kutsuris
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 21, 2016

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

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 207,784.64

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-5

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On December 21, 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				
Brentwood Ace Hardware	808/113016	Landscape Reimb (Z57,Z61)	11/30/16	\$123.40
Delta Debris Box Service	1267666	40Yd Green (Z61)	11/30/16	\$131.00
U.S. Bank Corporate Payment System	4246044555703473/166	Landscape Reimb (Z35,Z57,Z61)	11/25/16	\$1,015.12
		Contra Costa County	Sub-Total	\$1,269.52
Water				
Alhambra	13710019 112516	Bottle Water Service Nov 2016	11/25/16	\$11.01
Badger Meter	80009325	Beacon Cellular Data Nov 2016	11/30/16	\$2,192.96
Brentwood Ace Hardware	808/113016	Misc. Small Tools	11/30/16	\$81.00
Brentwood Ace Hardware	808/113016	Building Maintenance	11/30/16	\$25.46
CaliforniaChoice Benefit Admin	2576035/53040	Health Insurance Jan 2017	11/28/16	\$4,397.04
Cintas	185581720	Mats	11/30/16	\$6.86
Cintas	185582679	Mats	12/07/16	\$6.86
County Clerk - CCC	14	Notice Of Exemption PLC Upgrade	12/13/16	\$50.00
David Baynes	Brookhaven Cir.	Closed Account, Refund Overpayment	12/02/16	\$22.12
Discovery Bay Designs	1228	Safety Apparel Water Meter Project	12/06/16	\$156.98
J.W. Backhoe & Construction, Inc.	2716	Water Leak Emerald Ct.	11/22/16	\$1,935.73
J.W. Backhoe & Construction, Inc.	2719	Water Leak Drake Ct.	12/05/16	\$2,774.08
J.W. Backhoe & Construction, Inc.	2720	Fire Hydrant Repair Discovery Pt.	12/05/16	\$753.80
J.W. Backhoe & Construction, Inc.	2721	Fire Hydrant Repair Discovery Pt.	12/05/16	\$951.43
Lesley Marable	NOV 2016	Expense Report Nov 2016	12/08/16	\$37.71
Luhdorff & Scalmanini	32248	PLC SCADA Upgrades	09/25/16	\$1,006.25
Neumiller & Beardslee	280650	General Services Sept 2016 Water Meter Project	10/26/16	\$2,218.00
Neumiller & Beardslee	280650	General Services Sept 2016	10/26/16	\$4,727.89
Office Depot	880522525002	Office Supplies	11/21/16	\$5.76
Office Depot	880933395001	Office Supplies	11/19/16	\$26.75
Office Depot	880933711001	Office Supplies	11/21/16	\$47.26
Office Team	47208550	Water Meter Project Temporary Employee	11/29/16	\$1,771.00
Paul E. Vaz Trucking, Inc.	45899	Material	11/14/16	\$503.18
Paul E. Vaz Trucking, Inc.	45900	Freight	11/14/16	\$555.70
ReliaStar Life Insurance Company	#JRS2 457(B) 121516	457(b) 12/01/16-12/15/16	12/15/16	\$412.04
Resource Building Materials	10164480	Bricks, Water Meter Project	10/06/16	\$2,337.28
U.S. Bank Corporate Payment System	4246044555703473/166	Equipment Cover Plan Check	11/25/16	\$398.22
U.S. Bank Corporate Payment System	4246044555703473/166	Water Meter Project	11/25/16	\$50.77
U.S. Bank Corporate Payment System	4246044555703473/166	Travel & Meetings	11/25/16	\$94.04
U.S. Bank Corporate Payment System	4246044555703473/166	Memberships	11/25/16	\$315.00
U.S. Bank Corporate Payment System	4246044555703473/166	Telephone General	11/25/16	\$393.24
U.S. Bank Corporate Payment System	4246044555703473/166	Telecom Networking	11/25/16	\$723.34
U.S. Bank Corporate Payment System	4246044555703473/166	Vehicle & Equipment Fuel	11/25/16	\$320.07
U.S. Bank Corporate Payment System	4246044555703473/166	Info System	11/25/16	\$136.80
U.S. Bank Corporate Payment System	4246044555703473/166	Misc. Small Tools	11/25/16	\$157.83
U.S. Bank Corporate Payment System	4246044555703473/166	Postage	11/25/16	\$2.58
U.S. Bank Corporate Payment System	4246044555703473/166	Office Supplies	11/25/16	\$65.37
U.S. Bank Corporate Payment System	4246044555703473/166	Special Expense	11/25/16	\$250.33
Univar	SJ786006	Chemicals Delivered 11/21/16	11/21/16	\$225.15
Univar	SJ786007	Chemicals Delivered 11/21/16	11/21/16	\$244.90
Veolia Water North America	63429	Large Replacement Oct 2016	12/02/16	\$10,175.53
Veolia Water North America	63568	Preventative & Corrective Oct 2016	12/05/16	\$645.55
Verizon Wireless	9776059649	Cell Phone Bill Nov 2016	11/26/16	\$222.08
		Water	Sub-Total	\$41,434.95
Wastewater				
Alhambra	13710019 112516	Bottle Water Service Nov 2016	11/25/16	\$16.52
American Retrofit Systems	1219	WWTP#2 Ox Ditch 2 Electrical	11/23/16	\$200.00
American Retrofit Systems	1221	WWTP#2 Lab Building Wiring	12/09/16	\$2,500.00
Brentwood Ace Hardware	808/113016	General Repairs	11/30/16	\$8.28
Brentwood Ace Hardware	808/113016	PGE Funded Community Center Roof Repair	11/30/16	\$131.44
Brentwood Ace Hardware	808/113016	Building Maintenance	11/30/16	\$38.18
CaliforniaChoice Benefit Admin	2576035/53040	Health Insurance Jan 2017	11/28/16	\$6,595.56
Cascade Integration And Development	1209	SCADA System Upgrade	11/22/16	\$13,625.00
Cascade Integration And Development	1210	SCADA System Upgrade	11/22/16	\$19,210.50

Cintas	185581720	Mats	11/30/16	\$10.30
Cintas	185581720	Uniforms	11/30/16	\$14.20
Cintas	185582679	Mats	12/07/16	\$10.30
Cintas	185582679	Uniforms	12/07/16	\$14.20
Comcast	8155400350232938/161	WWTP#2 Internet Dec 2016	12/03/16	\$83.73
Comcast	8155400350232946/161	WWTP#1 Internet Dec 2016	12/03/16	\$91.12
Herwit Engineering	16-11	Professional Services Nov 2016	11/30/16	\$1,177.50
Herwit Engineering	DB-MP-7-9	Effluent Filtration Project Nov 2016	11/30/16	\$13,479.64
J.W. Backhoe & Construction, Inc.	2717	Hauled Mud From Lift Station S	11/22/16	\$1,344.40
Kings Roofing	25920	PGE Funded Community Center Roof Installation	12/13/16	\$52,600.00
Lesley Marable	NOV 2016	Expense Report Nov 2016	12/08/16	\$56.57
Neumiller & Beardslee	280650	General Services Sept 2016	10/26/16	\$7,091.83
Office Depot	880522525002	Office Supplies	11/21/16	\$8.64
Office Depot	880933395001	Office Supplies	11/19/16	\$40.12
Office Depot	880933711001	Office Supplies	11/21/16	\$70.88
ReliaStar Life Insurance Company	#JR52 457(B) 121516	457(b) 12/01/16-12/15/16	12/15/16	\$618.06
SWRCB	WD-0121983	State Water Resources Control Board Annual Permit 16/17	12/01/16	\$2,088.00
U.S. Bank Corporate Payment System	4246044555703473/166	Equipment Cover Plan Check	11/25/16	\$597.32
U.S. Bank Corporate Payment System	4246044555703473/166	Travel & Meetings	11/25/16	\$74.18
U.S. Bank Corporate Payment System	4246044555703473/166	Memberships	11/25/16	\$90.00
U.S. Bank Corporate Payment System	4246044555703473/166	Telephone General	11/25/16	\$1,209.39
U.S. Bank Corporate Payment System	4246044555703473/166	Telecom Networking	11/25/16	\$1,085.00
U.S. Bank Corporate Payment System	4246044555703473/166	Vehicle & Equipment Fuel	11/25/16	\$306.40
U.S. Bank Corporate Payment System	4246044555703473/166	Info System	11/25/16	\$205.20
U.S. Bank Corporate Payment System	4246044555703473/166	Equipment Maintenance	11/25/16	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/166	Postage	11/25/16	\$3.87
U.S. Bank Corporate Payment System	4246044555703473/166	Office Supplies	11/25/16	\$126.70
U.S. Bank Corporate Payment System	4246044555703473/166	Special Expense	11/25/16	\$375.49
Veolia Water North America	63426	General Repairs Oct 2016	12/02/16	\$45.23
Veolia Water North America	63427	Vehicle Repair & Maintenance Oct 2016	12/02/16	\$300.00
Veolia Water North America	63428	Chemicals Oct 2016	12/02/16	\$8,908.94
Veolia Water North America	63429	Large Replacement Oct 2016	12/02/16	\$5,793.10
Veolia Water North America	63507	General Repair Pumps Oct 2016	12/05/16	\$7,131.64
Veolia Water North America	63568	Preventative & Corrective Oct 2016	12/05/16	\$3,998.54
Verizon Wireless	9776059649	Cell Phone Bill Nov 2016	11/26/16	\$333.11

Wastewater Sub-Total \$151,909.08

Community Center

Community Center Sub-Total \$0.00

Grand Total \$194,613.55

Request For Authorization To Pay Invoices (RFA)
For The Meeting On December 21, 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 112516	Community Center-Bottle Water Service Nov 2016	11/25/16	\$48.48
Bill Brandt Ford	154307 102616	Vehicle Repair & Maintenance	10/26/16	\$2.70
Brentwood Ace Hardware	808/113016	Misc. Small Tools	11/30/16	\$61.73
Brentwood Ace Hardware	808/113016	Landscape Maintenance	11/30/16	\$56.84
Brentwood Ace Hardware	808/113016	Community Center-Building Maintenance	11/30/16	\$51.81
California Park & Recreation Society	103485/2017	Community Center-Membership 2017	09/21/16	\$475.00
Cintas	185581720	Uniforms	11/30/16	\$54.61
Cintas	185581720	Community Center-Mats	11/30/16	\$53.90
Cintas	185582679	Uniforms	12/07/16	\$54.61
Cintas	185582679	Community Center-Mats	12/07/16	\$53.90
Commercial Tree Care	27023	Community Center-Pine Trees Trimming	11/16/16	\$3,515.00
Delta Debris Box Service	1267666	40Yd Green	11/30/16	\$320.00
Discovery Bay Disposal	17-0001966/113016	Community Center-Com 2Yd Bin	11/30/16	\$318.35
Discovery Bay Disposal	17-0013218/113016	Com 3Yd Bin	11/30/16	\$444.66
Du-All Safety	18406	Safety Training And Support	12/01/16	\$1,275.00
Karina Dugand	38	Community Center-Program Fees	11/29/16	\$202.50
Monica Rollins	NOV 2016	Community Center-Expense Report Nov 2016	12/01/16	\$74.75
U.S. Bank Corporate Payment System	4246044555703473/166	Vehicle & Equipment Fuel	11/25/16	\$230.67
U.S. Bank Corporate Payment System	4246044555703473/166	Equipment Repair	11/25/16	\$847.44
U.S. Bank Corporate Payment System	4246044555703473/166	Misc. Small Tools	11/25/16	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/166	Cleaning Supplies	11/25/16	\$29.59
U.S. Bank Corporate Payment System	4246044555703473/166	Landscape Maintenance	11/25/16	\$566.20
U.S. Bank Corporate Payment System	4246044555703473/166	Special Expense	11/25/16	\$139.90
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Travel & Meetings	11/25/16	\$24.70
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Training	11/25/16	\$30.00
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Telephone General	11/25/16	\$351.20
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Software	11/25/16	\$440.67
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Office Supplies	11/25/16	\$68.82
U.S. Bank Corporate Payment System	4246044555703473/166	Community Center-Landscape Maintenance	11/25/16	\$206.22
United States Postal Services	15/120116	Community Center-Spring Activity Guide Postage	12/01/16	\$985.00
Verizon Wireless	9776059649	Cell Phone Bill Nov 2016	11/26/16	\$105.98
			Total	\$11,110.23

Request For Authorization To Pay Invoices (RFA)
For The Meeting On December 21, 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>
Brentwood Ace Hardware	808/113016	Misc. Small Tools	11/30/16	\$55.05
Cintas	185581720	Uniforms	11/30/16	\$55.08
Cintas	185582679	Uniforms	12/07/16	\$55.38
Delta Debris Box Service	1267666	40Yd Green	11/30/16	\$131.00
U.S. Bank Corporate Payment System	4246044555703473/166	Telephone General	11/25/16	\$7.43
U.S. Bank Corporate Payment System	4246044555703473/166	Vehicle & Equipment Fuel	11/25/16	\$448.96
U.S. Bank Corporate Payment System	4246044555703473/166	Equipment Repair	11/25/16	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/166	Misc. Small Tools	11/25/16	\$512.44
U.S. Bank Corporate Payment System	4246044555703473/166	Landscape Maintenance	11/25/16	\$85.22
U.S. Bank Corporate Payment System	4246044555703473/166	Personal Protective Equipment	11/25/16	\$404.30
Verizon Wireless	9776059649	Cell Phone Bill Nov 2016	11/26/16	\$106.00
			Total	\$2,060.86



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 21, 2016

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

Agenda Title:

Adopt Resolution Number 2016-23 which approves revisions to the Employee Personnel Manual related to holiday and vacation benefits for intermittent full-time employees with terms of one-year or greater.

Recommended Action

Adopt Resolution Number 2016-23 which approves revisions to the Employee Personnel Manual related to holiday and vacation benefits for intermittent full-time employees with terms of one-year or greater.

Executive Summary

The District's Employee Personnel Manual provides vacation benefits to all "Regular full-time employees" and all "Regular part-time employees", enabling them to take paid time off for rest and/or recreation. These benefits are not provided to employees that fall within the classification of "Part Time, Seasonal and Temporary Employees." These last categories of employees are those that are hired to work for a specified period, to work on special projects or assignments.

The District has, from time to time, employed personnel for one year or more as a "Temporary" employee. This change would provide that if, at the outset of the appointment, the District determined that the term would be for one year or greater, that the employee would be entitled to receive holiday and vacation benefits consistent with those received by "Regular, Full-Time Employees." There are two existing intermittent employees that fall within this category.

Fiscal Impact:

Amount Requested \$

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

Attachments

Resolution No. 2016-23

AGENDA ITEM: D-6



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2016-23

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING AN UPDATED AND RESTATED
TOWN OF DISCOVERY BAY EMPLOYEE PERSONNEL MANUAL**

WHEREAS, On August 20, 2003 the Board of Directors approved and adopted an Employee Personnel Manual for the employees of the Town of Discovery Bay (TODB); and

WHEREAS, On August 18, 2004 the Manual was amended by the Board of Directors; and

WHEREAS, On September 4, 2013 the Manual was amended and approved by Resolution No. 2013-19; and

WHEREAS, On September 19, 2013 the Manual was amended and approved by Resolution No. 2013-20; and

WHEREAS, On February 5, 2014 the Manual was amended and approved by Resolution No. 2014-04; and

WHEREAS, On June 3, 2015 the Manual was amended and approved by Resolution No. 2015-08; and

WHEREAS, On February 17, 2016 the Manual was amended and approved by Resolution No. 2016-03

WHEREAS, On August 3, 2016 the Manual was amended and approved by Resolution No. 2016-14

WHEREAS, the proposed Employee Manual, which is attached and made a part of this Resolution, complies with current TODB policies and federal and state employment laws and regulations that are in place at the time this Resolution was approved.

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

SECTION 1. That the Employee Personnel Manual is hereby adopted and is attached and made a part of this Resolution.

SECTION 2. That this action is effective immediately.

PASSED, APPROVED AND ADOPTED THIS 21st DAY OF DECEMBER, 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 December 21, 2016, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Catherine Kutsuris
Interim Board Secretary



MONTHLY OPERATIONS REPORT

November 2016

Town of Discovery Bay, CA

2630 Days of Safe Operations

123,112 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	5.0
Weekly Safety Topics	
Cold Stress	
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

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

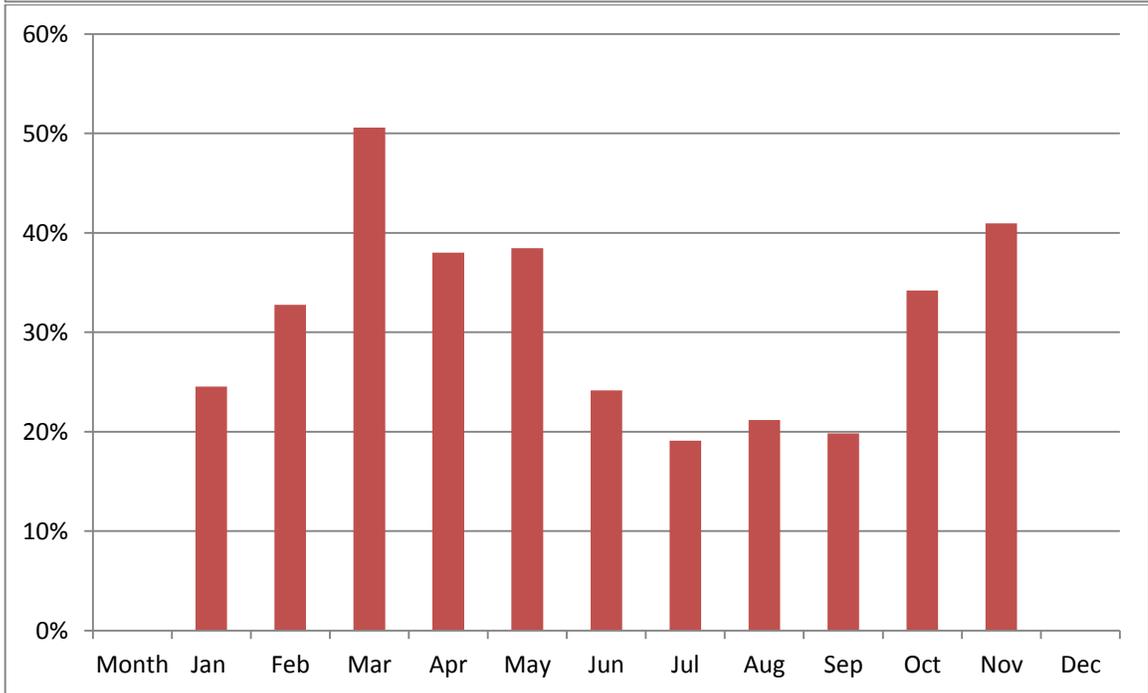
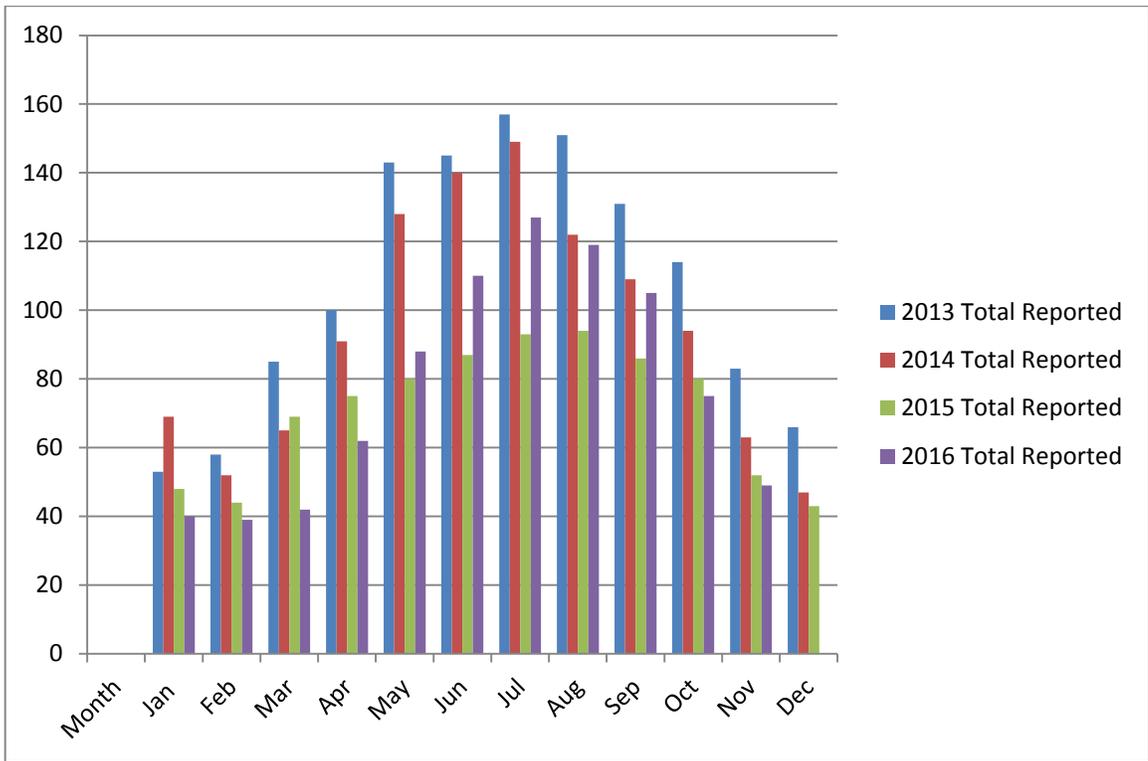
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
6	49	2330	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	49	



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, monthly total		33	33
Flow, MG Daily Influent Flow, avg.	N/A	1.1	1.2
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	18	20
Effluent TSS, lbs/d, monthly avg.	525	15	28
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	2	3
Total Coli form 7 day Median Max	23	0.0	1.0
Total Coli form Daily Maximum	240	0.0	5.0
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	96
Electrical Conductivity, umhos/cm annual avg.	2100	2099	2105

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
1	SSO	none	Broken Force main

Bacteriological Test Results:

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

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	37

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
218	243

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
24	4

Call & Emergency Responses

Call Outs	Emergencies
7	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1983	54

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

Hole in Force Main at L/S “S”

Sewage coming to the surface



Excavating to find force main line





Force main located approx. 8 ft. Down



Holes in force main line





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 21, 2016

Prepared By: Justin Shobe, LSCE, District Water Engineer

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Award of bid for the Willow Lake Treatment Plant and Well 1B and 2 PLC upgrades and adoption of related CEQA findings.

Recommended Action:

Accept the recommendation and award the bid for the Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades to the lowest responsive bidder – Telstar Instruments, Inc. – for \$168,950.00, with a 10% change order allowance (\$16,895.00), authorize the Interim General Manager to execute all contract documents and adopt related CEQA findings.

Executive Summary:

The District's Five-Year Capital Improvement Budget includes upgrades to the programmable logic controllers (PLC) and the supervisory control and data acquisition (SCADA) systems which serve the Willow Lake Treatment Plant and the Newport Treatment Plant. A review by the District's water engineers (Luhdorff and Scalmanini) and by Veolia (the District's water operator) concluded that the upgrade to the Willow Lake Treatment Plant should be done at this time and that the inclusion of the two associated wells was the preferred approach. This was approved by the Board at the October 5, 2016 meeting.

The District Recently solicited bids for the project.

The project was bid to a short list of four pre-approved contractors that have provided similar electrical instrumentation and programming work for the District in the past.

On Friday, December 9, 2016, the Town of Discovery Bay received two bids for the Willow Lake Road Water Treatment Plant PLC Upgrades. The bidders and the bid amounts are as follows:

MCC Controls, LLC DBA Primex
859 Cotting Court, Suite G
Vacaville, CA 95688
\$253,710 (Two Hundred Fifty Three Thousand Seven Hundred Ten Dollars)

and

Telstar Instruments
1717 Solano Way
Concord, CA 94520
\$168,950 (One Hundred Sixty Eight Thousand Nine Hundred Fifty Dollars)

All bidders acknowledged the addendum and all bids were found to be in order. Though there exists a large difference between the bids, the Telstar bid is within the Engineer's Estimate of \$175,000 and we find none of the bid items on the schedule to be errant. After review of both bids, we find the lowest responsible bidder to be Telstar Instruments and accordingly recommend award in the amount of \$168,950. We also recommend a 10-percent construction contingency in the budget to address any unforeseen conditions that arise during construction.

"Continued to the next page"

If the project utilizes all of the expected change order allowance, the total project cost, including engineering services, will be below the project budget by approximately \$29,000.00.

CEQA Compliance:

This project falls within the Class I exemption of the California Environmental Quality Act, which includes repair, maintenance or modifications to existing public or private structures or equipment involving negligible or no expansion of use (CEQA Guidelines Section 15301). The proposed project does not involve activity beyond the existing facilities and is limited to upgrading instrumentation within an existing facility either within existing structures and/or on existing paved or developed area.

Project Schedule

This project has been identified as a 1st Quarter 2017 project and is expected to commence in early January.

Fiscal Impact:

Amount Requested \$ 185,845 (of which \$16,895 is contingency to address unforeseen conditions)

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

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP#108 Fund#

Previous Relevant Board Actions for This Item

October 5, 2015

Attachments

Notice of Exemption

AGENDA ITEM: F-3

NOTICE OF EXEMPTION

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

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

Project Title: Willow Lake Water Treatment Plant and Well 1B and 2 PLC upgrades

Project Location – Specific: 1800 Willow Lake Road

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

Description of Nature, Purpose, and Beneficiaries of Project: Upgrades to the programmable logic controllers (PLC) and the supervisory control and data acquisition (SCADA) systems which serve the Willow Lake Treatment Plant and Wells 1B and 2.

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

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

Exempt Status: *(check one)*

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

Reasons why project is exempt: This project falls within the Class I exemption of the California Environmental Quality Act, which includes repair, maintenance or modifications to existing public or private structures or equipment involving negligible or no expansion of use (CEQA Guidelines Section 15301). The proposed project does not involve activity beyond the existing facilities and is limited to upgrading instrumentation within an existing facility either within existing structures and/or on existing paved or developed area.

Lead Agency

Contact Person: Catherine Kutsuris

Area Code/Telephone/Extension: (925) 634-1131

If filed by applicant:

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

Signature: _____

Date: 12-21-2016

Title: General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
December 21, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager *C.K.*

Agenda Title

Consider County Development Plan Application – Discovery Bay Country Club Residential Association (DP 16-3032) and determine whether to request conditions be added to the proposed permit to address potential traffic issues.

Recommended Action

Consider County Development Plan Application – Discovery Bay Country Club Residential Association (DP 16-3032) and determine whether to request conditions be added to the proposed permit to address potential traffic issues.

Executive Summary

The Discovery Bay Country Club Residential Association filed a development plan permit request with the County to:

1. Relocate the guard gate entrance located at Discovery Bay Boulevard and Country Club Drive; and
2. Temporarily relocate the guard gate entrance at Marina Road and Country Club Drive.

The intent of the project is to eliminate the queuing of vehicles on Discovery Bay Boulevard that are waiting to be checked through the guard gate entrance. The purpose of the project is to relocate the guard station approximately 170 feet to the east as well as to add a turnaround both of which will improve traffic flow.

The project also includes the location of a temporary guard shack at the intersection of Marina and Country Club Drive. Although no concerns have been raised regarding the relocation of the permanent guard station, the District has received concerns from the public regarding the temporary guard shack. The concerns raised are:

1. The increase in traffic in front of the school.
2. The potential for vehicles to block the single lane of traffic along Marina while waiting to enter at the Marina Drive entrance.

This is the opportunity for the Board to consider whether you wish to raise any issues that you believe the County should consider as part of the decision approving the project and/or whether you wish to suggest that any conditions be added to the permit.

Fiscal Impact:

Amount Requested
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category:

Previous Relevant Board Actions for This Item

September 16, 2015; August 17, 2016

Attachments

Contra Costa County Department of Conservation and Development Discovery Bay Country Club Residential Association – Notice of Intent to render administrative decision.

AGENDA ITEM: F-5

DEC 09 2016

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

TownOfDiscoveryBay CSD
Received

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

Victoria Mejia
Business Operations Manager

December 7, 2016

**Notice of Intent to Render
Administrative Decision**

Dear Property Owner:

A development plan application has been submitted to this department for review. The County Zoning Administrator will render a decision on this application following a public comment period. If you wish to comment or request a public hearing on this matter you must submit a written statement by **5:00 P.M., Monday, December 19, 2016** to:

Contra Costa County
Department of Conservation and Development
Attn: Daniel Barrios
30 Muir Road
Martinez, CA 94553

This application is described as follows:

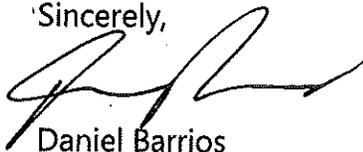
ATI ENGINEERS (APPLICANT) & DISCOVERY BAY COUNTRY CLUB RESIDENTIAL ASSOCIATION (OWNER), COUNTY FILE #DP16-3032: The applicant requests approval of a development plan to demolish and reconstruct an existing guard shack at the entrance to Discovery Bay County Club at Clubhouse Drive near the Discovery Bay Boulevard intersection for the purpose of reducing traffic caused by queuing. This project also includes the remodeling portions of the entrance, including extending a portion of the entrance into the golf course for a turn-around, center island improvements, new walking pathways, a golf cart crossing, new vehicle gates, and other related improvements. The 171 square-foot guard shack will be reconstructed approximately 167.5 feet east from the intersection of Discovery Bay Boulevard and Clubhouse Drive, where it was originally approximately 40 feet from the intersection. In

addition, a temporary 48 square-foot guard shack is proposed to be constructed at the Marina Road and Clubhouse Drive entrance for access during construction. This application also includes a tree permit to allow the removal of two code-protected Eucalyptus trees, approximately 12 and 24 inches in diameter, for the purpose of constructing the proposed traffic turnaround. The subject property is located at the entrance to Discovery Bay Country Club at the intersection of Discovery Bay Boulevard and Clubhouse Drive in the unincorporated Discovery Bay area. (Zoning: P-1; APN: 008-330-022)

Following the public comment period, the Zoning Administrator will (1) schedule a public hearing if one is requested in writing, or (2) consider comments as suggested conditions of approval or as reasons for denying the application.

If you have any questions, you can reach me by phone at (925) 674-7788 or by email at daniel.barrios@dcd.cccounty.us so that I may be of further assistance.

Sincerely,



Daniel Barrios
Project Planner

cc: File: DP16-3032

DATE	DESCRIPTION
07/29/16	PLANNING DEPT. SUBMITTAL
08/22/16	PLANNING DEPT. RECOMMENDATION
11/29/16	PLANNING DEPT. APPROVAL

PROFESSIONAL SEAL

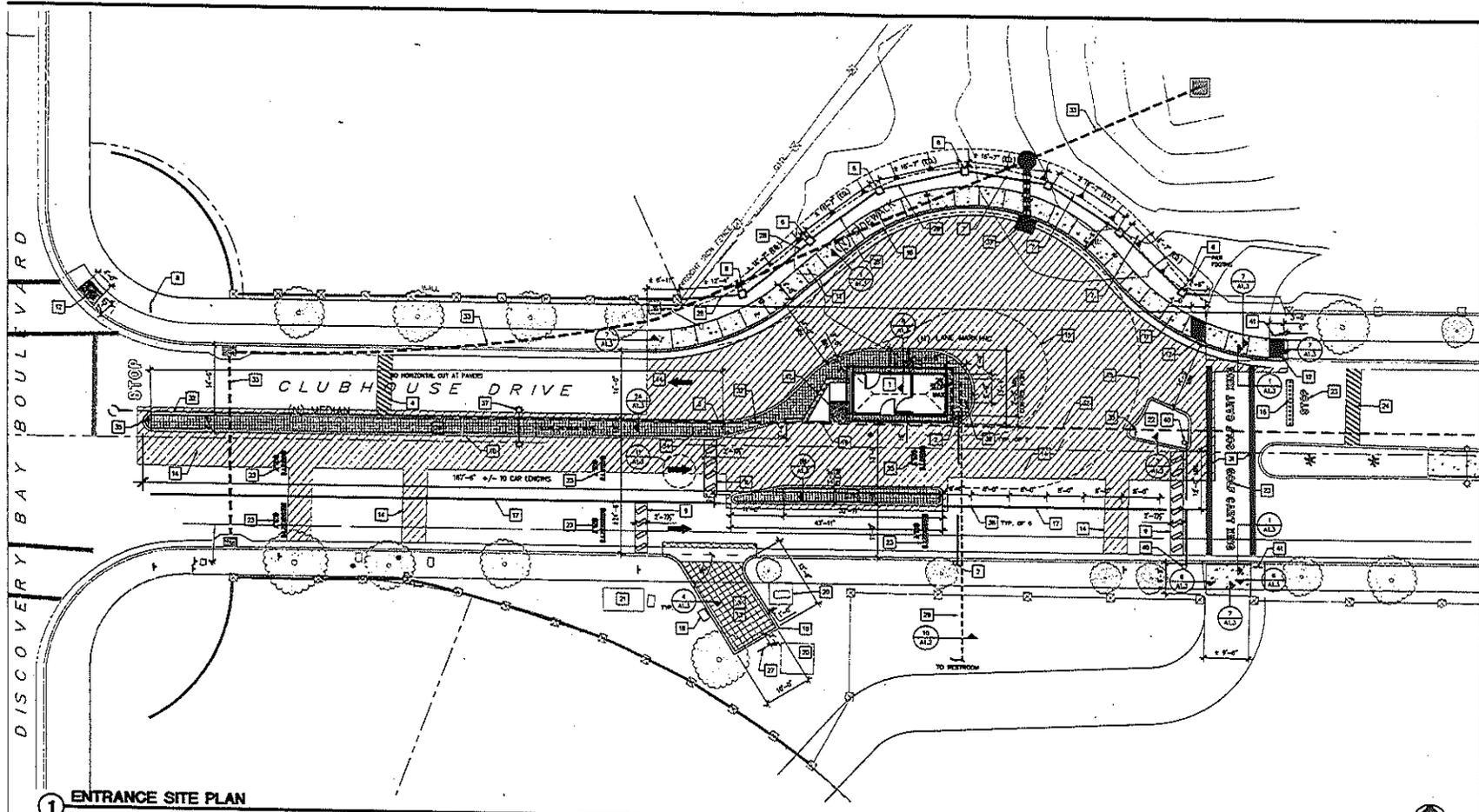
ENTRANCE MODIFICATIONS
DISCOVERY BAY HOA
CLUBHOUSE DRIVE
DISCOVERY BAY, CA

SHEET TITLE

SITE PLAN

DATE	SCALE
05/25/16	1" = 10'-0"
DESIGNED BY	CHECKED BY
MCA/RC	DS
DATE	
D7001	
DATE	
11/29/16	

A1.1



1 ENTRANCE SITE PLAN

SCALE: 1" = 10'-0"



LEGEND:

- (M) CONCRETE WALL
- (M) AC PAVING, SHEET KEYNOTE #4
- (T) TREE
- (S) PARKING

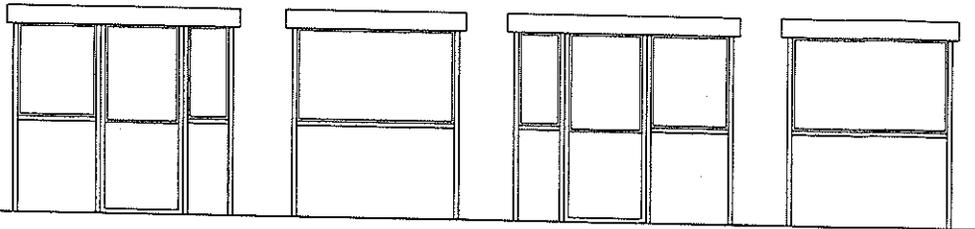
SHEET KEYNOTES:

- 1 (M) GUARD STATION
- 2 RELOCATED VEHICLE GATE & CONTROLLER, S.E.D.
- 3 RELOCATED POST MOUNT LODGE PLATE, CANON, S.E.D.
- 4 (M) SPEED RAMP
- 5 (M) CONCRETE PAVINGS
- 6 BRICK PEEK TO MATCH EXISTING CONDITION, SEE DETAIL 4/A1.2
- 7 (M) ORNAMENTAL STEEL FENCE SEE DETAIL 11/A1.2
- 8 (M) STOP SIGNAGE
- 9 (M) SPEED RAMP W/ STRIPING TO MATCH (5)
- 10 CONCRETE CURB
- 11 CONCRETE SIDEWALK
- 12 FLUSH MOUNTED INDICATED CONC. MARKING SURFACE, SEE DETAIL 5/A1.2
- 13 (M) PARKING STALL FOR GUARD
- 14 (M) AC PAVING
- 15 TURN RADII FOR CARS
- 16 (M) TRAFFIC CONC. STRIP
- 17 (M) 4" CONC. ROAD STRIPING
- 18 CONDUIT FOR FUTURE EV CHARGING STATION
- 19 CURB CUT W/ TRUNCATED DOWEL, SEE DETAIL 3/A1.2
- 20 ASIDE GRADE ELECTRICAL BOX
- 21 (M) PINE WALK
- 22 (M) CONCRETE ISLAND W/ CONCRETE CURB, SEE DETAIL 3/A1.3
- 23 12" HIGH HIGH WALK PAVED LETTERING
- 24 (M) SPEED RAMP W/ STRIPING
- 25 (M) PARKING THROUGHOUT CENTER ISLAND, SEE DETAIL 2A/A1.3
- 26 (M) PARKING THROUGHOUT ISLAND AT 94-LANE, SEE DETAIL 2B/A1.3
- 27 (M) PARKING SIGN, SEE DETAIL 2/A1.2
- 28 (M) BRICK PANEL, 6'-0" HIGH TO MATCH EXISTING, SEE 11/A1.3
- 29 (M) URILITY TRENCH, SEE DETAIL 10/A1.2 AND IMPLS FOR EXACT LOCATION
- 30 (M) AC PAVING, PATCH AT REMOVED SPEED RAMP

SHEET NOTES:

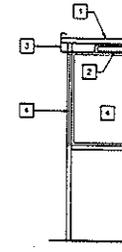
- 31 (M) GOLF CART STRIP STRIPING 12" WIDE
 - 32 (M) SLOWING LINE, S.E.D.
 - 33 (M) STORM DRAIN LINE
 - 34 RELOCATED SPEED RAMP SIGN ON (M) POST AND FOOTING, SEE DETAIL 2/A1.2
 - 35 RELOCATED KEEP RIGHT SIGN ON (M) POST AND FOOTING, SEE DETAIL 2/A1.2
 - 36 RELOCATE (E) IRRIGATION BOX
 - 37 RELOCATE (E) LIGHT SIGNAGE, S.E.D.
 - 38 (M) PLASTIC BOLLARDS W/ REFLECTORS
 - 39 (M) BOLLARDS, SEE DETAIL 7/A1.2
 - 40 (M) VEHICLE GATE & CONTROLLER, S.E.D.
 - 41 (M) SIGN "WATCH FOR ONCOMING VEHICLES" ON POST AND FOOTING, SEE DETAIL 6/A1.2
1. JOINTS AT NEW SIDE WALKS ARE CONTROL JOINTS AS PER DETAIL 9/A1.3 UNLESS NOTED AS I.E. (EXPANDED JOINT). FOR EXPANDED JOINT DETAIL, SEE 11/A1.3.

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3 GUARD HOUSE ELEVATIONS

SCALE: 1/2" = 1'-0"



2 GUARD HOUSE SECTION

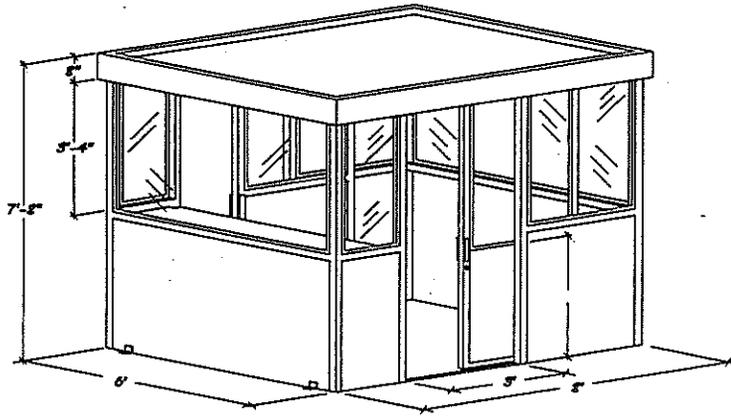
SCALE: 1/2" = 1'-0"

SHEET NOTES

- GUARD HOUSE, ARCHITECTURAL FINISH, STEEL GARAGE DOOR, MOD. A314-2

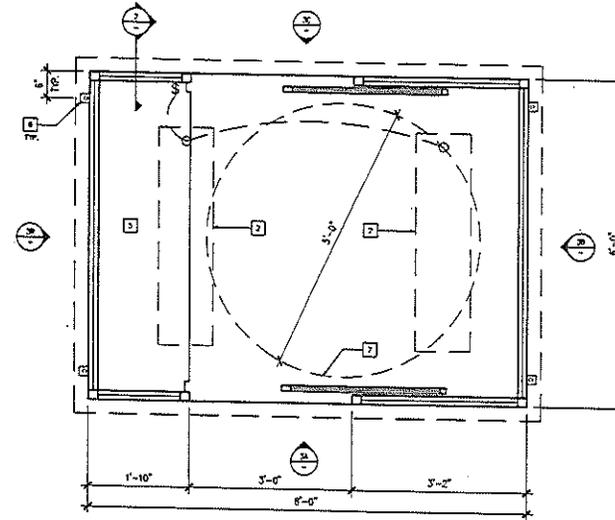
SHEET KEY NOTES

- 18 GA. GALVANIZED ROOF DECK
- FLUORESCENT LIGHT FIXTURES
- 14 GA. FASGA
- 2" GLAZING
- 14 GA. STEEL COUNTER
- 2"x2" L20" ANCHOR BRACKETS
- 5'-0" DIAMETER ACCESSIBLE TURNING RADIUS



4 GUARD HOUSE ISOMETRIC

NOT TO SCALE



1 PARTIAL SITE PLAN AT TEMP. GUARD HOUSE

SCALE: 1" = 1'-0"

ATI ARCHITECTS ENGINEERS
www.atiea.com
1800 Redwood Road, Discovery Bay, CA 94701
925.464.8888
1800 Redwood Road, Discovery Bay, CA 94701
925.464.8888

NO.	REVISIONS	DATE
1	PLANNING DEPT. SUBMITTAL	07/25/18
2	PLANNING DEPT. REVISIONS	08/22/18
3	PLANNING DEPT. APPROVAL	11/16/18

PROFESSIONAL SEAL

 PROFESSIONAL ENGINEER
 CIVIL
 STATE OF CALIFORNIA
 No. 44867
 EXPIRES 12/31/2021

PROJECT NO.:
ENTRANCE MODIFICATIONS DISCOVERY BAY HOA
 CLUBHOUSE DRIVE DISCOVERY BAY, CA

SHEET NO.:
TEMPORARY GUARD HOUSE

DATE	SCALE
05/25/18	AS NOTED
DESIGNED BY	CHECKED BY
DR /	RC
PROJECT NO.	
D7001	
CAD FILE	
4-A14.dwg	
SHEET NO.	

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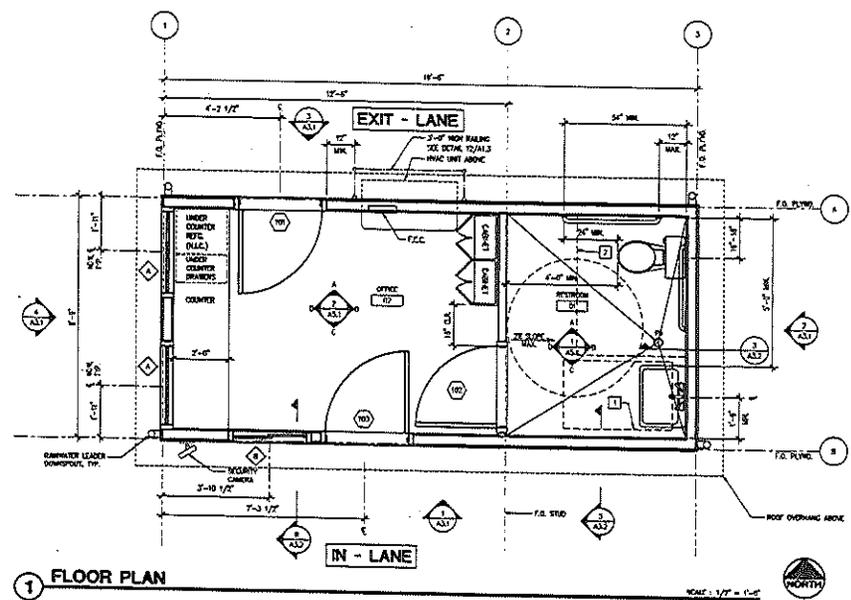
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FINISH SCHEDULE						
ROOM NO.	ROOM	FLOOR	BASE	WALLS	CEILING	REMARKS
01	RESTROOM	CT	CT	GP	GP	
02	OFFICE	VCT	BR	GP	AT	

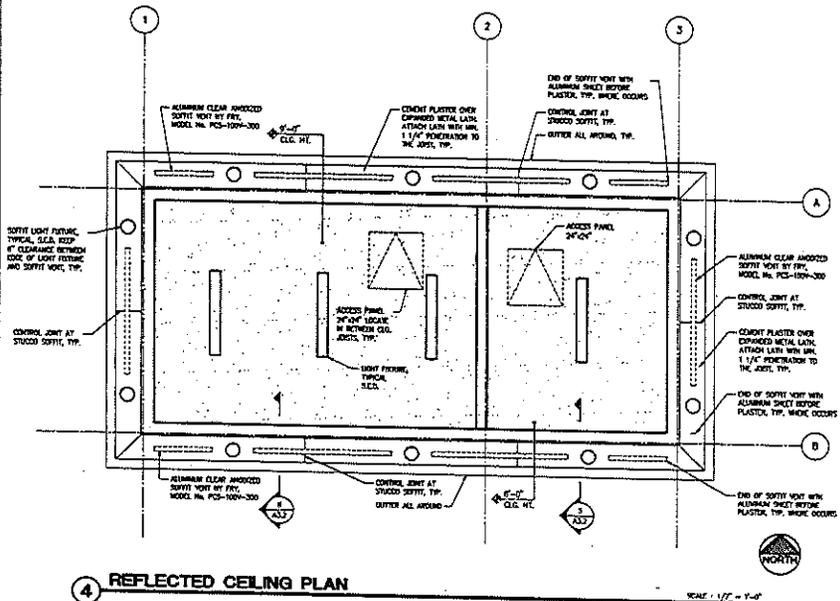
- SHEET KEY NOTES**
- ① FRIED WOOD. SEE WOOD SCHEDULE SHEET A-11
 - ② SLIDING WOOD. SEE WOOD SCHEDULE SHEET A-11
 - ③ EXTERIOR HOLLOW METAL DOOR AND FRAME. SEE DOOR SCHEDULE SHEET A-11
 - ④ INTERIOR HOLLOW METAL DOOR AND FRAME. SEE DOOR SCHEDULE SHEET A-11
 - ⑤ 3/4" WOOD CLEAR AREA.
 - ⑥ 4" WOOD CLEAR AREA.

- FINISH SCHEDULE ABBREVIATIONS**
- ATI 2 1/2" x 4" LAY-IN ACUSTIC CEILING TILE
 - BO ROUGH BASE
 - CT CERAMIC TILE
 - GP GYPSUM BOARD
 - PNT PAINT COLOR
 - VCT VINYL COMPOSITION TILE

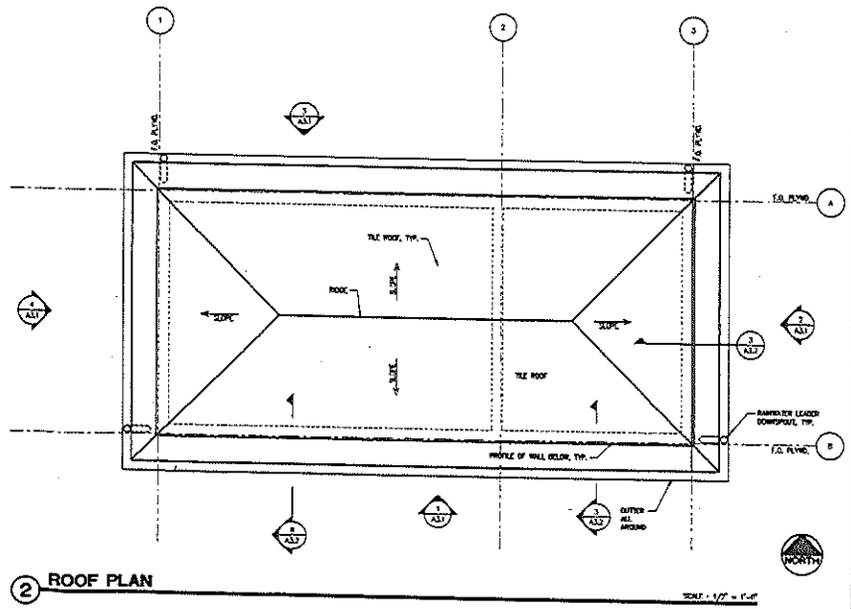
- SHEET NOTES**
- SEE ARCHITECTURAL ELEVATIONS & ELECTRICAL DRAWINGS FOR LOCATIONS OF EXTERIOR BUILDING LIGHTS.
 - DIMENSIONS ARE TO FACE OF EXTERIOR FINISHED FACE OF CONCRETE CENTER LINE OF WALLS AND REFER TO SPECIFICATIONS.
 - PROVIDE NON-FERROUS WALL MOUNTED FIRE EXTINGUISHER WITH CURRENT CERTIFICATION TAG ATTACHED. REFER TO SPECIFICATIONS.



1 FLOOR PLAN
SCALE: 1/8" = 1'-0"



4 REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"



2 ROOF PLAN
SCALE: 1/8" = 1'-0"



www.atienr.com
 2000 Alameda Street, Suite 200, Oakland, CA 94612
 415.778.1100
 415.778.1101

NO.	REVISION/DATE	SCALE
1	PLANNING DEPT. SUBMITTAL 07/29/16	
2	PLANNING DEPT. RECOMMENDATION 07/27/16	
3	PLANNING DEPT. APPROVAL 11/20/16	

PROJECT TITLE:
**ENTRANCE MODIFICATIONS
 DISCOVERY BAY HOA**

PROJECT NO.:

PROJECT LOCATION:
**CLUBHOUSE DRIVE
 DISCOVERY BAY, CA**

DATE:
 05/25/16

SCALE:
 AS NOTED

DESIGNED BY:
 MCA/AMC

CHECKED BY:
 JPC

DATE:
 07/01/16

DATE:
 08/12/16

PROJECT NO.:

PROJECT TITLE:

PROJECT LOCATION:



PROJECT NO.:

PROJECT TITLE:

PROJECT LOCATION:

PROJECT TITLE:
**ENTRANCE MODIFICATIONS
 DISCOVERY BAY HOA**

PROJECT NO.:

PROJECT LOCATION:
**CLUBHOUSE DRIVE
 DISCOVERY BAY, CA**

DATE:
 05/25/16

SCALE:
 AS NOTED

DESIGNED BY:
 MCA/AMC

CHECKED BY:
 JPC

DATE:
 07/01/16

DATE:
 08/12/16

PROJECT NO.:

PROJECT TITLE:

PROJECT LOCATION:

PROJECT TITLE:
**FLOOR, ROOF,
 AND REFLECTED CEILING PLANS**

PROJECT NO.:

PROJECT LOCATION:

DATE:
 05/25/16

SCALE:
 AS NOTED

DESIGNED BY:
 MCA/AMC

CHECKED BY:
 JPC

DATE:
 07/01/16

DATE:
 08/12/16

PROJECT NO.:

PROJECT TITLE:

PROJECT LOCATION:

A2.1

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
December 21, 2016

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Catherine Kutsuris, Interim General Manager

ck/
bysh

Agenda Title

Receive the report from the Finance Manager regarding the Account Charge.

Recommended Action

Informational Only

Executive Summary

The Town bills its metered customers a fixed charge (account charge) based on the size of the water meter and a volume rate charged to each hundred cubic foot of water used. Fixed Costs recover infrastructure costs and volume rates recover operating costs to deliver water to the customer. A more detailed explanation is provided below -

In the rate study, Bartle Wells allocated costs to domestic fixed and variable costs. Fixed costs are costs that do not change with water use like management, overhead, and infrastructure costs. These costs can be thought of as maintaining capacity in the system. Even if a customer is not using any water, the Town incurs costs to make sure the pipes and treatment plant are ready to serve that customer at any time.

Utilities are heavy on fixed costs. This can be problematic for designing rates because customers tend to prefer a structure with a larger focus on volume rates (i.e. pay for what you use). So, Alison at Bartle Wells reallocated 55% of the fixed costs for recovery through volume rates. The 55% was developed by looking at winter water use. Winter water use represents indoor, stable water demand. The winter water use level of demand applied over the whole year equals 55% of total demand. The 55% is stable demand that customers will use even during drought conditions. Thus, Bartle Wells considered the 55% a safe level of fixed cost that can reliably be recovered from volume rates.

The fire fixed charge was calculated based on an industry standard formula. The American Water Works Association publishes an equation that provides a general estimate of how water utility infrastructure is engineered to meet fire protection standards.

The volume rates are set to recover costs that are directly tied to each unit of water consumed such as electricity for pumping, chemical, and maintenance (i.e. equipment wears down faster with heavy use). The volume rates also recover the 55% of fixed costs mentioned above.

Please see the Rate Study excerpts below from Page 10 & 11 of the Water Rate Study By Bartle Wells & Associates:

Cost Allocation

Fixed and Variable Costs

The Town bills its metered customers a fixed charge based on the size of the water meter and a volume rate charged to each hundred cubic foot of water used. As a first step in calculating the rates, Table 6 allocates water utility costs to fixed and variable (volume) cost centers. Meter reading costs are not included in Table 6 because meter reading costs will be recovered from a separate \$1 per month charge.

"Continue to the next page"

Fixed costs include staffing, debt service, capital projects, and 75% of operations and maintenance and the Veolia service contract. These costs are incurred regardless of how much water the Town consumes.

Variable costs are dependent on water consumption and include budgeted items such as utilities (electricity) and 25% of operations and maintenance and the Veolia service contract. Based on this first round of cost allocation, about \$648,000, 20%, in expenses are identified as variable costs.

In the second round of cost allocation, BWA reviewed water consumption patterns and assigned some fixed costs to be recovered from the volume rate. The Town's base indoor/winter water use makes up about 55% of total metered water use under drought conditions. The Town makes water system operations, management, repair, and maintenance decisions based on long-term stable demand. Please see the table below for the fixed and variable cost breakdown.

**Table 6: Allocation to Fixed and Variable Cost Centers
Town of Discovery Bay
Water Rate Study**

Cost	FY2017 Estimated	Fixed	Variable
Operating Expenses			
Admin & Inter Govt. & Board	306,000	100%	0%
Staffing & Consulting Services	684,000	100%	0%
New Water Technician	41,600	100%	0%
Operations & Maintenance	667,000	75%	25%
Utilities	320,000	0%	100%
Service Contract	645,000	75%	25%
Total Operating Expenses [1]	2,663,600	2,015,600	648,000
Debt Service			
2012 Revenue Bonds Debt Service	89,000	100%	0%
Total Debt Service	89,000	89,000	0
Transfer to Capital	500,000	100%	0%
	500,000	500,000	0
Subtotal Expenses	3,252,600	2,604,600	648,000
Cost recovery adjustment based on maintenance and management of long-term water demand		-55%	
		(1,432,500)	1,432,500
Total	3,252,600	1,172,000	2,080,500
Proposed Cost Allocation		36%	64%

1 – Does not include meter reading costs which will be funded from a separate \$1/month charge.

These fixed and variable costs are the account charge that the District bills for on the residents property Tax bill.

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



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

December 21, 2016

Prepared By: Brian Miller, Parks & Landscape Manager
Mac Kaiser, Recreation Programs Supervisor

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

PG & E Funded Projects Update

Recommended Action

Accept the report provided in relation to the PG&E Funded Projects

Executive Summary

Small Dog Park fencing, water station, benches and picnic table:

Project completed on April 1, 2016. Projected budget was \$10,000.00 and the actual cost was \$9647.26.

ADA gate access to swimming pool has been installed:

ADA gate installation was completed on April 8, 2016 at a cost of \$2,111. Projected budget for this project is \$6500.00 with the concrete work in the contract phase.

Concrete Trippers are currently in the contract process:

The Budget for this project is \$10,500. A bid was provided by Old School Concrete in the amount of \$14,250 but due to contract delays and winter weather, staff will need to update the bid prior to executing this contract.

Rolling Access gate on the South property line:

Project completed on April 1, 2016. The budget for the gate was \$2600.00 and the actual cost was \$2531.00.

BBQ Area Repairs:

The budget for this project is \$7,500. Staff has been able to temporarily repair the permanent table tops in house. A preliminary bid of replacing the four grills is estimated at \$1,800.00 plus tax. Additional work to improve the BBQ area is expected to bring the project to the \$7,500 cost which was budgeted.

Archery poles for back drop:

This is a Boy Scout assisted Project. The Budget for this entire project is \$1500.00 and just under \$150.00 has been currently allocated to initiating the first phase of this project. The remaining work for this project is expected to reach the \$1,500 budgeted amount.

New Community Center Roof:

The Budget for this project is \$50,000. Due to the age of the current roof, a two-set process was necessary. The first phase involved the proper removal and legal disposal of all abated roofing materials. A contract was awarded to Restec Contractors in the amount of \$33,601. The second phase involved the proper installation of all new roofing materials. A contract was awarded to Kings Roofing in the amount of \$48,800. The anticipated final cost for this project will be \$82,401 and the project is nearly complete.

Roberta Fuss Tot Lot:

The budget for this project is \$65,000. Staff is seeking a request for approval at the January 4th, 2017 Board meeting for approval to purchase the play structure and contract the removal, replacement and the installation of the new rubber surface. Staff is expected to bring the project to the \$65,000 cost which was budgeted.

Total amount current expended on the PG&E Funded Projects to date is \$96,840.26. Staff will continue to revise actual costs against remaining funds as approved projects come to completion but anticipates remaining funds will be expended for Community Center improvements.

"Continued to the next page"

Fiscal Impact:

Amount Requested Amount Requested-none

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

Prog/Fund # PG&E Funding Category:

Previous Relevant Board Actions for This Item

Presented at the January 30, 2016 Board Workshop, Consideration at the February 17, 2016 meeting, Approved at March 16, 2016 Board Meeting. Project update provided at April 20, 2016 Board Meeting.

Attachments

List of Projects

AGENDA ITEM: J-1

LIST OF PROJECTS

Received unanticipated one-time revenues in the amount of \$327,411. Source of funds are from PG&E dewatering projects. In addition, PG&E provided restricted funds for Community Center Grant of \$5,000 (Pool deck furniture/umbrellas) and a PG&E Community Benefit Project contribution of \$17,000 (playground equipment)

Total: \$349,411

Wastewater Treatment Plant Projects

- 1) Add Insulation to Parking Cover: \$8,600.
- 2) Replace aggregate base in Parking Cover to Concrete: \$27,000.
- 3) Add asphalt to comply with RWQCB NOV at Bio-Solids station: \$40,000.

Sub Total: \$75,600

Community Center Projects

- 1) Add small dog area to dog park \$10,000 (possible donors as an Earth Day project) **
- 2) ADA Ramp and Gate at Pool \$6,500.
- 3) Replace front and rear fights/adding improved lighting \$12,000
- 4) R&R Concrete Trippers @ entrances/exits \$10,500
- 5) R&R Pool Equipment Enclosure \$56,000
- 6) Pool deck furniture/umbrellas \$5,000 (restricted funds – see above)
- 7) Repair south side access gate \$2,600
- 8) Repair BBQ Area \$7,500
- 9) Resurface Tennis Courts 3&4 for Pickle Ball use \$55,000
- 10) Archery Equipment \$1,500
- 11) New Community Center Roof \$50,000
- 12) Replace play structure at Roberta Fuss Tot Lot \$65,000

Sub Total: \$281,600

Grand Total: \$357,200

Total Revenues: \$349,411

** Staff was unable to secure the necessary funding from Earth Day donors, therefore the cost of this project, which was not initially expected to come from these monies was paid for out of PG&E Funding and has been included in this updated list.