



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



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

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, September 4, 2019

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



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

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

Wednesday September 4, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There is a device on the podium with a green, yellow, and red light. The yellow light will come on 30 seconds before the end of the 3 minutes. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the view point of the Directors.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for August 21, 2019.
2. Approve Register of District Invoices.
3. Approve Fee Waiver for Pickleball Tournament October 12-13, 2019 in the amount of \$100 and the Updated 2019 Public Event Calendar.

D. AREA AGENCIES REPORTS / PRESENTATION

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

E. LIAISON REPORTS

F. PRESENTATIONS

1. Rate Study Concerning Wastewater Treatment Plants No. 1 and No. 2.
2. Terracon Consultants - Regarding Phase I of the Pool Design.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action Regarding Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2018-19.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports.
 - a. Communications Committee Meeting (Committee Members Bill Pease and Bryon Gutow September 4, 2019.
 - b. Parks and Recreation Committee Meeting (Committee Members Kevin Graves and Bryon Gutow September 4, 2019.
 - c. Water and Wastewater Committee Meeting (Committee Members Bill Pease and Bill Mayer) September 4, 2019.
2. Other Reportable Items.

J. GENERAL MANAGER'S REPORT

1. Update on Cornell Park Bathrooms.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Byron Municipal Advisory Council meeting minutes July 23, 2019.

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of September 18, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



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

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

Wednesday August 21, 2019

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Mayer.
2. Pledge of Allegiance – Led by Director Leete.
3. Roll Call – All Present.

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

Public Comment Regarding:

- Discovery Bay Boulevard and Highway 4 intersection; removal of the yellow poles.
- City of Brentwood survey sample regarding the upgrade to parks and recreation.
- Lake safety for pets, problem with boats and trailers, and handed a picture of the lake landscaping from 1982.
- Cornell Park; dirty bathrooms and the broken drinking fountain.

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 August 7, 2019.
2. Approve Register of District Invoices.
3. Approve Board Resolution No. 2019-09 and Authorize the Board President to sign the Special District Risk Management Authority (“SDRMA”) Memorandum of Understanding to Continue Employee Participation in SDRMA’s Health Benefits Program.
4. Approve Staff to utilize the remaining Wastewater Filtration Project bond fund balance, currently \$177,593.67 plus any accrued interest, to pay a portion of the December 2019 debt service payment for the Wastewater Bond.

Motion by: Director Leete to approve the Consent Calendar.

Second by: Vice-President Pease

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report – No report.
2. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber provided an update regarding the calls for service in Discovery Bay, introduced Fire Marshal Steve Aubert and a reminder of the September 14, 2019 Open House for Station 59 from 10am to 1pm.

E. PRESENTATIONS

1. Solar – Contra Costa County.

Contra Costa County Sustainability Coordinator Jody London – Provided details regarding Contra Costa County’s work on climate action, review of Clean Energy Potential Study, and the recommended Solar Overlay Ordinance

Contra Costa County Principal Planner Telma Moreira – Provided additional details regarding the results of the study for the Solar Overlay Project. There was discussion regarding the funding, discussion with the agricultural community, and the timeframe of the project; scheduled to be adopted by December 2020.

2. Pantages Bays Update.

Pantages Properties Mark Armstrong – Provided a background and the details of the project; 277 proposed residential units with two (2) lakes and no waterfront homes.

Pantages Properties Trevor Smith – Provided additional details regarding the project; the (2) lakes, the HOA, and other amenities. There was discussion regarding the wetlands, elimination of the sheriff sub-station, trails to be open to the general public, and the timing of the next phase; 4 to 6 months.

General Manager Davies – Confirming the LAFCO process needs to be completed on the Pantages Project; Pantages Properties Mark Armstrong – Stated LAFCO will be complete on the project and provided additional details regarding an HOA and the maintenance of trails and parks. There was discussion regarding Kellogg Creek and Reclamation District 800.

3. Embarcadero Group, LLC to obtain Board Feedback on Property Development Located Behind (North of) the Post Office on Bixler Road.

Embarcadero Group John Tomasello – Provided details regarding a property development behind Safeway shopping center and the Post Office on Bixler Road; possibility of a multi-family development. There was discussion regarding the number of units for the multi-family development (125 units), school impacts, traffic impacts, 55 and older housing, and self-storage units.

Public Comment Regarding:

- Property Owner of the Development Located Behind (North of) the Post Office on Bixler Road – Provided details regarding an industrial office project.
- Resident for 43 years; crime has risen, possible risk of increased drugs, and the possibility of senior units.

4. Masterplan Update on Denitrification

District Engineer Harris – Provided details regarding the Denitrification Project; cost, impact with Wastewater Treatment Plant No. 1 and 2, capacity plan, design flow, and sampling results. There was discussion regarding the Oxidation Ditch, NPDES Permit related to Denitrification, Wastewater Treatment Plant No. 1 and Plant No. 2, maintenance costs of the project, and the need of a rate study. The discussion continued regarding a rate study.

General Manager Davies – Provided additional details regarding the timeframe of a rate study; bring numbers to the next Water and Wastewater meeting and Board meeting.

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of July.

Project Manager Sadler – Provided the details of the July 2019 Monthly Operations Report along with the July 11, 2019 small Sanitary Sewer Overflow (SSO).

Water and Wastewater Manager Goldsworthy – Provided the details of the underwater crossing located at Willow Lake and the pipe replacement. There was discussion regarding inspections and size of the pipe.

G. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action to Approve a Scope of Work Submitted by Advisian in the amount of \$27,500 (plus 10% contingency & associated filing fees) for the Completion of Necessary CEQA Documents Related to Repairing the Damaged Diffuser Outfall in Old River.

District Engineer Harris – Provided details regarding the damaged Diffuser outfall in Old River.

Motion by: Vice-President Pease to authorize Advisian (WorleyParsons Group) to prepare CEQA and Federal Army Corps Initial Study to support permitting efforts to construct repairs to the diffuser outfall in Old River with a contract amount is \$27,500, authorize the General Manager to execute all contracts with up to 10% change orders if needed, and to pay the cost of the applications or filing fees in an amount not to exceed \$1000.00.

Second by: Director Graves.

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

2. Discussion and Possible Action to Approve a Scope of Work Submitted by BSK in the amount of \$30,200 (plus 10% contingency) for the Completion of Necessary Geotechnical Services Related to the upcoming Denitrification Project.

District Engineer Harris – Provided details regarding the completion of necessary Geotechnical Services related to the upcoming Denitrification Project.

Motion by: Vice-President Pease to authorize BSK to prepare the Project Geotechnical Report for the upcoming Denitrification Project, contract amount is \$30,200 and authorize the General Manager to execute all contracts with up to 10% change orders if needed.

Second by: Director Leete

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

H. DIRECTORS' REPORTS

1. Standing Committee Reports.
2. Other Reportable Items.

Director Leete – Complimented Assistant General Manager Breitstein for her presentation at the Sons in Retirement (SIRS) meeting.

I. MANAGER'S REPORT

None.

J. GENERAL MANAGER'S REPORT

None.

K. CORRESPONDENCE RECEIVED (Information Only)

1. Contra Costa County Aviation Advisory Committee meeting minutes for June 13, 2019.
2. Contra Costa County Aviation Advisory Committee meeting minutes for July 11, 2019.
3. East Contra Costa Fire Protection District meeting minutes for July 10, 2019.

L. FUTURE AGENDA ITEMS

Resolution of Bond/Finance Project Reimbursement.

M. ADJOURNMENT

1. The meeting adjourned at 8:48 p.m. to the regular meeting on September 4, 2019 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-23-19

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 4, 2019

Prepared By: Dina Breitstein, Assistant General Manager/Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. 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 \$ 315,304.16

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2019/2020.

AGENDA ITEM: C-2

For The Meeting On September 4, 2019
Town of Discovery Bay CSD
For Fiscal Year 7/19 - 6/20

Pacific Gas & Electric	\$118,011.01
Town of Discovery Bay CSD	\$38,747.90
Veolia Water North America	\$33,752.49
Stantec Consulting Services Inc	\$27,603.50
J.W. Backhoe & Construction, Inc.	\$24,510.89
Neumiller & Beardslee	\$11,623.90
Abacus Concrete	\$11,500.00
Pacific Display, Inc.	\$8,310.23
Luhdorff & Scalmanini	\$7,712.00
City Of Brentwood	\$7,098.82
CPS HR Consulting	\$6,155.47
Office Team	\$3,792.00
Terracon Consultants, Inc.	\$2,800.00
Freedom Mailing Service, Inc	\$2,739.74
Univar	\$1,551.82
Tee Janitorial & Maintenance	\$1,494.00
SDRMA	\$1,438.72
TASC	\$1,233.31
Matrix Trust	\$884.07
Big Dog Computer	\$775.00
Alhambra	\$710.44
Aflac	\$705.02
Watersavers Irrigation Inc.	\$599.82
Neopost	\$300.00
Contra Costa Fire Equipment	\$239.40
Office Depot	\$224.44
Upper Case Printing, Inc.	\$195.72
Comcast	\$175.50
ReliaStar Life Insurance Company	\$150.00
Shred-It USA-Concord	\$134.95
UniFirst Corporation	\$134.00
	\$315,304.16



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 4, 2019

Prepared By: Mac Kaiser, Recreation Programs Supervisor

Submitted By: Michael R Davies, General Manager

MRD

Agenda Title

Approve Fee Waiver for Pickleball Tournament October 12-13, 2019 in the amount of \$100 and the Updated 2019 Public Event Calendar.

Recommended Action

Approve Fee Waiver for Pickleball Tournament October 12-13, 2019 in the amount of \$100 and the Updated 2019 Public Event Calendar.

Executive Summary

Pursuant to "Park & Facility Usage & Rental Policy" No.13, park usage fees may "...be waived or modified on a case-by-case basis by the General Manager, or designee upon the finding of public interest; and any such modification (including modification to fees) shall be summarized on the next available board agenda."

A two-day Pickleball Tournament conducted by the Discovery Bay Recreation and Sports, Inc. will be held October 12-13, 2019 at Cornell Park in an effort to raise funds towards the conversion of the tennis courts into Pickleball courts. Because these funds will ultimately be used for park improvements, staff is recommending waiver of the \$100 rental fee.

Staff has also updated the 2019 Public Event Calendar for Board approval.

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

2019 Public Event Calendar REV.

AGENDA ITEM: C-3

2019 Parks and Recreation Public Event Calendar - revised 9/4/2019

2019 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
March 2	9-4PM	Cornell Park	Pony Jamboree	Pony Seasonal Opening Scrimmage Games	100+	Brentwood Pony	No	No	No	TODB Facility Permit	Fees Charged
April 20	8-12PM	DBCC	Easter Egg Hunt	DB Lions Club Easter Egg Hunt	500+	DB Lions Club	No	No	No	TODB Facility Permit	Fees Waived
April 27	8AM-12PM	DBCC	Pet's on Parade	Family friendly event for dogs	100-200	Town & DB Lions Joint Event	Yes	No	No	TODB Facility Permit CCC Health permit	Fees Waived/Lions to donate net proceeds back for dog park specific improvements
May 8	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
May	8AM-4PM	Cornell Park	Fund Raising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	75-150	Discovery Bay Pickleball Club	No	No	No	TODB Facility Permit	Fees Waived
June 1	8AM-11PM	DBCC	Summer Jam Concert in the Park	Family friendly event featuring live music, food and alcohol in partnership with the DB Lions Club.	500-1,000	Town & DB Lions Joint Event	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Waived/Lions to donate 50% of net proceeds back to Town for specific Park/Facility project
June 12	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
June 14	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
June 21	7PM-10PM	DBCC	Friday Night Movie in the Park	Family friendly evening swim and music under the stars	50-75	Town Event	No	No	No	TODB Facility Permit	N/A Town Event
June 26	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	30-75	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
July 10	3:00-9:00PM	DBCC	Food Truck Round-Up	Family friendly event. "Off the Grid" style event featuring a variety of unique/gourmet dinner trucks, live music and vendor booths.	200-400	Discovery Bay Chamber of Commerce	Yes	Yes	Yes	TODB Facility Permit CCC Health permit ABC License ECCFPD Event Permit	Fees Charged
July	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event

2019 Parks and Recreation Public Event Calendar - revised 9/4/2019

2019 Event Dates	Times	Location	Event Title	Event Description	Approximate Attendance Numbers	Event Sponsors	Vendors on site	Food on site	Alcohol on site	Town/County Licenses Required	Fees Charged/Waived
July 15-19	8:30-3:30PM	DBCC	R.A.D. Program	This is a free Contra Costa County Sheriff's program for children ages 5-7 years that provides education on personal safety.	20-40	CCC Sheriff	No	No	No	TODB Facility Permit	Fees Waived
August	6:30-10:30PM	DBCC	Friday Night Movie in the Park	Family friendly movies on the event lawn at the Community Center	50-75	Town Event	No	Yes	No	CCC Health Permit Movie Licensing	N/A Town Event
September	8AM-8PM	DBCC	Car Show	Classic, Hot Rod, Motorcycle Car show, food/beer, and vendors	300-400	DB Lions	Yes	Yes	Yes	TODB Facility Permit CCC Health Permit ABC License	Fees Charged
September 21	8:00AM - 8:00PM	DBCC	Summer Jam	Kids zone, possible car show, business vendors, food vendors, concert and petting zoo. Alcohol Sales	500-1,000	DB Lions	Yes	Yes	Yes	TPDB Facility Permit CCC Health Permit ABC Permit ECCFPD	N/A Town Event
October 12-13	8AM-4PM	Cornell Park	Fund Raising Pickleball Tournament	Pickleball Tournament to raise funding for Tennis Court conversion	75-100	Discovery Bay Pickleball Club	No	No	No	TODB Facility Permit	Fees Waived
October 12-13	1PM to 10AM	Cornell Park	Discovery Bay Community Sci-Fi Campout for Youth	Family friendly event focused on an overnight Campout	500	Delta Sun Times/Odyssey of the Mind	No	Yes	No	TODB Facility Permit - Separate Conditions apply	Fees Waived
October 23	3:00PM-6:00PM	DBCC	Library Program	Family friendly event with a focus on childrens entertainment	30-50	Town & CCC Library	No	No	No	TODB Facility Permit	Fees Waived
December	TBD	DBCC	Holiday Parade & Breakfast with Santa	Judging, Breakfast with Santa, vendors for event located in the CC parking lot	1000+	Delta Sun Times/DB Lions/ Chamber of Commerce Joint Event	Yes	Yes	No	TODB Facility Permit CCC Health Permit ECCFPD Event Permit	Fees Waived for use of parking lot only



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 4, 2019

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

MRD

Agenda Title

Discussion and Possible Action Regarding Contracting with Croce, Sanguinetti & Vander Veen to Perform the Town of Discovery Bay's Independent Audit for Fiscal Year 2018-19.

Recommended Action

Staff recommends that the Board approve engagement with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit and submission of financial reports to the California State Controller's Office for the Fiscal Year ending June 30, 2019.

Executive Summary

Government Code 53891. (a) States that the officer of each local agency who has charge of the financial records shall furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles if this data is available. The report shall be furnished within seven months after the close of each fiscal year and shall be in the form required by the Controller.

A local agency shall submit to the Controller information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th. The Town of Discovery Bay, CSD, and the Discovery Bay Public Financing Authority complies with this requirement on an annual basis and hires an independent auditing firm to perform the annual financial audit.

On Wednesday, August 7, 2019 at the Finance Committee meeting staff recommended retaining the audit firm Croce, Sanguinetti & Vander Veen and rotating the supervising auditor. Rotating the supervising auditor is an industry best practice which provides the audit a fresh perspective. Over the last five years Pauline Sanguinetti has supervised the annual audit for the District. This next fiscal year, Marc Croce will be responsible for overseeing the engagement.

Staff recommends Croce, Sanguinetti & Vander Veen perform the audit for The Town of Discovery Bay Community Services District and the Discovery Bay Public Financing Authority, and provide under the direction of March Croce, the following for Fiscal Year Ending June 30, 2019:

- Annual Audit for the Town of Discovery Bay, Community Services District
- Preparation and submission of the Town of Discovery Bay, CSD Financial Transaction Reports
- Preparation and submission of the Discovery Bay Public Financing Authority Financial Transaction Reports

Fiscal Impact:

Amount Requested

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

"Continued to the next page"

Attachments

Audit Engagement Letter.

Town of Discovery Bay Special Districts Financial Transaction Report Engagement Letter.

Public Financing Authority Speical Districts Financial Transaction Report Engagement Letter.

AGENDA ITEM: G-1



CROCE, SANGUINETTI, & VANDER VEEN^{INC.}

CERTIFIED PUBLIC ACCOUNTANTS

August 22, 2019

Board of Directors and Dina Breitstein, Finance Manager

Town of Discovery Bay

Community Services District

1800 Willow Lake Road

Discovery Bay, California 94505

We are pleased to confirm our understanding of the services we are to provide the **Town of Discovery Bay Community Services District** for the year ending June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the **Town of Discovery Bay Community Services District** as of and for the year ending June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement **Town of Discovery Bay Community Services District's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to **Town of Discovery Bay Community Services District's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us the sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Major Special Revenue Fund

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the

accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of **Town of Discovery Bay Community Services District's** financial statements. Our report will be addressed to the Board of Directors and management of **Town of Discovery Bay Community Services District**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express an opinion or may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If, during our audit, we become aware that **Town of Discovery Bay Community Services District** is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of cash, receivables, and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements, and any other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Town of Discovery Bay Community Services District's** compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also prepare standard, adjusting, or correcting journal entries and assist in preparing the financial statements of the **Town of Discovery Bay Community Services District** in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also prepare the Special Districts Financial Transactions Report of **Town of Discovery Bay Community Services District**. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the

government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Mark Croce is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2019 not to exceed \$29,850. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that District personnel will prepare all items requested, which include Management's Discussion and Analysis, and that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In the event that the District requires a single audit due to the expenditure of federal funds, we will perform such an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance. Services rendered in order to meet the aforementioned requirements will be billed to you separately.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against the **Town of Discovery Bay Community Services District** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Town of Discovery Bay Community Services District** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the **Town of Discovery Bay Community Services District** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Town of Discovery Bay Community Services District.**

Finance Manager signature: _____

Title: _____

Date: _____

Director signature: _____

Title: _____

Date: _____



CROCE, SANGUINETTI, & VANDER VEEN
INC.

CERTIFIED PUBLIC ACCOUNTANTS

August 22, 2019

Board of Directors and Dina Breitstein, Finance Manager

Town of Discovery Bay

Community Services District

1800 Willow Lake Road

Discovery Bay, California 94505

We are pleased to confirm our acceptance and understanding of the services we are to provide for **Town of Discovery Bay Community Services District** for the year ending June 30, 2019.

You have requested that we prepare the Special Districts Financial Transactions Report of **Town of Discovery Bay Community Services District** for the year ending June 30, 2019.

Our Responsibilities

The objective of our engagement is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2020, which differ from accounting principles generally accepted in the United States of America. We will conduct our engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Special Districts Financial Transactions Report.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2020. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your Special Districts Financial Transactions Report in accordance with SSARS:

- a. The prevention and detection of fraud.
- b. To ensure that the entity complies with the laws and regulations applicable to its activities.

- c. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the Special Districts Financial Transactions Report.
- d. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the Special Districts Financial Transactions Report,
 - ii. Additional information that may be requested for the purpose of the preparation of the Special Districts Financial Transactions Report; and
 - iii. Unrestricted access to persons within **Town of Discovery Bay Community Services District** of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the Special Districts Financial Transactions Report was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on them.

Other Relevant Information

Mark Croce is responsible for supervising the engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2019 not to exceed \$1,150. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Town of Discovery Bay Community Services District** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Town of Discovery Bay Community Services District** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to **Town of Discovery Bay Community Services District** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Town of Discovery Bay Community Services District**.

Finance Manager signature: _____

Title: _____

Date: _____

Director signature: _____

Title: _____

Date: _____



CROCE, SANGUINETTI, & VANDER VEEN^{INC.}

CERTIFIED PUBLIC ACCOUNTANTS

August 22, 2019

Board of Directors and Dina Breitstein, Finance Manager
Discovery Bay Public Financing Authority
1800 Willow Lake Road
Discovery Bay, California 94505

We are pleased to confirm our acceptance and understanding of the services we are to provide for **Discovery Bay Public Financing Authority** for the year ending June 30, 2019.

You have requested that we prepare the Special Districts Financial Transactions Report of **Discovery Bay Public Financing Authority** for the year ending June 30, 2019.

Our Responsibilities

The objective of our engagement is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2020, which differ from accounting principles generally accepted in the United States of America. We will conduct our engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Special Districts Financial Transactions Report.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Special Districts Financial Transactions Report in accordance with the requirements of the Controller of the State of California by January 31, 2020. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your Special Districts Financial Transactions Report in accordance with SSARS:

- a. The prevention and detection of fraud.
- b. To ensure that the entity complies with the laws and regulations applicable to its activities.

- c. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the Special Districts Financial Transactions Report.
- d. To provide us with:
 - i. Documentation, and other related information that is relevant to the preparation and presentation of the Special Districts Financial Transactions Report,
 - ii. Additional information that may be requested for the purpose of the preparation of the Special Districts Financial Transactions Report; and
 - iii. Unrestricted access to persons within **Discovery Bay Public Financing Authority** of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the Special Districts Financial Transactions Report was not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, conclusion, nor provide any assurance on them.

Other Relevant Information

Mark Croce is responsible for supervising the engagement.

We expect our fees for the services set forth in this letter for the fiscal year ending June 30, 2019 not to exceed \$750. Our invoices for the services outlined in this letter are payable on presentation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for seven years. However, Croce, Sanguinetti, & Vander Veen, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Croce, Sanguinetti, & Vander Veen, Inc. shall be free to destroy our records related to this engagement.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.) by third parties arise against **Discovery Bay Public Financing Authority** or its officers subsequent to this engagement, which results in the subpoena of documents from Croce, Sanguinetti, & Vander Veen, Inc. and/or requires additional assistance from us to provide information, depositions, or testimony, **Discovery Bay Public Financing Authority** hereby agrees to compensate Croce, Sanguinetti, & Vander Veen, Inc. (at our standard hourly rates ranging from \$200/hour to \$325/hour) for additional time charges and other costs (copies, travel, etc.).

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association or other organization under its applicable rules for professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to **Discovery Bay Public Financing Authority** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign where indicated and return it to us. A copy of this engagement letter is enclosed for your files.

Very truly yours,

Croce, Sanguinetti, & Vander Veen, Inc.

CROCE, SANGUINETTI, & VANDER VEEN, INC.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **Discovery Bay Public Financing Authority**.

Finance Manager signature: _____

Title: _____

Date: _____

Director signature: _____

Title: _____

Date: _____

Byron Municipal Advisory Council

Linda Thuman, Chair
Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513
Respectfully submitted by:
Deputy Chief of Staff, Lea Castleberry

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

Draft Record of Actions

6:03 p.m.
July 23, 2019

MEMBERS PRESENT: Chair Thuman, Vice Chair Nisen, Councilmember Larsen, Councilmember Lopez and Councilmember Schmit

MEMBERS ABSENT: Councilmember Lopez arrived late.

PRESENTATION OF COLORS: Led by Chair Thuman

APPROVAL OF AGENDA: Motion to approve the Agenda as presented made by Councilmember Schmit. Second by Vice Chair Nisen. Motion carried 4-0. AYES: Larsen, Nisen, Schmit and Thuman.

PUBLIC COMMENTS: Jack Nix – Garbage, Speeding and Trucks on Camino Diablo.

AGENCY REPORTS:

- a. **East Contra Costa Fire Protection District:** Battalion Chief Ross Macumber provided the activity report for the month of June; Fire Marshal Steve Aubert discussed code compliance; ECCFPD Director Smith discussed the overview of the Board and the Strategic Plan.
- b. **Office of the Sheriff:** Lea Castleberry provided the activity report for the month of June on behalf of the Sheriff's Office.
- c. **California Highway Patrol:** No Report.
- d. **Office of Supervisor Diane Burgis:** Lea Castleberry - Byron Community Clean-Up on October 5th from 8am – noon.

CONSENT ITEMS:

- a. **Approval of Record of Actions for June 25, 2019:** Motion to approve the Record of Actions as presented made by Councilmember Larsen. Second made by Chair Thuman. Motion carried: 5-0. AYES: Larsen, Lopez, Nisen, Schmit and Thuman.

PRESENTATIONS:

- a. None.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. None.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-07/02/19 Contra Costa County Planning Commission Agenda for July 10, 2019
- b. R-07/09/19 Contra Costa County Zoning Administrative Agenda for July 15, 2019
- c. R-07/16/19 Contra Costa County Planning Commission Cancellation Notice for July 24, 2019
- d. R-07/17/19 Notice of Public Hearing for August 5, 2019

FUTURE AGENDA ITEMS

- a. BART Expansion Update
- b. St. Anne's Village Update
- c. Update on Agricultural Building at Excelsior Middle School
- d. Contra Costa County Code Enforcement Update (*July Agenda*)
- e. Airport Connector Update by CCTA (*August Agenda*)

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

ADJOURNMENT

There being no further business before the Byron Municipal Advisory Council, Chair Thuman adjourned the meeting at 6:52pm. The next scheduled Byron Municipal Council meeting will be held Tuesday, August 27, 2019 at 6:00p.m. located at St. Anne's Church – 2800 Camino Diablo, Room 1A in Byron.