



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



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

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

**Regular Meeting  
Wednesday, July 19, 2017**

**7:00 P.M. Regular Meeting**

**Community Center  
1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

**Wednesday July 19, 2017**

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

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

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

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

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

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. CONSENT CALENDAR**

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

1. Approval of DRAFT minutes of regular meeting for July 5, 2017.
2. Approval of DRAFT minutes of special meeting for July 7, 2017.
3. Approval of Register of District Invoices.
4. Approval of Resolution No. 2017-15 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2017/18.
5. Approval of the extension of the HERWIT Engineering Contract for services into fiscal year 2017-2018.
6. Approval of Memorandum of Understanding between the Town and the Bridge on the Lake Group.
7. Approval of Board Member attendance at the Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup>.
8. Approval of Annual Palm Tree Pruning to the lowest qualified bidder; Commercial Tree Care in the amount of \$18,640.00.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. East Contra Costa Fire Protection District Report.

**E. PRESENTATION**

1. Presentation regarding the Brentwood Agricultural Land Trust (BALT) acquiring an agricultural conservation easement on the 520 acre Cecchini Farm.

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

1. Veolia Report – Month of June 2017.

**G. BUSINESS AND ACTION ITEMS**

1. Open the Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll and adoption of Resolution No. 2017-16, allowing for a 5.2% assessment increase.

**H. INFORMATIONAL ITEMS ONLY**

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received July 10, 2017 from East Contra Costa Fire Protection District meeting minutes June 5, 2017.

**M. FUTURE AGENDA ITEMS**

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

(Government Code Section 54957.7)

**O. CLOSED SESSION**

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)

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

(Government Code Section 54957)

**Q. ADJOURNMENT**

1. Adjourn to the regular meeting on August 2, 2017 beginning at 7:00 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday July 5, 2017**

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

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

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

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

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

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by President Leete
3. Roll Call – All present with the exception of Director Pease

General Manager Davies – Introduced the item to be added to the agenda or to schedule a Special meeting regarding the support of an opposition letter to AB1479.

Legal Counsel Streeter – Provided additional details related to the item being added to the agenda or to schedule a Special meeting.

The board concurred scheduling a meeting for Friday, July 7, 2017 beginning at 7:30 a.m.

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

- Public Comment Regarding:
  - The Discovery Bay Garden Club provided a certification of appreciation for the Monarch Waystation.
  - Question regarding the DRAFT minutes related to Resolution No. 2017-13.

**C. CONSENT CALENDAR**

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

1. Approve DRAFT minutes of regular meeting for June 21, 2017.
2. Approve Register of District Invoices.
3. Approve Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2017-2018, Accept Engineer's Report and Adopt Resolution No. 2017-13.
4. Approve amendment to the Employee Personnel Manual to add a Community Center Pool Staff Use Policy.
5. Approve the revision to the Parks and Recreation Event Calendar for 2017.

Motion by: Vice-President Graves to approve the Consent Calendar.

Second by: Director Mayer

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

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report – No report.
2. Sheriff's Office Report – No report.
3. CHP Report – Officer Thomas provided an update for the month of June. There was discussion regarding the survey of Discovery Point and Discovery Bay Boulevard related to the speed limit average.

**E. LIAISON REPORTS**

None

**F. PRESENTATIONS**

None

**G. BUSINESS AND ACTION ITEMS**

None

**H. MANAGER'S REPORT**

1. Bi-Monthly Water Meter Completion Report Update.

Finance Manager Breitstein – Provided a PowerPoint presentation related to the Water Meter Completion update. There was discussion regarding the percentage of completion for the Water Meter Project.

**I. INFORMATIONAL ITEMS ONLY**

None

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports – No reports.

2. Other Reportable Items – No reports.

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

1. Received June 16, 2017 letter from David and Lisa Harrell regarding County Parcel 011-220-013 not completing required fire break.

2. Received June 19, 2017 Trustee Candidate, Cindi Beaudet for Special District Risk Management Authority.

3. Received June 29, 2017 Mt. Diablo Resource Recovery regarding name change from Discovery Bay Disposal.

There was discussion regarding L-1 letter from David and Lisa Harrell regarding County Parcel 011-220-013 not completing required fire break; ensuring that the letter was delivered to the Fire Department and County Code Enforcement.

**M. FUTURE AGENDA ITEMS**

None

**N. ADJOURNMENT**

1. The meeting adjourned at 7:21 p.m. to the special meeting of July 7, 2017 beginning at 7:30 a.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-07-17

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, July 7, 2017

**SPECIAL MEETING – 7:30 A.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

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

### A. ROLL CALL

1. Call business meeting to order 7:30 a.m. – By President Leete.
2. Roll Call – All present with the exception of Director Pease.

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

None

### C. BUSINESS AND ACTION ITEM

1. Consider and discuss authorizing the President of the Board to execute a comment letter on AB1479 (Public Records; custodian of records – civil penalties).

General Manager Davies – Provided the details regarding the comment letter with support in opposing AB 1479 related to Public Records. There was discussion regarding AB1479 (Public Records; custodian of records – civil penalties) along with the existing Public Records Act.

There was one Public Comment regarding AB1479 (Public Records; custodian of records – civil penalties), disagreeing with the decision of the Board opposing AB1479.

Motion by: Vice-President Graves authorizing the President of the Board to execute a comment letter on AB1479 (Public Records; custodian of records – civil penalties).

Second by: Director Steele

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

### D. MANAGER'S REPORT

None

### E. DIRECTOR'S REPORT

None

### F. ADJOURNMENT

The meeting adjourned at 7:38 a.m. to the next Regular meeting of July 19, 2017 starting at 7:00 p.m. at the Community Center.

//cmc – 07-07-17

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Mike Davies, General Manager

MRD

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$ 741,486.54

**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 2017/2018  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2017/2018  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2017/2018

AGENDA ITEM: C-3

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On July 19, 2017  
Town of Discovery Bay CSD  
For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
County Clerk - CCC	2017	NOE Ravenswood	07/01/17	\$50.00
Tee Janitorial & Maintenance	8848	Janitorial Service June 2017 (Z57,Z61)	06/19/17	\$80.00
U.S. Bank Corporate Payment System	4246044555703473/617	Landscape Reimb (Z35,Z57,Z61)	06/26/17	\$41.80
Watersavers Irrigation Inc.	1856740-00	Landscape Reimb (Z61)	07/05/17	\$13.18
			<b>Contra Costa County Sub-Total</b>	<b>\$184.98</b>

**Water**

Bay Area News Group	2005834/1061456	Classified Advertising, Urban Water and Budget	06/30/17	\$176.76
Big Dog Computer	BDC33320	IT Support, Email Distribution	06/29/17	\$45.00
Big Dog Computer	BDC33321	IT Support, Server Room	07/02/17	\$304.00
Big Dog Computer	BDC33324	IT Support, Outlook Issues	07/02/17	\$187.00
Big Dog Computer	BDC33326	IT Support, Server Repairs	07/10/17	\$102.00
Bill Brandt Ford	T114	Ford F-250 Service Truck	07/01/17	\$13,829.53
Brentwood Ace Hardware	808/063017	General Repair	06/30/17	\$27.72
Brentwood Ace Hardware	808/063017	Building Maintenance	06/30/17	\$22.26
CaliforniaChoice Benefit Admin	2713859/53040	Health Insurance Aug 2017	06/29/17	\$4,483.55
Caselle, Inc.	81273	Annual Support & Maintenance 17-18	06/05/17	\$6,224.40
Cintas	185611412	Mats	06/28/17	\$6.86
Cintas	185612418	Mats	07/05/17	\$6.86
Contra Costa County Auditor-Controller	1718-0061	LAFCO FY2017-2018	06/20/17	\$2,145.86
Denalect Alarm Company	R47695	Quarterly Alarm Charge	07/03/17	\$44.40
Dublin San Ramon Services District	1753	BACC Bidding Participation Fee 2017-2018	06/19/17	\$180.00
Fastenal Company	CABRE17537	Building Maintenance	06/16/17	\$18.40
J.W. Backhoe & Construction, Inc.	6	Water Meter Installation Project	06/20/17	\$303,820.53
Lesley Marable	JUNE 2017	Expense Report June 2017	07/07/17	\$37.36
Michael Davies	JULY 2017	Expense Report July 2017	07/13/17	\$285.76
Office Depot	937224918001	Office Supplies	06/26/17	\$21.64
Office Depot	937225094001	Office Supplies	06/21/17	\$26.66
Office Team	48627412	Water Meter Project, Temporary	06/21/17	\$439.30
Office Team	48676162	Water Meter Project, Temporary	06/28/17	\$284.80
R & B Company	S1660242.001	Water Meter Project, Meter Boxes	06/28/17	\$1,717.93
ReliaStar Life Insurance Company	#JR52 457(B) 071517	457(b) 07/01/17-07/15/17	07/15/17	\$393.02
SDRMA	23679	Ancillary Benefits July 2017	06/23/17	\$572.86
SDRMA	60158	Workers Compensation 2017-2017	05/12/17	\$12,021.40
SDRMA	60588	Property/Liability 2017-2018	05/15/17	\$21,673.61
Tee Janitorial & Maintenance	8848	Janitorial Service June 2017	06/19/17	\$285.60
U.S. Bank Corporate Payment System	4246044555703473/617	Water Meter Project	06/26/17	\$39.98
U.S. Bank Corporate Payment System	4246044555703473/617	Telephone General	06/26/17	\$407.59
U.S. Bank Corporate Payment System	4246044555703473/617	Telecom Networking	06/26/17	\$76.00
U.S. Bank Corporate Payment System	4246044555703473/617	Vehicle & Equipment Fuel	06/26/17	\$498.66
U.S. Bank Corporate Payment System	4246044555703473/617	Info System	06/26/17	\$228.22
U.S. Bank Corporate Payment System	4246044555703473/617	Equipment Maintenance	06/26/17	\$7.42
U.S. Bank Corporate Payment System	4246044555703473/617	Office Supplies	06/26/17	\$229.30
U.S. Bank Corporate Payment System	4246044555703473/617	Building Maintenance	06/26/17	\$430.50
U.S. Bank Corporate Payment System	4246044555703473/617	Personal Protective Equipment	06/26/17	\$93.09
United States Postal Services	PERMIT 15/115	Postage For Mailers, Water Meter Project	07/05/17	\$1,198.00
Univar	SJ821768	Chemicals Delivered 06/20/17	06/20/17	\$296.25
Univar	SJ821771	Chemicals Delivered 06/20/17	06/20/17	\$248.85
Univar	SJ823523	Chemicals Delivered 06/28/17	06/28/17	\$312.05
Univar	SJ823525	Chemicals Delivered 06/28/17	06/28/17	\$201.45
Veolia Water North America	69500	Misc. Small Tools May 2017	06/26/17	\$77.91
Veolia Water North America	69531	Preventative & Corrective May 2017	06/27/17	\$971.50
Veolia Water North America	69631	Monthly O&M Fee July 2017	07/03/17	\$51,250.12
Verizon Wireless	9788253245	Cell Phone Bill June 2017	06/26/17	\$282.35
Zee Medical Service Company	724602240	Safety Supplies	07/11/17	\$15.98

**Water Sub-Total \$426,250.29**

**Wastewater**

Aquatic Science Center	8318141/8318.14	Delta Regional Monitoring Program 2017-2018	06/14/17	\$4,651.00
Bay Area News Group	2005834/1061456	Classified Advertising, Urban Water and Budget	06/30/17	\$38.34
Big Dog Computer	BDC33320	IT Support, Email Distribution	06/29/17	\$67.50

Big Dog Computer	BDC33321	IT Support, Server Room	07/02/17	\$456.00
Big Dog Computer	BDC33324	IT Support, Outlook Issues	07/02/17	\$280.50
Big Dog Computer	BDC33326	IT Support, Server Repairs	07/10/17	\$153.00
Bill Brandt Ford	T114	Ford F-250 Service Truck	07/01/17	\$20,744.30
Brentwood Ace Hardware	808/063017	General Repair	06/30/17	\$20.21
Brentwood Ace Hardware	808/063017	Building Maintenance	06/30/17	\$33.40
CaliforniaChoice Benefit Admin	2713859/53040	Health Insurance Aug 2017	06/29/17	\$6,725.32
Caselle, Inc.	81273	Annual Support & Maintenance 17-18	06/05/17	\$9,336.60
Cintas	185611412	Mats	06/28/17	\$14.20
Cintas	185611412	Uniforms	06/28/17	\$10.31
Cintas	185612418	Mats	07/05/17	\$14.20
Cintas	185612418	Uniforms	07/05/17	\$10.31
Comcast	8155400350232938/717	WWTP#2 Internet Service July 2017	07/03/17	\$109.95
Comcast	8155400350232946/717	WWTP#1 Internet Service July 2017	07/03/17	\$101.08
Contra Costa County Auditor-Controller	1718-0061	LAFCO FY2017-2018	06/20/17	\$3,218.78
Denalect Alarm Company	R47695	Quarterly Alarm Charge	07/03/17	\$66.60
Department Of Motor Vehicles	2006 ACHILLES	Request Paperless Title	07/12/17	\$20.00
Fastenal Company	CABRE17537	Building Maintenance	06/16/17	\$27.61
H & R Plumbing and Drain Cleaning	1847	Manhole Rehab	06/29/17	\$12,350.00
Herwit Engineering	17-6	Annual SCADA Improvements	06/30/17	\$412.50
Herwit Engineering	17-6	Professional Services June 2017	06/30/17	\$2,943.14
Lesley Marable	JUNE 2017	Expense Report June 2017	07/07/17	\$56.05
Michael Davies	JULY 2017	Expense Report July 2017	07/13/17	\$428.64
Office Depot	937224918001	Office Supplies	06/26/17	\$32.47
Office Depot	937225094001	Office Supplies	06/21/17	\$39.98
ReliaStar Life Insurance Company	#JRS2 457(B) 071517	457(b) 07/01/17-07/15/17	07/15/17	\$589.53
SDRMA	23679	Ancillary Benefits July 2017	06/23/17	\$859.29
SDRMA	60158	Workers Compensation 2017-2017	05/12/17	\$18,032.11
SDRMA	60588	Property/Liability 2017-2018	05/15/17	\$48,897.55
Tee Janitorial & Maintenance	8848	Janitorial Service June 2017	06/19/17	\$428.40
U.S. Bank Corporate Payment System	4246044555703473/617	PGE Funded Project, Pool Equipment	06/26/17	\$137.74
U.S. Bank Corporate Payment System	4246044555703473/617	Telephone General	06/26/17	\$1,146.65
U.S. Bank Corporate Payment System	4246044555703473/617	Telecom Networking	06/26/17	\$114.00
U.S. Bank Corporate Payment System	4246044555703473/617	Vehicle & Equipment Fuel	06/26/17	\$225.69
U.S. Bank Corporate Payment System	4246044555703473/617	General Maintenance	06/26/17	\$42.73
U.S. Bank Corporate Payment System	4246044555703473/617	Info System	06/26/17	\$454.32
U.S. Bank Corporate Payment System	4246044555703473/617	Equipment Maintenance	06/26/17	\$11.13
U.S. Bank Corporate Payment System	4246044555703473/617	Office Supplies	06/26/17	\$343.96
U.S. Bank Corporate Payment System	4246044555703473/617	Building Maintenance	06/26/17	\$645.74
U.S. Bank Corporate Payment System	4246044555703473/617	Personal Protective Equipment	06/26/17	\$139.63
Veolia Water North America	69484	WWTP#2 Lab Building May 2017	06/26/17	\$261.24
Veolia Water North America	69500	Misc. Small Tools May 2017	06/26/17	\$104.41
Veolia Water North America	69531	Preventative & Corrective May 2017	06/27/17	\$3,364.30
Veolia Water North America	69631	Monthly O&M Fee July 2017	07/03/17	\$76,875.19
Verizon Wireless	9788253245	Cell Phone Bill June 2017	06/26/17	\$222.99
Zee Medical Service Company	724602240	Safety Supplies	07/11/17	\$23.97

**Wastewater Sub-Total \$215,282.56**

**Grand Total \$641,717.83**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 19, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Zone 8</b>				
Brentwood Ace Hardware	808/063017	Building Maintenance	06/30/17	\$72.78
Cintas	185611412	Uniforms	06/28/17	\$48.38
Cintas	185612418	Uniforms	07/05/17	\$48.38
SDRMA	60588	Property/Liability 2017-2018	05/15/17	\$6,742.30
Tee Janitorial & Maintenance	8848	Janitorial Service June 2017	06/19/17	\$720.00
Town Of Discovery Bay CSD	531	Payroll Reimbursement June 2016	07/07/17	\$23,896.80
U.S. Bank Corporate Payment System	4246044555703473/617	Training & Education	06/26/17	\$240.00
U.S. Bank Corporate Payment System	4246044555703473/617	Vehicle & Equipment Fuel	06/26/17	\$494.49
U.S. Bank Corporate Payment System	4246044555703473/617	Equipment Maintenance	06/26/17	\$328.56
U.S. Bank Corporate Payment System	4246044555703473/617	Building Maintenance	06/26/17	\$368.93
Verizon Wireless	9788253245	Cell Phone Bill June 2017	06/26/17	\$132.52
			<b>Total</b>	<b>\$33,093.14</b>
<b>Community Center</b>				
Big Dog Computer	BDC33323	Community Center-Misc. IT Service	07/02/17	\$873.75
Brentwood Ace Hardware	808/063017	Community Center-Landscape Maintenance	06/30/17	\$330.48
Brentwood Ace Hardware	808/063017	Community Center-Building Maintenance	06/30/17	\$25.29
Cintas	185611412	Community Center-Mats	06/28/17	\$60.70
Cintas	185612418	Community Center-Mats	07/05/17	\$60.70
Discovery Bay Lions Club Foundation	3	Community Center-Park Rental Refund	07/07/17	\$160.00
Discovery Pest Control	214270	Community Center-Pest Control	06/26/17	\$99.00
Express Labs Inc.	79515	Community Center-Employment Screening	06/30/17	\$180.00
Karina Dugand	45	Community Center-Program Fees	06/29/17	\$1,506.00
Leslie's Pool Supplies, Inc.	27-362801	Community Center-Pool Chemicals	06/29/17	\$294.94
Leslie's Pool Supplies, Inc.	501-525642	Community Center-Pool Chemicals	06/28/17	\$56.99
Lucia Peters	14	Community Center-Program Fees	06/23/17	\$504.00
SDRMA	60588	Community Center-Property/Liability 2017-2018	05/15/17	\$6,742.30
Shannon Gay Leyen	4	Community Center-Program Fees	06/27/17	\$2,448.75
Smeared Paint	061217-16	Community Center-Program Fees	06/20/17	\$1,125.00
Smeared Paint	062817-16	Community Center-Program Fees	06/28/17	\$247.50
Tee Janitorial & Maintenance	8848	Community Center-Janitorial Service June 2017	06/19/17	\$260.00
Town Of Discovery Bay CSD	531	Community Center-Payroll Reimbursement June 2016	07/07/17	\$30,404.15
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Events	06/26/17	\$1,968.00
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Telephone General	06/26/17	\$389.20
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Monthly Software	06/26/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Landscape Maintenance	06/26/17	\$156.10
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Building Maintenance	06/26/17	\$123.40
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Pool Maintenance	06/26/17	\$460.00
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Safety Supplies	06/26/17	\$492.51
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Pool Chemicals	06/26/17	\$330.04
U.S. Bank Corporate Payment System	4246044555703473/617	Community Center-Employment Screening	06/26/17	\$70.66
Verizon Wireless	9788253245	Community Center-Cell Phone Bill June 2017	06/26/17	\$53.45
			<b>Total</b>	<b>\$49,786.29</b>
			<b>Grand Total</b>	<b>\$82,879.43</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 19, 2017**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/17 - 6/18**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	164743	Vehicle Repair & Maintenance	07/06/17	\$1,132.21
Brentwood Ace Hardware	808/063017	Landscape Maintenance	06/30/17	\$48.29
Cintas	185611412	Uniforms	06/28/17	\$75.17
Cintas	185612418	Uniforms	07/05/17	\$75.17
SDRMA	60588	Property/Liability 2017-2018	05/15/17	\$5,967.82
Tee Janitorial & Maintenance	8848	Janitorial Service June 2017	06/19/17	\$280.00
Town of Discovery Bay, CSD	532	Payroll Reimbursement June 2017	07/07/17	\$7,758.34
Town of Discovery Bay, CSD	535	Reimbursement NOE Ravenswood	07/10/17	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/617	Telephone General	06/26/17	\$7.38
U.S. Bank Corporate Payment System	4246044555703473/617	Vehicle & Equipment Fuel	06/26/17	\$432.77
U.S. Bank Corporate Payment System	4246044555703473/617	Info System	06/26/17	\$11.95
U.S. Bank Corporate Payment System	4246044555703473/617	Equipment Maintenance	06/26/17	\$917.64
Verizon Wireless	9788253245	Cell Phone Bill June 2017	06/26/17	\$132.54
			<b>Total</b>	<b>\$16,889.28</b>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

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

*MD* *MRD*

### Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2017/18 – Adopt and Approve Resolution No. 2017-15.

### Recommended Action

Adoption of Resolution No. 2017-15, establishing the Discovery Bay Lighting and Landscape Zone #8 2017/18 Appropriation Limit.

### Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2017/18 to be \$616,220.40. The calculation is based on last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No. 2017-15, which establishes the FY 2017/2018 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$616,220.40.

### Fiscal Impact:

None

### Previous Relevant Board Actions for This Item

None

### Attachments

Resolution No. 2017-15  
(DB Zone 8) Appropriation Limit Calculation Worksheet  
Department of Finance – Price and Population Information (May 2017)

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8  
APPROPRIATIONS LIMIT FOR FY 2017/18**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2017-2018 is \$616,220.40 as reflected in Attachment A.

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

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for FY 2017-18 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$616,220.40; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JULY, 2017.

\_\_\_\_\_  
Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 19, 2017, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Michael R. Davies  
Board Secretary

Discovery Bay Lighting Landscape Zone 8  
 Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077
Year 13/14	\$ 525,557.54	5.12	1.0512	0.47	1.0047	1.05614064
Year 14/15	\$ 530,903.12	-0.23	0.9977	1.25	1.0125	1.01017125
Year 15/16	\$ 556,915.93	3.82	1.0382	1.04	1.0104	1.04899728
Year 16/17	\$ 592,397.12	5.37	1.0537	0.95	1.0095	1.06371015
Year 17/18	\$ 616,220.40	3.36	1.0336	0.64	1.0064	1.04021504

\* Based on factors provided in the annual  
 Price and Population Information letter from  
 the California Department of Finance.  
 Dated May 2017



May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:

$$\frac{3.69 + 100}{100} = 1.0369$$

Population converted to a ratio:

$$\frac{0.85 + 100}{100} = 1.0085$$

Calculation of factor for FY 2017-18:

$$1.0369 \times 1.0085 = 1.0457$$

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2016-2017	1-1-16	1-1-17	1-1-2017
Alameda				
Alameda	0.76	77,936	78,526	79,928
Albany	0.44	18,905	18,988	18,988
Berkeley	1.03	119,997	121,238	121,238
Dublin	4.12	55,684	57,976	59,686
Emeryville	1.06	11,730	11,854	11,854
Fremont	0.94	229,504	231,664	231,664
Hayward	1.22	159,104	161,040	161,040
Livermore	1.63	88,207	89,648	89,648
Newark	1.46	44,767	45,422	45,422
Oakland	0.68	423,191	426,074	426,074
Piedmont	0.50	11,227	11,283	11,283
Pleasanton	1.17	75,040	75,916	75,916
San Leandro	0.45	87,882	88,274	88,274
Union City	0.61	73,010	73,452	73,452
Unincorporated	0.64	149,863	150,818	150,892
County Total	0.99	1,626,047	1,642,173	1,645,359

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

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



MRD

**Agenda Title:**

Approval of the extension of the HERWIT Engineering Contract for services into fiscal year 2017-2018

**Recommended Action:**

Approve the Contract with HERWIT Engineering to continue to provide Contract Engineering Services for the Wastewater Division of the Town of Discovery Bay.

**Executive Summary:**

HERWIT Engineering provides the District with the needed Engineering work for the Wastewater Services Division of the Town of Discovery Bay. In the coming fiscal year the Capital Improvement Project list request services from HERWIT to perform and provide support for a number of projects under the following categories:

- Annual Lift Station Improvements
- Wastewater Treatment Plant 1 Refurbishment
- Improvements-Wastewater Distribution System & Maintenance
- Filtration Project
- Wastewater SCADA Improvements

Enclosed is HERWIT's proposed Scope of Work and Fee Schedule for continuation of General Engineering Services for FY 2017/18. A main component of work under the General Engineering Services has been to provide assistance to the District with the Filtration Project and other various capital improvement projects. The enclosed scope of work and proposed budget is to extend the assistance provided under General Engineering Services and continued improvements and maintenance services for FY 2017/18.

The attached documents provide the basis for the budget estimate. The budget estimate is considered appropriate and as a not-to-exceed amount unless specifically approved in advance and in writing by the District. The proposed amount of \$75,000 includes HERWIT's labor rates and miscellaneous expenses. HERWIT will continue to bill monthly for labor and materials, only as incurred, in accordance with HERWIT's fee schedule.

HERWIT's Fee Schedule proposes an 11% fee increase over last year's hourly rate. Justification for the rate increase is that over the last four years there has only been a 3% increase. 11% is a catch up for inflation. In general, HERWIT keeps Discovery Bay's rate \$10 below his standard rate to all other clients which is \$195 and hour.

**Fiscal Impact:**

**Amount Requested \$75,000**

**Sufficient Budgeted Funds Available?:** Budgeted in FY 17/18

**Prog/Fund # Category:** Contract Services & CIP Projects

**Previous Relevant Board Actions for This Item:**

**Attachments:**

Exhibit A Scope of Work and Fee Schedule

AGENDA ITEM: C-5

**EXHIBIT A**  
**SCOPE OF WORK**  
**DISTRICT ENGINEER**  
**ENGINEERING SUPPORT SERVICES**  
**FOR THE**  
**DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

The purpose of this Scope of Work is to provide engineering support services, on an as- needed consulting bases, as District Engineer for the Discovery Bay Community Services District.

**CONSULTANT’S SERVICES**

The CONSULTANT shall perform the following tasks in carrying out these services and shall perform all services in a manner consistent with the standards of the industry.

**TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER**

- 1.1. PLAN CHECKING: Consultant shall review all subdivision plans and construction documents for wastewater facilities ultimately owned by the District. Consultant shall review, and return signed copies of each submittal to the District for distribution to project applicants. Where possible, Consultant’s comments shall be summarized on a comment sheet attached to one submittal copy.
  - 1.1.1. Consultant shall review construction documents for construction materials and methods acceptable to the District as they relate to the construction of wastewater facilities only, including pipe lines, sewers systems, wastewater plants, wastewater pumping stations, as well as other ancillary facilities directly supporting wastewater facilities such as electrical and control buildings.
  - 1.1.2. The following submittals will not be reviewed by the Consultant: Temporary Construction Submittals including shoring submittals.
  - 1.1.3. The Consultant shall maintain a file of all project plans and submittals.
  - 1.1.4. The Consultant’s review of plans and submittals shall be completed, and review comments sent to the District within twenty-five (25) calendar days following the receipt of the submittal in the Consultant’s office. If for any reason the review cannot be performed within this twenty-five (25) day calendar day period, Consultant shall notify the District and give reason for the delay.
  - 1.1.5. The Consultant’s review is not intended as acceptance of the work if plans and

submittals contain errors, omissions, or inconsistencies not discovered by Consultant, nor is the review intended to relieve the submitting applicant of his full responsibility for proper engineering and design, nor is the review intended to ensure or guarantee lack of errors, omissions, or inconsistencies in submitted construction documents.

1.2. FIELD INSPECTIONS: Consultant shall provide field inspection services including the following:

1.2.1. The Consultant shall inspect the construction of wastewater facilities including sewers, manholes, pipelines, pump stations, treatment plants, and support facilities as requested by the District.

1.2.2. The Consultant shall be present during a single final project “walk-through” inspection with the District. Consultant shall participate in review and development of final inspection “punch-list.”

1.3. TESTING, REVIEW, and WITNESSING: The Consultant will perform review of procedures and witness testing of mechanical and electrical facilities including the following:

1.3.1. The Consultant shall witness the testing of wastewater facilities including mechanical and electrical equipment as requested by the District.

1.4. ATENDANCE AT MEETINGS: The Consultant shall attend meetings as District Engineer including the following

1.4.1. Construction Meetings. Consultant shall attend and participate in certain project meetings at project sites in order to keep abreast of construction activities and be involved in questions which may arise concerning construction quality as requested by the District. During construction site visits, Consultant shall observe construction progress and shall discuss with Construction Manager relevant construction issues.

1.4.2. Special Meetings. CONSULTANT shall attend special meetings to discuss and assist in resolving any construction issues as requested by the District.

1.4.3. District Board Presentations. Attend and update District Board as requested.

1.5. GENERAL ADMINESTRATIVE SERVICES. Consultant shall furnish general administrative services to remain current on District projects and to provide for organized execution of work and retrieval of information. Such services shall include the following:

- 1.5.1. Review and route, as appropriate, Project correspondence furnished by the Construction Manager and other entities. Maintain a logical and retrievable filing system.
  - 1.5.2. Serialize correspondence and other project documentation transmittals. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.
  - 1.5.3. Provide DISTRICT each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.
- 1.6. PROJECT DESIGN: The Consultant shall prepare plans and specifications for the construction of wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:
- 1.6.1. CONSULTANT shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.
  - 1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.
  - 1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.
  - 1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents, incorporating the District's comments.
  - 1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for the each project. Electronic files shall also be delivered to the District.
  - 1.6.6. CONSULTANT shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.
  - 1.6.7. Bid Period Assistance: Consultant shall assist the District prior to awarding construction contracts by:
    - 1.6.7.1. Responding to questions from prospective General Contractor's prior to OWNER awarding contract.

- 1.6.7.2. Preparing addenda.
- 1.6.7.3. OWNER shall be responsible for distribution of original documents and addenda to prospective General Contractor's.
- 1.6.8. Engineering Deliverables: Consultant shall provide the following deliverables as part of design services:
  - 1.6.8.1. 30 percent (30%) design plans and technical specifications (2 copies).
  - 1.6.8.2. 90 percent (90%) design plans and technical specifications (2 copies).
  - 1.6.8.3. One hundred percent (100 %) design plans and technical specifications (reproducible originals).
  - 1.6.8.4. Addenda to plans and specifications (reproducible originals).
- 1.7. PROCESS ASSISTANCE: Consultant shall inspect and make recommendations for improvements to wastewater collection and treatment systems as requested by the District.
- 1.8. PERMIT AND PUBLIC AGENCY ASSISTANCE: Consultant shall assist the District in negotiating with and permitting facilities through other public agencies as requested by the District. Such work to include Environmental Impact Report (EIR) review, permit negotiations, permit applications, and meetings and correspondence with other public agencies.
- 1.9. Assist the District with water facilities or other facilities as requested.

## **PROJECT PERSONNEL**

- 2. Consultant shall assign the following project personnel to this project:
  - 2.1. Kurt A. Gardner, a registered civil engineer, shall serve as project manager for the Consultant and shall personally oversee the performance of Consultant's Services. Mr. Gardner shall be responsible for civil engineering services.
  - 2.2. Gregory P. Harris, a registered mechanical engineer, shall be responsible for mechanical engineering services and civil engineering services under the direction of the project manager.
  - 2.3. Subconsultants: Consultant shall hire subconsultants in other engineering disciplines as required to assist in performing support services under this contractor.

HERWIT  
ENGINEERING

EXHIBIT A FEE SCHEDULE

7/1/17 - 6/30/19

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil)	\$185.00
Engineering (Electrical - Structural)	\$150.00
Drafting, Word Processing	\$95.00
Other Direct Costs	
Travel, \$/mi	Federal Reimbursement
Subconsultants	Cost + 10%
Internal Printing	@ direct cost
Misc. travel and other indirect expenses	@ direct cost



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

**Prepared By:** Mac Kaiser, Recreation Programs Coordinator  
**Submitted By:** Michael R. Davies General Manager

MRD

**Agenda Title**

Approval of Memorandum of Understanding between the Town and the Bridge on the Lake Group.

**Recommended Action**

Authorize the Town Manager to enter into a Memorandum of Understanding between the Town and the Bridge on the Lake Group

**Executive Summary**

Since the opening of the Discovery Bay Community Center in January, 2014, the Bridge on the Lake Group has been utilizing the Community Center on Saturday afternoons for a senior citizen duplicate bridge program. This arrangement has been beneficial in providing a community space for 20-25 seniors to regularly socialize in a relaxed atmosphere and to immediately generate use of a newly opened community facility.

This arrangement has been very informal since its inception, including the waiving of regular annual user fees for FY 2016-17 which resulted in lost revenue to the Community Center Budget totaling \$8,190.

In an effort to reduce the annual loss in revenue to the Town of Discovery Bay, and to continue providing a place for the Bridge on the Lake Group to meet and utilize the Community Center, Town staff and a representative from the Bridge on the Lake Group have met and agreed to creating a more formal agreement that better serves the interest of both groups.

Therefore, staff has created this Memorandum of Understanding between the Bridge on the Lake Group and the Town outlining the terms and conditions of this partnership.

Staff is therefore requesting authorization for the Town Manager to enter into a Memorandum of Understanding between the Town and the Bridge on the Lake Group.

**Fiscal Impact:**

**Amount Requested \$ None**  
**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**

None

**Attachments**

Memorandum of Understanding between the Town and the Bridge on the Lake Group.

**AGENDA ITEM: C-6**

**Memorandum of Understanding  
Between  
Bridge on the Lake Group  
and  
The Town of Discovery Bay CSD, California**

**I. Purpose**

This Memorandum of Understanding (“MOU”) is entered into by and between the Bridge on the Lake Group (“BLG”) and the Town of Discovery Bay CSD (“Town”); (collectively, the “Parties”). The purpose of this MOU is to establish an agreement for the framework of cooperation between BLG and the Town for the use of the Discovery Bay Community Center ( the “Property”), and for the collection of reduced regular weekly participant fees. for BLG use of the Community Center is for a senior citizens Duplicate Bridge Program. Cooperation is in the interest of both parties because it would enable both parties to fulfill their common missions and goals that will benefit the local community.

Whereas, the Property is owned by and under the jurisdiction of the Town, and

Whereas, the Town has authority to operate and administer the property under its jurisdiction for the use and enjoyment of the public, including for recreation purposes, and

Whereas, the BLG and the Town have determined that, at this time, it would be to their mutual advantage and the public benefit to cooperate in the provision of a senior citizens Duplicate Bridge Group, and

Whereas, the BLG Liaison and the Town are authorized to enter into this MOU,

Now, therefore in consideration of the mutual promises and covenants contained herein, BLG and the Town mutually agree as follows:

**A. Town Responsibilities**

- 1 The Town will provide the use of a room at the Discovery Bay Community Center from 12:00PM to 4:00PM each Saturday at the cost of \$1 per person/per event for the purpose of providing space for a senior citizens Duplicate Bridge Program. All fees are payable at the close of the program each Saturday to the Town of Discovery Bay.
- 2 The Town reserves the right to change locations, rooms, and/or cancel the BLG at any time, with or without reason or cause.

**B. DBG Responsibilities:**

1. BLG will have use of a room at the Discovery Bay Community Center from 12PM to 4PM each Saturday at the cost of \$1 per person/per event for the purpose of providing a senior citizens Duplicate Bridge Program. All fees are payable to the Town of Discovery Bay at the close of the program each Saturday at the Discovery Bay Community Center.

2. BLG understands and agrees that the Town reserves the right to change locations, rooms and/or cancel the BLG at any time, with or without reason or cause.
3. BLG shall be responsible for the general cleanliness of the Discovery Bay Community Center during the time of BLG use.
4. BLG understand and agrees that permission given to BLG, including its members, agents, volunteers and associates to be on Community Center grounds or any portion thereof, can be revoked by Town at any time, with or without cause.
5. BLG understands and agrees that Town, including its members, agents, volunteers and associates shall not be liable to BLG for any direct or indirect costs or losses associated with the operation, location change, cancellation or termination of a BLG event.
6. BLG understands and agrees that any changes in program days and/or hours are subject to Town approval.
7. BLG understands and agrees that the Community Center is open to the public and as such, the Town does not warrant surrounding noise levels, foot traffic, or any other types of disturbance.

## **II. General Provisions:**

- A. Details for implementation of the provisions of the MOU that are not specified herein may be specified at a later, appropriate time in written addenda to the MOU, signed by both Parties. Upon execution, the addenda shall automatically be incorporated into this MOU.
- B. This MOU shall be governed by the applicable laws of California. Should any provision of the MOU be found void or unenforceable, it shall be severable from the rest of the MOU and the remaining term shall be enforced as if the unenforceable term had not existed.
- C. Except as specifically provided in this MOU, nothing in this MOU shall be construed as giving either BLG or the Town the right or ability to bind the other and nothing in this MOU shall be construed to create a joint liability with regard to, or as a result of, the activities undertaken by either Party, their employees, officers and/or agents, to implement this MOU. All employees, officers and/or agents of a Party shall remain employees, officers and/or agents of that Party and shall be subject to the laws, procedures, rules and policies governing that Party's employees, officers and/or agents.
- D. Neither Party may assign any rights or obligations granted to it by this MOU to a third party without prior approval of the other Party.
- E. Neither Party waives any of the privileges and immunities from liability, exception from laws, ordinances, and rules, or any pension, relief, disability, workers' compensation, and/or other benefits that it would otherwise have.

- F. This MOU shall not affect any existing agreements between the Parties, or between a Party and third parties.
- G. The Town agrees to protect, hold harmless, indemnify and defend BLG, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of the Town, its employees, officers and/or agents arising from and in connection with the Town's implementation of this MOU. DBG agrees to protect, hold harmless, indemnify and defend the Town, its employees, officers and/or agents against any and all claims for injury or damage to persons or property resulting from the sole negligence or willful misconduct of BLG, its employees, officers and/or agents arising from and in connection with BLG's implementation of this MOU
- H. Each Party shall be responsible for its own costs incurred in implementing this MOU.
- I. This MOU contains the complete agreement of BLG and the Town in regards to the subject matter of this MOU and there are no other agreements, oral or written, except as are included in the terms of this MOU.
- J. This MOU shall be deemed to have been drafted by both Parties.

**III. Term, Modification, Termination**

- A. This MOU shall become effective when signed by authorized representative of the Town and DBG. It shall remain in effect until terminated by one or both of the Parties.
- B. This MOU may be modified by written mutual agreement of the Parties.
- C. Either Party may terminate this MOU thirty (30) days after giving notice to the other Party, or the Parties may terminate this MOU at any time by mutual agreement. Upon termination of this MOU, the indemnity provisions shall remain in effect until the applicable statute of limitations has expired on any possible pending claims and until a final resolution is reached with regard to any claims that may have arisen as a result of and during the effective dates of this MOU.

Signatures:

Town of Discovery Bay CSD

Bridge of the Lake Group

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Michael R. Davies, General Manager

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Arlene Mahlberg, Liaison



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Approval of Board Member attendance at the Conference of the California Special District Association (CSDA) in Monterey, September 25, 2017 through September 28, 2017.

### Recommended Action

Authorize Members of the Board of Directors attendance at the Annual California Special District Association (CSDA) Conference located in Monterey, September 25<sup>th</sup> through September 28<sup>th</sup>.

### Executive Summary

This year's Annual CSDA Conference is taking place in Monterey, September 25, 2017 through September 28, 2017. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed on issues and trends facing Special Districts.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Cost for registration, golf tournament, pre-conference tour, hotel and mileage is listed below:

- Registration – Early Bird (on/before August 25, 2017) - \$580.00
- Registration – Regular (after August 25, 2017) - \$630.00
- SDLF Scramble for Scholarships Golf Tournament September 25, 2017 - \$115.00 (includes lunch)
- Pre-Conference Tour: Monterey Regional Airport District – September 25, 2017- \$ 50.00 (includes transportation/lunch) (limited to 45 attendees)
- Pre-Conference Tour: Elk Horn Slough Safari & Moss Landing Harbor District - September 25, 2017 - \$ 56.00 (includes trans./two-hour boat tour) (limited to 24 attendees)

Hotel: Per night plus taxes, fees, and parking - \$169.00 (CSDA Conference Rate)

Mileage: 125 miles (one way) 250 (round trip) - \$133.75 - (following 2017 mileage rate of 53.5)

Per Board Member the total if attending the Conference Monday through Thursday (Registration, Hotel, and Golf Tournament) is \$1,371.00 plus taxes, fees, and parking. Meal reimbursement will follow the Per-Diem Rate for Monterey; breakfast (\$17.00), lunch (\$18.00), dinner (\$34.00).

This action authorizes members of the Board of Directors attendance at the CSDA Annual Conference.

### Previous Relevant Board Actions for This Item

July 20, 2016 – Business and Action

### Attachments

CSDA-Conference-Brochure 2017

AGENDA ITEM: C-7

**Sept. 25–28, 2017**  
Monterey, California

# **2017 CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE**

the leadership conference for special districts



**CSDA**



# **growth**

**KNOWLEDGE &  
EXPERIENCE**



# Growth

YEAR AFTER YEAR DUE TO  
**Value Delivered to Attendees**

## **The one conference for you!**

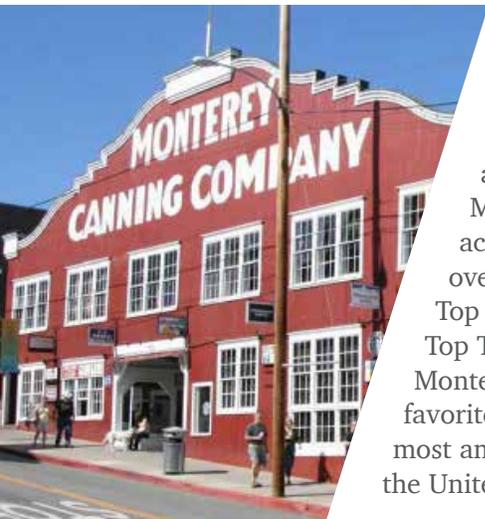
The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Monterey.

Join 800-plus special district professionals and industry experts for a three day, must-attend education, and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.



## **Monterey Marriott & Portola Hotels**

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation code.



## **What to Do?**

Just 100 miles south of San Francisco, Monterey's breathtaking scenery, rich history, world-renowned attractions, and outdoor adventures invite one to grab life by the moments! Monterey is a dramatic setting for endless choices of activities all within minutes of convenient, charming overnight accommodations. Monterey is named a Top North American Golf Destination and the 2013 Top Ten Wine Travel Destination in the World. The Monterey Bay National Marine Sanctuary is home to favorite marine life that can be observed in one of the most amazing natural environments found anywhere in the United States. [www.SeeMonterey.com](http://www.SeeMonterey.com)



## **Attendance at the CSDA Annual Conference Qualifies for CIPs**

*Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.*

The CSDA Annual Conference and Exhibitor Showcase **has something for everyone. From board members and trustees to clerks and general managers...from fire chiefs to legal counsel...we've got you covered with these breakout sessions and more!**

**IS HR YOUR THING? THEN YOU MIGHT LIKE...**

- Lions, Tigers and Comfort Animals - As the employer, what (and how) are you required to accommodate?
- CalPERS Update & How to Prepare for and Survive a CalPERS Audit
- Employment Law Update: Gender Identity in the Workplace

**ARE YOU A DIRECTOR OR TRUSTEE? DO YOU WORK WITH DIRECTORS AND TRUSTEES? WE THOUGHT SO...**

- Right this Way to a Better Board - Board Best Practices
- Better Boards Equal Better Districts
- The Empty Chair - Handling Board Vacancies and Appointments

**NOT A TECH GURU? THAT'S OK...**

- Being Open-Minded about Open Data
- Beyond Website Basics
- Open Government: Managing Public Meetings and Public Records in an Electronic Age

**Which one is right for you?**  
**breakouts**

**NOT A LEGAL EAGLE? US EITHER - BUT WE KNOW PEOPLE...**

- Look Before You Leap! Protecting Your District Before Litigation
- What's New in California Prevailing Wage Updates
- CEQA Basics and Hot Topics for Board Members and Staff

**STRUGGLING TO FIND THE RIGHT WORDS? WE CAN HELP WITH THAT...**

- Full Court Press: A Media Crash Course
- Tie in to TIERS - A New Framework for Practical Public Engagement at the Local Level
- Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage

**GOT MONEY ON YOUR MIND? CHECK THESE SESSIONS OUT...**

- Building a Solid Financial Foundation: Financial Policies and Internal Controls
- Understanding Special District Investments – What is the Trustee's Fiduciary Responsibility?
- Beyond the Next Budget: Fiscal Forecasts for Effective Planning

**“ Everything went great. The breakout sessions were so informative and the speakers very helpful and willing to find info on any questions they couldn't immediately answer. The hotel was very comfy and the staff - hotel and conference alike - were very attentive. ”**

CRYSTAL SMITH, DIRECTOR

# Pre-Conference Program Events - Monday, September 25, 2017



## Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:00 p.m.

### Special District Leadership Academy Module 1: Governance Foundations

EARN SDRMA CIPS

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 Member, \$340 Non-member**

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11:15 a.m. – 3:15 p.m.

### Building Your District Strong - Principles for Sustained Success

*BHI Management Consulting*

This workshop will systematically examine each area of building a strong district from the foundation to the top-level, optimized best practices. The course is designed for boards and their managers to assess their district against a template for success.

**\$150 Member, \$225 Non-member**

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1:30 – 3:30 p.m.

### Special District Administrator (SDA) Certification Exam

*Special District Leadership Foundation*

(OPTIONAL – MUST BE SCHEDULED PRIOR TO CONFERENCE)

## Golf Tournament

(pre-registration/payment required)



NEW! THE CSDA ANNUAL GOLF TOURNAMENT IS NOW THE **SDLF Scramble for Scholarships Golf Tournament**

9:00 a.m. – Shotgun Start  
**Del Monte Golf Course**

Join special district elected officials, staff, and business

affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$115 includes golf with cart, lunch, and prizes!**

*Transportation to/from on your own*

“ **This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers.** ”

JOE BARGET, SDA  
GENERAL MANAGER



Elkhorn Slough Safari



Moss Landing Harbor District



Monterey Regional Airport District

## Pre-conference tours & more!

*(pre-registration/payment required)*

10:30 a.m. – 2:00 p.m.

PRE-CONFERENCE TOUR

### **Elkhorn Slough Safari™ and Moss Landing Harbor District Tour**

Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand.

These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.

*\$60 per person includes transportation to/from the hotel, light snacks, and Elkhorn Slough Safari™*

*Limited to 24 attendees!  
Early registration is encouraged.*

12:00 – 3:00 p.m.

PRE-CONFERENCE TOUR

### **Monterey Regional Airport District Tour**

Check out what's new at the airport. That's right! Get a tour of Monterey Regional Airport and briefing on projects and initiatives. Monterey Airport (MRY) a 498 acre is a "Non-Hub" airport created in 1941. Four airlines serve Monterey: Alaska Airlines, American, Allegiant and United Airlines.

*\$50 per person includes lunch, tour, and transportation to/from the hotel.*

*Limited to 45 attendees!  
Early registration is encouraged.*

3:30 – 4:30 p.m.

### **Chapter Roundtable Discussion**

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. *All attendees welcome.*

4:30 – 5:15 p.m.

### **District NetWorks Meetings**

Designed by local special district leaders to connect and interact with other leaders from throughout California; come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district Network. Share challenges, solutions, and opportunities with your neighboring districts. Learn how you can take part in CSDA's grassroots advocacy and public outreach efforts. Take this opportunity to meet your public affairs field coordinator, connect with special district leaders, and grow your Network!

To learn more about CSDA District NetWorks efforts, visit: [www.csda.net/about-csda/district-networks/](http://www.csda.net/about-csda/district-networks/)



# CSDA ANNUAL CONFERENCE BEGINS Monday evening @ 5:30 p.m.

## CSDA Annual Conference begins!

5:30 – 7:30 p.m.

### President's Reception with the Exhibitors

*(All registered attendees welcome)*

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with Monterey native and CSDA Board President Vincent Ferrante and CSDA board members from around the state.



CSDA Board President Vincent Ferrante



CSDA CEO Neil McCormick

## Tuesday, September 26, 2017

7:30 a.m. – 6:00 p.m.

### Exhibitor Showcase Open



7:30 – 8:45 a.m.

### Continental Breakfast with the Exhibitors *(Raffle)*



9:00 – 10:45 a.m.

### OPENING KEYNOTE PRESENTATION:

## Eric Boles Moving to Great

Eric Boles, president and founder of The Game Changers, Inc., will be starting off CSDA's 2017 Annual Conference with his keynote session "Moving to Great." Through his company, Mr. Boles has been able to create several executive and emerging leader development programs that are used globally and have set a new standard for organizations to enhance their culture and develop higher levels of commitment and performance. Mr. Boles' presentation will prepare you for Annual Conference with a drive to move toward greatness.

11:00 a.m. – 12:15 p.m.

### CSDA Finance Corporation Board and Annual Meeting

# Growth

11:15 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

**Building a Solid Financial Foundation: Financial Policies and Internal Controls**

*James Marta & Company LLP CPAs*

Best practices start with board adopted policies and procedures in key financial areas and internal controls. Special districts that are financially well-managed have clearly articulated fiscal policies. Formal documentation and communication are critical for proper implementation and monitoring. In this session you will learn what policies are critical for financial management, security, internal control, and financial decision-making. Questions to consider: Do you have written fiscal policies, how often are they reviewed, what do they cover, and are your employees aware of the policies?

**Full Court Press: A Media Crash Course**

*CV Strategies*

Dealing with scrutiny from news media can be uncomfortable and even intimidating – especially going on-camera. In this hands-on workshop, hone real-world media skills from Emmy Award-winning former news insiders with decades of experience. Be prepared to step out of your comfort zone! In a safe setting, you'll stage a mock news conference complete with questions from our expert "reporters", discover the do's and don'ts of conducting an on-camera interview and come away with an increased awareness of how to face the media in even the most difficult of circumstances. Plus, learn about the latest industry best practices that combine the challenges and opportunities of managing an ever-evolving media landscape. Participants will leave with more self-confidence plus a state of the art "communications toolbox" complete with the tactics and tools they can't live without!

**It's Getting Hot in Here – Climate Change Adaptation Recommendations for Special Districts**

*Local Government Commission and Office of Planning and Research*

Climate mitigation and adaptation are hot topics in California and for special districts, especially with the climate change focus of the Little Hoover Commission's special district study. The Commission's report is expected to include numerous recommendations for special districts to be more involved in climate adaptation efforts. This session is the perfect opportunity to be responsive and learn about ways all districts, large and small, can prepare for and adapt to changes in the environment due to climate change.

**Lions, Tigers, and Comfort Animals – As an Employer, What (and How) Are You Required to Accommodate?**

*Kane Ballmer & Berkman*

This session will discuss the different categories of animals recognized by the Fair Employment and Housing Act, what the employer can ask the employee about the disability and the request for an accommodation, what the employer can demand in terms of documentation for the need for an accommodation and how the animal will assist the employee in performing the job functions, and importantly, what can the employer refuse to allow into the workplace?

**Look Before You Leap! Protecting Your District Before Litigation**

*Stradling Yocca Carlson & Rauth*

Discuss and explanation of the various mistakes and pitfalls that districts make that impair the ability to defend against later litigation. Topics discussed will include preserving the protections of the Government Claims Act, the need for a records retention policy, steps that should be immediately taken if you think the district might be sued, learning the steps necessary to preserve the protection of the Government Claims Act, how to maintain records in the digital age to increase chances in litigation, and how to respond when you think your district might be sued.

**Open Government: Managing Public Meetings and Public Records in an Electronic Age**

*Richards Watson Gershon*

Open government has taken on new meaning in this electronic age, and the legislature and courts are catching on. The result: new obligations for public agencies. Hear how other special districts have addressed electronic records and the use of personal email accounts and devices following the California Supreme Court's decision in *City of San Jose v. Superior Court*. How should your agency respond to Public Records Act requests for these, and other types, of records? What changes must be made to Brown Act practices in light of recent legislation? Find out during this update on open meeting and public records requirements.

**Right this Way to a Better Board – Board Best Practices**

*BHI Management Consulting*

Based on the instructor's new book *Fifty-Two Ways to be a Better Board*, this session will narrow the 52 ways down to four overall concepts that he has correlated as the most important elements of being a board member.



12:15 – 1:45 p.m.

### Lunch with the Exhibitors

*(All registered attendees welcome)*

Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you’re looking for!

*Lunch is included in conference registration.*

2:00 - 3:15 p.m. **BREAKOUT SESSIONS**

#### Being Open-Minded about Open Data

*Lozano Smith*

Data increases geometrically on an almost daily basis. The methods by which you can harvest it and then put it to use for your district and those whom you serve increase in a similar manner. A general understanding of cyber-data, and how it can both benefit and compromise you, is critical in today’s regulatory and business environment.

#### CalPERS Update & How to Prepare for and Survive a CalPERS Audit

*Liebert Cassidy Whitmore*

Many special districts have been audited by CalPERS and more will be audited in the future. This session will provide a timely update on CalPERS developments for 2017 and the critical topics that your districts should know to prepare for a CalPERS audit and have a successful outcome.

#### Successful Strategies for Utilizing Debt

*CSDA Finance Corporation*

Debt is not necessarily a four-letter word. Borrowing funds for mission-critical infrastructure can be a valuable strategy for protecting cash reserves while achieving your district’s goals. Consultants from the CSDA Finance Corporation discuss ways to take advantage of low interest rates, including utilizing various financing structures, and refinancing of existing debt to save money in the long-term.

#### Required Ethics AB1234 Compliance Training (PART 1)

*Meyers Nave*

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

#### Special Districts Jeopardy!

*CSDA and Panel of Legal Experts*

“I’ll take special district laws for \$1,000 Alex.” Join us for this fast-paced and informative session featuring a panel of attorneys answering questions commonly asked by special districts regarding various areas of law, including the Brown Act, Public Records Act, Proposition 218, elections, board training requirements, and more. The session will also feature a ‘Lightning Round’ to allow the audience to ask our experts general legal questions.

#### Understanding Special District Investments – What is the Trustee’s Fiduciary Responsibility

*Wells Fargo Advisors and Orange County Cemetery District*

Presenters will cover the board’s fiduciary responsibilities by reviewing the importance of having an Investment Policy Statement, the Prudent Investor Rule, an overview of permitted investments per California Government Code, and investment strategies for rising interest rates. Concluding with a special district case study from a general manager’s perspective on the Investment Management Program.

#### What’s New in California Prevailing Wage Updates

*Contractor Compliance and Monitoring Inc.*

Prevailing wage law in California is constantly changing. Attend this session to get the latest update on recent changes. Key topics will include when: Maintenance and Service work is covered by prevailing wages; preconstruction work is covered by prevailing wages; and, work can be exempt from prevailing wage by using agency staff, volunteers, CCC, and students. CCMI will also be sharing its Public Agency Prevailing Wage Checklist designed to help agencies understand and comply with prevailing wage requirements.



3:30 - 4:30 p.m. **BREAKOUT SESSIONS**

**A New Look at Design Immunity – Expanding Protection for Public Entities**  
*Hanson Bridgett, LLP*

Design immunity is an incredibly powerful doctrine that is underutilized by public entities. It provides an absolute defense to dangerous condition of public property liability for public entities. With some creative thinking, public entities can use design immunity not only to shield them from liability for injuries caused by the structural design of their facilities, but also for the way in which those facilities are operated. Come learn about this significant defense to dangerous condition claims and get tips on proactive steps your agency can take to strengthen and expand this immunity to maximize the potential of obtaining design immunity when sued.

**Beyond the Next Budget: Fiscal Forecasts for Effective Planning**

*Hayward Area Recreation & Park District and Management Partners*

Many agencies base next year’s budget on this year’s, assuming that most details will remain the same. But the risks of this practice were revealed during the Great Recession, when many special districts had to scramble to recover from plunging revenues. Hayward Area Recreation and Park District recently worked with Management Partners to develop a five-year fiscal forecast, which will allow the district to see how pay increases, new debt, pension costs, revenue changes, possible recessions, and inflation will affect the district.

**Employee Engagement**

*CPS HR Consulting*

Leaders at all levels of government are under enormous pressure to maintain and improve performance, while managing increased turnover and doing more with less. One proven response to this difficult leadership challenge is to improve the level of employee engagement. This workshop provides participants with the knowledge and tools to understand what engagement is and why it matters, and measure and improve employee engagement. Participants will be able to apply what they learn to measure and improve employee engagement in their organizations.

**One Toke Over the Line: The Growing Specter of Marijuana in the Workplace**

*Atkinson, Andelson, Loya, Ruud & Romo*

Marijuana is more common place than ever. With this changing legal landscape, it is critical that public employers understand their rights in addressing employee marijuana use. When and how can a public employer conduct drug testing? What is the scope of acceptable marijuana use in the workplace? What affirmative steps can a public employer take to address issues of marijuana use with its employees? Join us for a discussion of these timely issues to ensure that your agency is not left high and dry.

**Required Ethics AB1234 Compliance Training (PART 2)**

*Meyers Nave*

See previous session description.

**Say What?!? Speaking Plainly Through Policy**

*BHI Management Consulting*

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. From BHI Management Consulting’s President, Brent Ives, “Making good policy moves our board to the highest level of performance”. Don’t miss it.

**Tie in to TIERS – A New Framework for Practical Public Engagement at the Local Level**

*Institute for Local Government*

In this interactive session, participants will learn about a new public engagement framework created by the Institute for Local Government. The TIERS (Think-Initiate-Engage-Review-Shift) Framework provides a practical step-by-step approach for any local government, small to large. Share your challenges and hear from special districts that have begun to implement this framework.



4:30 – 6:00 p.m.

**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

Root yourself and connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town in Monterey for dinner.

Be sure to enter for one more chance to win one of our fabulous prizes!



keynote speaker



8:15 – 9:00 a.m.  
**SDRMA Sponsored Full Plated Breakfast**  
(All registered attendees welcome)

9:00 – 10:45 a.m.  
SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE  
**Manley Feinberg**



**Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact**  
Manley Feinberg, business leader and author of *Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact* will be our keynote speaker on Wednesday. Prior to Mr. Feinberg’s career as a speaker, he worked with Build-A-Bear Workshop and helped the company land on the FORTUNE 100 “Best Companies to Work For” List four years in a row with his award-winning business solutions. This keynote will leave with you many actionable techniques, frameworks, and insights to help lead your organization to a better tomorrow.

11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

**Beyond Website Basics**

*Streamline*

If your district has a website—regardless of the platform—and you’re ready to take it to the next level, this is the session for you! We’ll share resources for free, beautiful photos and iconography you can use to dress up your site; cover various tools for converting Word files to PDFs, and scanned PDFs to text files (important for upcoming compliance requirements!); demonstrate easy ways to engage with citizens using things like email signup forms, voting and polling tools; and discuss search engine optimization including submitting your site to search engines, and how to craft content for the best search results. You’ll leave with handouts including additional resources to take back to your district or share with peers.

**Employment Law Update: Gender Identity in the Workplace**

*Special District Risk Management Authority*

In this session, we will discuss and provide examples of gender issues facing employers in California today. What is the current state of California law? What is an Employer’s legal duty to accommodate LGBTQ employees and/or the public? Exactly how many restrooms do we need?

**Get in the Mix! Work-Life Blending**

*CPS HR Consulting*

The concept of “work-life balance” is changing. With the ability to be connected all the time, we are moving to more of a work-life blend. How does that translate in the workplace? What does this look like for you and how can you find your right blend? By rethinking balance and seeking to blend, not only will you feel less guilty about mixing work and life together, but you will find it more realistic to feel fulfilled both at and outside of work.

**CEQA Basics and Hot Topics for Board Members and Staff**

*Best Best & Krieger and Albert A. Webb Associates*

CEQA is complex and fast changing but this panel of CEQA attorneys and consultants will break this crucial environmental law down to its essential components. A special emphasis on the latest CEQA developments relating to greenhouse gas emissions, tribal cultural resources, SGMA, and marijuana use and cultivation will also be provided, focusing on how these “CEQA hot topics” affect special districts.

“**The annual conference always gives me something I can use in my role as a board member.**”

MICHAEL SEAMAN,  
DIRECTOR



11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS CONTINUED**

**Planning for the Future Through Effective Rate Setting**

*Best Best & Krieger and Santa Margarita Water District*

Rate-setting is a necessary, yet often a difficult, obligation for every district. Districts must consider short-term financial requirements, including day-to-day operation and maintenance of water and wastewater systems, while simultaneously planning for the future through building reserves and preparing for future capital projects and improvements, and unexpected expenses. This session explores legal and technical requirements for rate-setting, as well as strategies for successful adoption and implementation of water rates designed for long-term financial stability from Santa Margarita Water District, based on experience.

**The Doctor Will See You Now: Assessing the Financial Health of Your District**

*Mann, Urrutia, Nelson CPAs & Associates, LLP*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. The presenter will cover: understanding the financial audit process and how to evaluate audit results, application of basic financial ratios to help assess the financial health of your district, and evaluating fraud risk and implementation of related internal controls.

**Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage**

*Rauch Communication Consultants, Inc.*

Whether your district is seeking to overcome lack of support for an important program or buffeted and besieged by opposition, this seminar can help by providing clear examples and guidance on how to deal with difficult public issues and regain public trust, understanding, and support so your district can move forward.



12:30 – 1:45 p.m.

**CSDA Annual Awards Luncheon**

*(All registered attendees welcome)*

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, the prestigious William Hollingsworth Award of Excellence, Chapter of the Year, Special District Leadership Foundation (SDLF) awards, and more!

**CSDA Recognizes the Best Among Special Districts**

*Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?*

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit the Awards section of our conference website at [conference.csda.net](http://conference.csda.net) for more information.

**CSDA Awards Luncheon**

*(Guest Only, without a conference registration): \$45*

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe at 877.924.2732 or by email at [charlottel@csda.net](mailto:charlottel@csda.net).

Deadline for submissions is Friday, July 21, 2017. All applicants will be notified prior to the Annual Conference as to the winner.



2:00 - 3:30 p.m. **BREAKOUT SESSIONS**

**Before You Press Send: Public Records and Brown Act Considerations**

*Lozano Smith*

Questions regarding use of e-communication, and retention of and public access to electronic documents, continue to challenge board members and staff. Hear the latest on e-communication and the Brown Act; public records; social media implications; and use of personal devices for public business. This session will help attendees better understand how the law applies to the use of technology.

**Better Boards Equal Better Districts**

*Rauch Communication Consultants, Inc.*

Best practices in board and committee meetings, role of the President, fostering healthy dialogue, board and general manager roles and relationships, and more. Streamline and update how your board operates. Gain ideas on how to make board meetings more effective, interesting, and meaningful. Learn how to evaluate whether to have committee meetings and if so, how to structure them. Get tips on how to ensure your board is focusing on the right information and issues, and providing clear policy direction to the manager. This is an interactive session full of examples and real world ideas.

**Effectively Communicating Financials and Key Questions Board Members Should be Asking**

*James Marta & Company LLP CPAs and Olivenhain Municipal Water District*

In this session, you will learn what key financial reports management and the board need for effective decision making and how to effectively present information to those with non-financial backgrounds to ensure a better understanding of the district's finances. Presenters will discuss the use of financial dashboards to summarize and present the most critical financial data needed on a regular basis, effective budget actual comparison, and multi-year analysis.

**LAFCOs and Special Districts: Pitfalls and Opportunities**

*Meyers Nave*

LAFCOs have significant authority over special districts and special care is needed to ensure that a district does not run afoul of its powers. This panel will look at specific instances where special districts can work with LAFCOs to avoid problems with other districts, evaluate new opportunities and understand where regional cooperation is the best policy for all involved.

**Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 1)**

*Burke Williams Sorensen*

AB1825 and AB1661 makes sexual harassment prevention training mandatory for supervisory employees and officials receiving any compensation. This legislation requires employers to ensure that all supervisors and officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB1825/AB1661 compliance training for special districts with this breakout.

**Winning the War for Talent**

*Santa Clara Valley Water District and Management Partners*

The session will identify the key talent challenges identified in a series of focus groups involving senior leaders in local government and explore strategies and best practices to address the challenges and more.

**Workers' Compensation Update**

*Special District Risk Management Authority*

Are all workplace accidents compensable under California Labor Code? What does Arising Out Of/Course of Employment (AOE/COE) mean? Join SDRMA for this lively and informative session that will answer these questions and more!



5:00 – 7:00 p.m.

SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)

**Taste of the City**

*(All registered attendees welcome)*

**Brews, Blues & BBQ**

This party was so much fun this last time – we are bringing it back for an encore performance. Sample local BBQ and craft brews while enjoying music from our DJ/auctioneer, games, and a silent auction.



3:45 - 5:00 p.m. **BREAKOUT SESSIONS**

**FPPC Update: Conflicts of Interest**

*Fair Political Practices Commission*

This session presented by a representative from the FPPC will include a presentation regarding conflicts of interest under the Political Reform Act and Government Code Section 1090 and a discussion of recent advice letters.

**Get On Board: Employee Orientation Requirements and Best Practices**

*Liebert Cassidy Whitmore*

Employee orientation is more than just a nice way to acquaint new employees with your history and mission. It's also a key tool to ensure employees work in compliance with your district's goals, policies and procedures, as well as to provide them with any applicable information about their legal protections in the workplace. This session will cover the best practices for districts, including best practices for districts with represented bargaining units.

**Going to the Ballot?: Restrictions on the Use of Public Funds for Political Purposes**

*Hanson Bridgett*

Need to raise revenues or change the law, but confused by pitfalls and restrictions? Want to support a bill or local measure, or ask your residents to approve a property-related fee or assessment, but not sure whether or how to reach out to the public? Come learn about the laws governing public agency efforts surrounding ballot measure campaigns, grassroots lobbying and legislative advocacy. Hanson Bridgett's attorneys will provide you with a framework to figure out next steps for your agency to inform the public, state or federal government, about your agency's needs.

**How'd You Do That? Panel Discussion with CSDA Award Winners**

*Communication Advantage*

Do you ever attend the CSDA Awards Luncheon and think "That's a great idea, but I wouldn't even know where to start on something like that"? This panel will explore such topics as where the great ideas come from, what additional resources are needed for implementation, how to gain board approval, and what factors help our judge select a winner. The panel will include representatives from winning agencies and an awards judge.

**The Empty Chair – Handling Board Vacancies and Appointments**

*Meyers Nave*

Attendees will receive instruction and information on board vacancies and appointments. Discussion will also include board governance related to behavior and removal, including legal process and procedures.

**Watch Out! Dangerous Condition of Public Property**

*Special District Risk Management Authority*

How dangerous does a condition have to be before a public entity is legally liable? What is a Trivial Defect? Are there immunities for recreational activities? These issues and more will be discussed during this informative session.

**Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 2)**

*Burke Williams Sorensen*

See previous session description.

Thursday, September 28, 2017



8:30 – 10:30 a.m.

**Closing Breakfast**

**2017 Legislative Impacts on Special Districts**

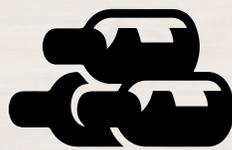
CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2017, as well as a sneak peak of what to expect in 2018. Get all the latest legislative results and learn what they mean for special districts going forward.

10:30 a.m.

**Conference ends**



This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



A special wine raffle will be held at 6:30p.m. Purchase your tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

**JOIN US FOR**

**Taste of the City**

MUSIC & GAMES



FUNDRAISER



SILENT AUCTION



RAFFLE

**BREWS  
BLUES  
AND  
BBQ**

★ **September 27th** | **5:00 – 7PM** ★

This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.



# Attendee Registration Form

one form per attendee, please print



### Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csda.net](http://conference.csda.net).
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:		
Conference Registration Fees		Early Bird (on /before Aug. 25, 2017)	Regular (after Aug. 25, 2017)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00	
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: Building Your District Strong - Sept. 25		\$150.00	\$225.00	
<input type="checkbox"/> Pre-Conference Tour: Monterey Regional Airport District - Sept. 25		\$ 50.00 (includes transportation/lunch) (limited to 45 attendees)		
<input type="checkbox"/> Pre-Conference Tour: Elk Horn Slough Safari & Moss Landing Harbor District - Sept. 25		\$ 56.00 (includes trans./two-hour boat tour) (limited to 24 attendees)		
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Sept. 25		\$ 115.00 (includes lunch)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 27		\$ 45.00		
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 27		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest	
<b>TOTAL</b>				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, September 1, 2017. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 1, 2017. Substitutions are acceptable and must be done in writing no later than September 15, 2017 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emilyc@csda.net](mailto:emilyc@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



**California Special Districts Association**

1112 I Street, Suite 200  
Sacramento, CA 95814

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# bloom



## **ATTENDEE REGISTRATION**

*2017 CSDA Annual Conference and Exhibitor Showcase*



**The CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our own positions, and to help our office staff do the same.**

SHERYL LANDRUM, SDA DISTRICT MANAGER





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

**Prepared By:** Brian Miller, Parks and Landscape Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title:**

Approval of Annual Palm Tree Pruning to the lowest qualified bidder; Commercial Tree Care in the amount of \$18,640.00.

**Recommended Action**

Approval of lowest qualified bid and award contract to Commercial Tree Care for the Sum of \$18,640.00.

**Executive Summary**

The month of July is the ideal time to prune the 208 Palm Trees throughout Discovery Bay located in Zone 8 and the 5 Palm Trees located in Zone 61. The Palm Trees are currently in the Flowering Stage and need to be pruned before they transfer into the seed cycle; thus preventing the propagation of hundreds of new Palm Trees.

This is an annual cost that will be paid from the Zone 8 & Zone 61S annual Budget 2017/18. Contracting the Tree Pruning is the most efficient way to implement this project.

The Palm Tree Pruning Project was bid to a short list of three pre-approved contractors listed below:

<u>Contractor Name</u>	<u>Proposal Amount</u>
Commercial Tree Care	\$18,640.00
P & J Tree Service, Inc.	\$18,975.00
Cleary Bros.	\$21,645.00

Recommendation to the Town of Discovery Bay CSD Board of Directors is to approve and award the Contract to: Commercial Tree Care in the amount of \$18,640.00

**Fiscal Impact:**

Amount Requested \$18,640.00  
Sufficient Budgeted Funds Available?: Yes  
Prog/Fund # Category: Zone 8 & Zone 61S

**Previous Relevant Board Actions for This Item**

**Attachments**

Commercial Tree Care - Proposal 62098  
P&J Tree Service  
Cleary Bros. – Proposal 182527

AGENDA ITEM: C-8



# Commercial Tree Care

A Rhino Enterprises Company  
 P.O. Box 549 | Santa Clara, CA 95052  
 Office 408.985.8733 | Fax 408.985.6536

## PROPOSAL # 62098

Town of Discovery Bay  
 ATTN: Brian Miller  
 1800 Willow Lake Road  
 Discovery Bay, California, 94505

Dated: 6/13/2017  
 Phone Number: (925) 308-9067  
 Fax Number:

Contact: Brian Miller

Email: bmiller@todb.ca.gov

### Town of Discovery Bay Various Various Addresses, Discovery Bay, California

Dear Brian,

Commercial Tree Care thanks you for the opportunity to provide tree recommendations at Town of Discovery Bay Various. Below is a summary of our recommendations and prices.

Item	Qty	Scope of Work to be Performed	Rate	Total Amount	APRVD
01	1	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   West side near pump enclosure	\$90.00	\$90.00	<input type="checkbox"/>
02	2	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Seal Way	\$90.00	\$180.00	<input type="checkbox"/>
03	11	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   At Willowlake and DB Blvd	\$90.00	\$990.00	<input type="checkbox"/>
04	6	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   In grass islands Discovery Bay Blvd.	\$90.00	\$540.00	<input type="checkbox"/>
05	6	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Cabrillo Point	\$90.00	\$540.00	<input type="checkbox"/>
06A	4	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Lido Circle	\$90.00	\$360.00	<input type="checkbox"/>
06B	1	Fan Palm-Remove to grade   On Lido Circle - Remove 1 dead Palms	\$500.00	\$500.00	<input type="checkbox"/>
06C	1	Fan Palm-Remove to grade   On Lido Circle Residents Palm Dead (Option)	\$500.00	\$500.00	<input type="checkbox"/>
07	14	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Discovery Point	\$90.00	\$1,260.00	<input type="checkbox"/>
08	3	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Marina Circle	\$90.00	\$270.00	<input type="checkbox"/>
09	47	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   The Community Center - 11 (Front) - 18 (Tennis) - 3 (Dog) - 15 (Pool)	\$90.00	\$4,230.00	<input type="checkbox"/>
10	2	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   The Firestation	\$90.00	\$180.00	<input type="checkbox"/>
11	1	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Marina Way	\$90.00	\$90.00	<input type="checkbox"/>
12	9	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Clipper Drive	\$90.00	\$810.00	<input type="checkbox"/>
13	32	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   On Newport Drive	\$90.00	\$2,880.00	<input type="checkbox"/>
14	5	Canary Island Date Palm-Prune at 10 and 2, dead fronds and seed pods   Bixler Rd. @ Point of Timber	\$90.00	\$450.00	<input type="checkbox"/>

Arborists are tree specialists who use their education, knowledge, training and expertise to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below the ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time. Likewise, remedial treatments, like medicine, cannot be guaranteed. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.



# Commercial Tree Care

A Rhino Enterprises Company  
 P.O. Box 549 | Santa Clara, CA 95052  
 Office 408.985.8733 | Fax 408.985.6536

Item	Qty	Scope of Work to be Performed	Rate	Total Amount	APRVD
15	53	Fan Palm-Prune at 10 and 2, dead fronds and seed pods   Discovery Bay Blvd. Entrance 19 East, 6 Median, 24 West side, 4 Queen Palms	\$90.00	\$4,770.00	<input type="checkbox"/>
				<b>\$18,640.00</b>	
				<b>0</b>	

Thank You,

Mike Waller

I.S.A. Certified Arborist # WE-11436A

The prices specifications and conditions are satisfactory and are hereby accepted. Commercial Tree Care is authorized to perform the work as specified.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Arborists are tree specialists who use their education, knowledge, training and expertise to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below the ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time. Likewise, remedial treatments, like medicine, cannot be guaranteed. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.



**P & J**  
**TREE SERVICE INC**  
 68 Honeysuckle Ct.,  
 Pittsburg, CA 94565  
 CELL (925) 250-1603  
 FAX (925) 439-5892

**TREE SERVICE PROPOSAL**

CONTRACTOR LICENSE N° 997659	pjtreesevices@gmail.com
JOB NAME N°	
JOB LOCATION 1601 Discover BayBlvd	
Discovery Bay, Ca 94505-9376	
FAX (925)513-2705	DATE 7/10/2017

TO: Brian Miller

PHONE: (925)727-2167

E-MAIL bmillier@todb.ca.gov

We hereby submit specifications and estimates for Landscaping as follows:

- 253 Palm trees trim, raise skirt, remove flowers and seeds as much as possible. \$18,975.00
- Remove two dead palm trees, cut to the ground \$500 each
- all the different locations Included
- Haul away

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from the above specifications involving extra costs will be done only upon a written charge order. The costs will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material prices increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.

**We Propose** Hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment to be made as follows:

P & J Tree Service Inc. *Maria Mercedes*

\_\_\_\_\_  
 Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

## Proposal

Town Of Discovery Bay

<small>Company</small> Brian Miller	<small>Date</small> Thu, Jun 22, 2017	<small>Prop.#</small> 182527	<small>Ref.#</small> verbal from chris
<small>Contact</small> 1800 Willow Lake Road	<small>Telephone</small> 925-634-1733	<small>Fax</small> 634.5428	
<small>Street, City State, Zip</small>			

WE PROPOSE TO DO THE FOLLOWING AT: City Wide

**Cleary Bros. Landscape, Inc. Proposes**

TO HEREBY FURNISH MATERIAL AND LABOR, IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS FOR THE SUM OF:  
**Twenty One Thousand; Six Hundred Forty Five Dollars      \$21,645**

Any past due balance shall be subject to a finance charge, which shall be computed by a PERIODIC RATE OF 1-1/2% per month which is an ANNUAL PERCENTAGE RATE of 18% applied to the previous balance without deducting current payments and/or credits appearing on each current statement

Payment to be made as follows:



Authorized Signature: \_\_\_\_\_

FROM PALMER HILL

TM145

Note: this proposal is void 30 days after the above printed date if not signed and returned to Cleary Bros. prior to that date.

**Acceptance of Proposal:** the above prices, specifications and conditions (below) are satisfactory and are hereby accepted. Cleary Bros. is authorized to do the work as specified. Payment shall be made as stated above

Date of acceptance: \_\_\_\_\_ Signature(s): \_\_\_\_\_

Prune (187) Fan Palms, (5) Date Palms, (4) Queen Palms at the areas listed below to include Removal of Dead/Dying Fronds, Seed Pods, and Flower Stalks. Fan Palms will be pruned to 9 and 3 o'clock angles.

Fan Palm Cost Per Unit ... \$105. Total Cost \$19,635.00  
 Queen Palm Cost Per Unit ... \$75. Total Cost \$300.00  
 Date Palm Cost Per Unit ... \$185. Total Cost \$925.00

Remove to Grade (1) Dead Fan Palm on Lido Circle. Cost .... \$785.00

**Grand Total for all Palm Pruning and (1) Removal. Cost \$21,645.00**

**Palm Pruning Areas**

- (53) on Discovery Bay Blvd. Entrance. 19 East Side, 6 Median, 24 West Side, 4 Queen Palms.
- (1) on West Side of Discovery Bay Blvd near Pump Enclosure.
- (2) on Seal Way
- (11) at Willowlake and Discovery Bay Blvd
- (6) In Grass Islands on Discovery Bay Blvd
- (6) on Cabrillo Point
- (4) to Prune on Lido Circle, (1) to Remove

- (14) on Discovery Point
- (3) on Marina Circle
- (47) at Community Center. 11 Front Area, 18 Tennis Area, 3 Dog Park, 15 Pool Area
- (2) at Fire Station
- (1) on Marina Way
- (9) on Clipper Drive
- (32) on Newport drive
- (5) Date Palms on Corner of Bixler and Timber Point.

**Town of Discovery Bay, CA  
Waste & Wastewater**

**MONTHLY OPERATIONS REPORT**

June 2017

**2862** Days of Safe Operations  
**135,213** worked hours since last recordable incident

**TRAINING:**

- **Safety**
  - **West Monthly Regional Safety Webinar**
  - **Weekly Safety Topics**
  - **Heat Stress Prevention**
  - **Hearing Conservation**

**REPORTS SUBMITTED TO REGULATORY AGENCIES:**

- **Monthly Discharge Monitoring Report (DMR)**
- **Monthly electronic State Monitoring Report (eSMR)**
- **Monthly Coliform Report, State Water Board (DDW)**

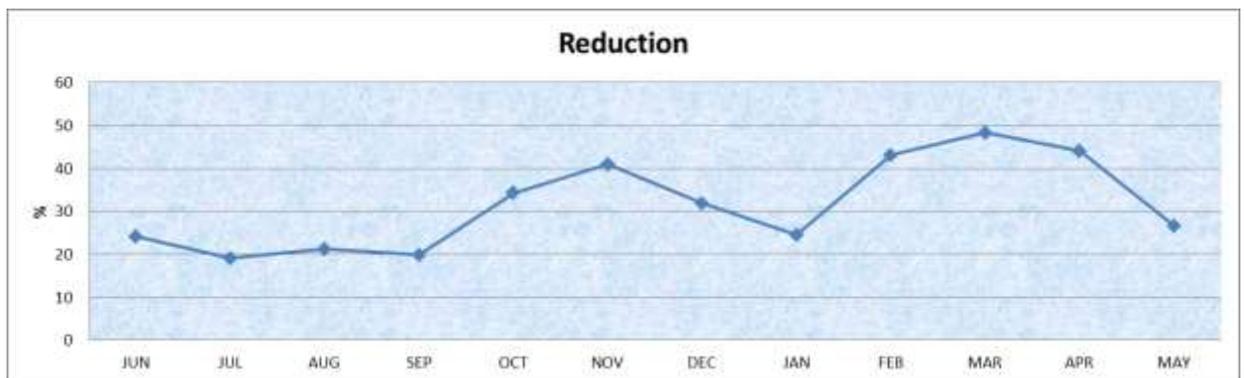
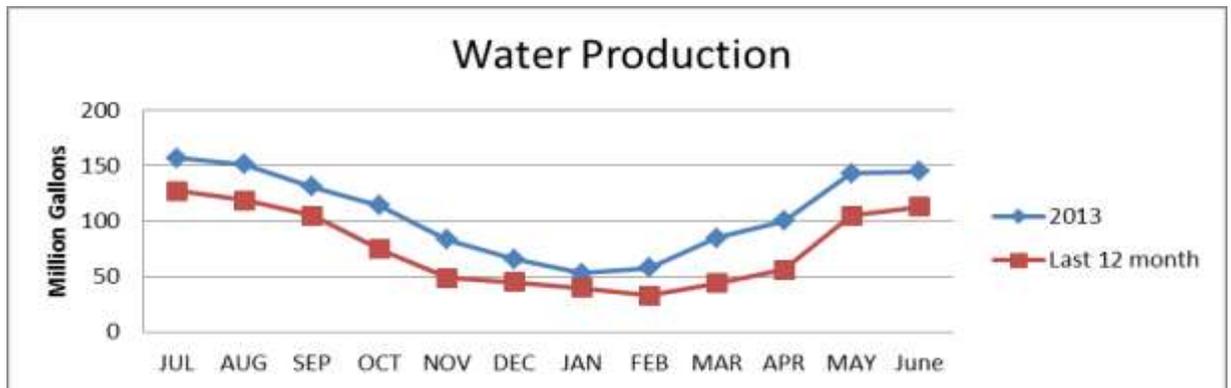
# WATER SERVICES

**Groundwater Well:**

- 1B - Active
- 2 – Active
- 4 – Active
- 5B - Active (Standby only)
- 6 – Active
- 7 - Active

**2017 Monthly Water Production Table (MG):**

January	February	March	April	May	June
40	33	44	56	105	113
July	August	September	October	November	December



**Chemical Usage:**



**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 16	• 0	• 0	• 0	• 5

**WASTEWATER SERVICE**

**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>May Lab Data</i>	<i>June Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		37	35
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.4	1.3
Flow, MG Daily Discharge Flow, <b>avg.</b>	2.35	1.2	1.2
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	350	18	25
Effluent TSS, lbs/d, <b>monthly avg.</b>	525	27	73
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	20	1.8	3
Effluent TSS, mg/L, <b>monthly avg.</b>	30	2.7	8
Total Coli form 7 day Median Max	23	4	0
Total Coli form Daily Maximum	240	5	2
% Removal BOD <sub>5</sub> , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	98	96
Electrical Conductivity, umhos/cm <b>annual avg.</b>	2100	2070	2073

Blue – new parameter added

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

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 0	• NA	• NA	• NA

**Bacteriological Test Results:**

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

**COLLECTION**

**Lift Station Status:**

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 0	• 35

Performed weekly lift station inspections

**Sewer System:**

- 0 ft. of collection sanitary sewer line has been assessed.
- 0 ft. flushed/CCTV
- 0 manhole & covers has been inspected.

# MAINTENANCE

## Preventive and Corrective:



## Work Order Back-Log:



## Call & Emergency Responses

Call Outs	Emergencies
<b>8</b>	<b>0</b>

## Personnel Hours & Overtime:

Regular Hours	Overtime
<b>1584</b>	<b>26</b>

**TERMS**

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



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

July 19, 2017

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

*MD* *MRD*

### Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessment Report for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll and adoption of Resolution No. 2017-16, allowing for a 5.2% assessment increase.

### Recommended Action

Approve and adopt Resolution 2017-16 confirming the Engineer's Report and ordering the levy and collection of charges for the annual assessment for Ravenswood Improvement District Assessment within the Town of Discovery Bay Community Services District for the Fiscal Year 2017-2018; continue collection of assessments on County tax roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

### Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District; DB L&L Zone #9, the Board approved and adopted Resolution No. 2017-06 which directed HERWIT Engineering to prepare the 2017-18 assessment report. On July 5, 2017 the Board approved Resolution 2017-13 which adopted the Engineers Report submitted by HERWIT. In that report, it was determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$658.50 which is the maximum allowable assessment for Zone 9. This is 5.2% increase over last fiscal year's assessment of \$625.78.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2017-16 imposes the assessment on real property (a 5.2% increase) within DB L&L #9 and also approves the filing of the attached Notice of Exemption.

### Fiscal Impact:

Amount Requested -  
Sufficient Budgeted Funds Available?: Yes  
Zone # 9, 2479 Category: Operating

### Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2017-06 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – April 5, 2017  
Approval and Adoption of the Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 21, 2017  
Approval and Adoption of Resolution 2017-13 accepting HERWIT Engineers Report – July 5, 2017

### Attachments

Resolution 2017-16, confirming the report and ordering the levy and collection of charges.  
Final Assessment Engineer's Report 2016-2017, DB L&L Zone #9.  
Notice of Exemption.  
July 5, 2017 Public Notice from East County Times.

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2017-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF  
CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT  
ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
FOR THE FISCAL YEAR 2017-2018**

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

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

WHEREAS, the proposed assessments for the 2017-2018 fiscal year are within the limits approved by the landowners in accordance with Proposition 218;

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

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

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for fiscal year 2017-2018 is adopted and confirmed.
3. The \$658.50 assessment specified in the Report for the Ravenswood District, for fiscal year 2017-2018 is hereby imposed on the real property within such district for fiscal year 2017-2018.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.
7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JULY, 2017.

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Robert Leete  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 19, 2017, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Michael R. Davies  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

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

**For Fiscal Year 2017-2018**

**Prepared by  
HERWIT Engineering**

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

**JULY 2017**

**Town of Discovery Bay Community Services District**

**Director and President**

Robert Leete

**Director and Vice President**

Kevin Graves

**Director**

Bill Mayer

**Director**

Bill Pease

**Director**

Chris Steele

**General Manager**

Mike Davies

**Finance Manager**

Dina Breitstein

**Parks & Landscape Manager**

Brian Miller

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2017

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

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2017-2018 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

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

**PART B. Estimate of Cost**

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

**PART C. Method of Apportionment of Assessment**

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

**PART D. District Diagram of Assessment**

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

**PART E. Property Owner List & Assessment Roll**

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

**Engineers Assessment Report for 2016-2017 year**

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

\$ 139,312      Annual assessments & investment revenue was received

\$ 138,034      Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

**\$ 190,275**      Fund total after 2016-2017 annual expenses.

**Note:** The expenses were higher for the 2016-2017 fiscal year than the previous fiscal year due to increases in O&M expenditures. The expenses for the 2016-2017 fiscal year were less than the assessment and revenue collected, resulting in an increase in the District's reserve account.

### *Current Assessment*

The 2016-2017 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$625.78 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2017, the same CPI index is reported as 274.58. Based upon the change in the CPI, the new maximum assessment allowed for the 2017-2018 fiscal year is \$658.50.

### *Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2017-2018 fiscal year is \$ 658.50. This assessment is equally assessed to 203 parcels for an annual total of \$133,675.50. Therefore, the maximum Reserve Account Balance is \$ 267,351.00. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2017-2018 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District will incur higher than normal charges for capital improvements to purchase additional landscape maintenance equipment this fiscal year. The estimated budget for 2017-2018 is \$ 166,810. This equates to \$ 821.72 per parcel for all 203 parcels, which is greater than the maximum allowable assessment of \$ 658.50 per parcel, or \$ 133,675.50 maximum assessment.

Based on this report, the assessment for 2017-2018 tax year should be \$ 658.50 to minimize the decrease in the reserve fund balance. The assessment for the 2017-2018 fiscal year is then \$ 658.50 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

**NOTICE OF EXEMPTION**

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

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

**Project Title:** Ravenswood Improvement District Annual Assessment

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

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

**Description of Nature, Purpose, and Beneficiaries of Project:**

Levy of the annual assessment for fiscal year 2017-18 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

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

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

**Exempt Status:** *(check one)*

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

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

**Lead Agency**

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

**If filed by applicant:**

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

Signature: \_\_\_\_\_

Date: 7/19/2017 Title: General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:

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## NOTICE OF PUBLIC HEARING

July 19, 2017

### NOTICE OF PUBLIC HEARING TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT RAVENSWOOD ZONE 9 ASSESSMENT REPORT FY 2017-18 - COUNTY TAX ROLL BY RESOLUTION NO. 2017-16

On Wednesday, July 19, 2017, the Town of Discovery Bay (TODB) Community Services District Board of Directors will hold a Public Hearing for the continued collection of the assessment on the Contra Costa County Tax Rolls, for the Ravenswood Subdivision No. 8710, Landscaping, Park, Lighting and Open Space Improvement District also known as DB L&L Zone #9 in Discovery Bay for the fiscal year 2017-18.

The FY 2017-2018 assessment is based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$658.50 which is the maximum allowable assessment for Zone 9. This is 5.2% increase over last fiscal year's assessment of \$625.78.

The meeting will begin at 7:00 p.m. and will be held at the Town of Discovery Bay Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA.

If you have any questions you may contact the Finance Manager, Dina Breitstein at (925) 634-1131.

Michael R. Davies  
 General Manager/  
 District Secretary  
**ECT# 5983616**  
**July 5, 2017**

# SDLA

CSDA's  
Special District  
Leadership Academy

## Sunday, July 9

5:30 – 7:00 p.m.

### REGISTRATION AND NETWORKING RECEPTION

LOCATION: THE TERRACE

*Sponsored by the California Special Districts Alliance*



## Monday, July 10

8:30 a.m. – 12:30 p.m.

### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

*David Aranda*

LOCATION: CHARDONNAY

*Break for all attendees from 10:00 – 10:30 a.m.*



12:30 – 1:30 p.m.

### NETWORKING LUNCH

*Sponsored by the Special District  
Leadership Foundation*

LOCATION: ATRIUM

1:45 – 4:30 p.m.

### FULFILLING YOUR DISTRICT'S MISSION- CHARTING THE COURSE

*Brent Ives, BHI Management Consulting*

LOCATION: CHARDONNAY

*Break for all attendees from 3:00 – 3:30 p.m.*

5:30 – 7:00 p.m.

### SIP AND SAVOR EVENING RECEPTION

LOCATION: THE TERRACE



*Sponsored by Special District Risk  
Management Authority*

## Tuesday, July 11

8:30 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

*Brent Ives, BHI Management Consulting*

LOCATION: CHARDONNAY

10:00 – 10:15 a.m.

### BREAK FOR ALL ATTENDEES

10:15 a.m. – 12:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS, PART 1

*Gage Dungy, Liebert Cassidy Whitmore*

LOCATION: CHARDONNAY

12:00 – 1:00 p.m.

### NETWORKING LUNCH

LOCATION: ATRIUM

1:15 – 4:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS, PART 2

*Gage Dungy, Liebert Cassidy Whitmore*

LOCATION: CHARDONNAY

*Break for all attendees from 2:45 – 3:00 p.m.*

### OPEN EVENING

## Wednesday, July 12

8:30 a.m. – 12:00 p.m.

### SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

*David Becker, James Marta & Company LLP, Certified Public Accountants*

LOCATION: CHARDONNAY

*Break for all attendees from 10:00 – 10:15 a.m.*

12:00 p.m.

### GRADUATION – CERTIFICATE DISTRIBUTION

LOCATION: FOUNTAIN COURT

July 14, 2017

Report from Bill Mayer in reference to the SDLA Conference:

## ***CSDA's Special District Leadership Academy***

***July 9-12, 2017 in Napa, CA***

The purpose of attending this conference was to gain additional knowledge as a Community Service Director as well as obtain a Certificate of Completion. Obtaining this certificate for both myself and for our Town's General Manager, Mike Davies, gives all directors and GM the distinction of being certified and validates this boards desire to be the best we can be.

This conference built on the following segments:

1. Building a Foundation For Good Governance
2. Fulfilling Your District's Mission-Charting The Course
3. Best Practices For Communication And Outreach
4. Defining Board And Staff Roles And Relationships
5. What Do Board Members Need to Know About District Finances

Along with the education we had the opportunity to connect with many of the other Special district director and GMs during the 3 days. I would estimate there were approximately 100 elected Special Services Board members with a few GM's in attendance.

We had the opportunity to ask many questions and benchmark our towns operation with others. I believe Discovery Bay is doing great as a CSD, however, there will always be room for us to make improvements. Attending these types of conferences and interacting with so many others that are in the same, or similar, environment is vital to ensure continued success into the future.

Respectfully submitted,

Bill Mayer

Director, Discovery Bay CSD



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes

Board of Directors Regular Meeting

Monday June 05, 2017 6:30 P.M.

***New Meeting Location: Brentwood City Council Chambers,  
150 City Park Way, Brentwood***

BOARD OF DIRECTORS		
Joy Benson	Joel Bryant-President	Doug Hardcastle
Robert Kenny	Brian Oftedal -Vice President	Erick Stonebarger
Cheryl Morgan	Joe Young	Adam Langro

**6:30PM – Call to Order:** (6:34 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:35 P.M.)

**ROLL CALL:** (6:35 P.M.)

Directors Present: Benson, Bryant, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young  
Directors Absent: Stonebarger

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

There was one (1) Public Speaker – Mark Whitlock

**PRESENTATION:** (6:36 P.M.)

- A.1** Recognize Outgoing Director Meghan Bell
- A.2** Administration of Oath of Office for Director Adam Langro, who has been appointed to the Board of Directors by the Oakley City Council

**CONSENT CALENDAR: (6:42 P.M.)**

**C.1 Approve Minutes from May 01, 2017 Board of Directors Meeting**

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

Second by: Director Hardcastle

Vote: Motion carried: 7:0:1

Ayes: Benson, Bryant, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young

Noes:

Abstained:

Absent: Stonebarger

**C.2 Approve a Professional Services Agreement with City of Brentwood for Information Technology Services for FY 2017-18**

**C.3 Approve a Professional Services Agreement with City of Brentwood for Administrative Services for FY 2017-18**

Motion by: Director Young to approve consent items C.2 & C.3

Second by: Director Hardcastle

Vote: Motion carried: 7:0:1

Ayes: Benson, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young

Noes:

Abstained: Bryant

Absent: Stonebarger

**DISCUSSION ITEMS**

(6:43 P.M.)

**D.1 Adopt Preliminary Operating, Other Budgets for Fiscal Year 2017-2018**

There was one (1) Public Speaker – Mark Whitlock

Motion by: Director Kenny to approve Preliminary Operating Budget

Second by: Director Young

Vote: Motion carried: 8:0:0

Ayes: Benson, Bryant, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young

Noes:

Abstained:

Absent: Stonebarger

Motion by: Director Hardcastle to approve Preliminary Development Facility Fee and Other Fund Budgets

Second by: Director Kenny

Vote: Motion carried: 8:0:0

Ayes: Benson, Bryant, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young

Noes:

Abstained:

Absent: Stonebarger

(7:07 P.M.)

**D.2** Discuss Conclusion of Multi-Jurisdictional Fire Task Force 4th Station MOU and Whether to Change the Name of the ECCFPD

There were four (4) Public Speakers – Mark Whitlock, Hal Bray, Jessica LaChance, Susan Morgan

Motion to direct staff to not move forward with a Change of Name for the East Contra Costa Fire Protection District

Vote: Motion carried: 8:0:0

Ayes: Benson, Bryant, Hardcastle, Kenny, Langro, Morgan, Oftedal, Young

Noes:

Abstained:

Absent: Stonebarger

(7:30 P.M.)

**D.3** Receive Update on Transition from a 4 to 3-Station Model on July 1, 2017

(7:42P.M.)

**D.4** Receive Operational Update for May 2017

**INFORMATIONAL STAFF REPORTS: (7:44 P.M.)**

1. Receive Information on Proposed Assembly Bills 898 and 899
2. Recieve Update on Implementation of the First Responder Fee
3. Receive Update on Assembly Bill 1598 regarding "Active Shooter Incidents"
4. Receive Information on Supplying Aid to Victims of Emergency (SAVE) Program
5. Receive Update on the Installation and Mobilization of FD Tablet Command System from Wolfpack Solutions
6. Receive Update on the District's Website and Social Media Tools

**DIRECTORS' COMMENTS: (7:59 P.M.)**

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:59 P.M.)**

Director Oftedal requested a future agenda item on the potential to engage Fire Recovery USA.

**RECESS TO CLOSED SESSION ON THE FOLLOWING MATTER: (8:05 P.M.)**

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Glenn Berkheimer  
Employee Organization: International Association of Fire Fighters, Local 1230, East Contra Costa Battalion Chiefs Association
2. Conference With Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): 1 potential case

**REPORT ON CLOSED SESSION: (9:53 P.M.)**

No reportable actions were taken in Closed Session.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: July 10, 2017: (9:54P.M.)**