



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

**NOTICE OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday January 19, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

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

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

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

C. PRESENTATIONS

D. CHAIR REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

1. Minutes of January 5, 2011
2. Notice of Exemption (CEQA) for Cornell Park Playground Replacement
3. Contract for June 30, 2010 Audit
4. Discovery Bay Blvd./Sand Point Road Landscape Improvement Project Irrigation Modification Change Order #1
5. District Invoices

F. NEW BUSINESS AND ACTION ITEMS

1. Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCo)
2. Cash Transaction Policy
3. Request for comments relative to proposed modifications to an existing home located at 1226 Marina Circle (Advisory Council)

G. VEOLIA REPORT

1. Veolia Report

H. MANAGERS REPORTS

I. GENERAL MANAGER REPORT

J. DISTRICT LEGAL COUNSEL REPORT

1. Brown Act 2011

K. CORRESPONDENCE-Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee Minutes for October 14, 2010
2. Contra Costa Special Districts Association Minutes for October 18, 2010
3. East Contra Costa Fire Protection District Minutes for December 6, 2010
4. R – Letter from Supervisor Piepho to Hofmann Land Development Company dated January 6, 2011
5. R – Letter from Supervisor Piepho regarding Statewide Infrastructure Bonds date January 10, 2011
6. R – Trans Plan Committee Meeting Minutes for December 9, 2010 received on January 11, 2011
7. R – State Route 4 Bypass Authority Minutes for December 9, 2010

L. PUBLIC RECORD REQUESTS RECEIVED

Request from William Richardson – 16,450 Gallon Sewage Spill – for Maintenance Records - Dated 12/20/2010

Request from Severn Trent – RFPs for Water & Wastewater Proposals – Dated 12/30/2010

Request from Thomas Peele of Bay Area News Group – 2010 Employee Payroll Information – Dated 1/6/2011

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

Adjourn to next Regular meeting of February 2, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

President - Kevin Graves • Vice-President - Brian Dawson • Director - Mark Simon • Director - Chris Steele • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday January 5, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.toddb.ca.gov

A. ROLL CALL

The meeting was called to order at 7:00p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present. The Oath of Office of Board Member's Brian Dawson, Kevin Graves, and Chris Steele was administered. There was a short recess for refreshments.

The meeting was called back to order at 7:15p.m.

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

Iris Obregon on behalf of Assemblymember Joan Buchanan. Stated that Assemblymember Joan Buchanan sends her regards in the start of 2011 and congratulates the elected Board Members. Iris Obregon announced that there is a satellite office to help with support needed with State issues and any other items that Assemblymember Joan Buchanan needs to be aware of. Iris Obregon also discussed the Committee assignments for 2011 that Assemblymember Joan Buchanan will be in charge of.

C. BOARD OFFICERS APPOINTMENT

President Graves – Explained the process to the board to elect new officers at the beginning of each year. He then opened nominations.

Motion made by – Director Dawson to nominate Kevin Graves for President and seconded by Director Steele.

Motion carried to close the nominations for President by the following vote: AYES: 5, NOES: 0.

Motion carried for Kevin Graves as President by the following vote: AYES: 5, NOES: 0

Motion made by – Director Simon to nominate Director Tetreault for Vice-President

Motion made by – Director Steele to nominate Director Dawson for Vice-President

Motion made by – President Graves to close the nominations and seconded by Director Tetreault

Motion carried to close the nominations for Vice-President by the following vote: AYES: 5, NOES: 0.

The motion failed for Director Tetreault for Vice-President by the following vote: AYES: 2 – Director Simon and Director Tetreault; NOES: 3 – President Graves, Director Dawson and Director Steele

The motion carried for Director Dawson for Vice-President by the following vote: AYES: 3 – President Graves,

Director Dawson, and Director Chris Steele, NOES: 2 – Director Simon and Director Tetreault

Motion made by – Director Tetreault to nominate Director Simon for President Pro-Tempore

Motion carried to close nominations for President Pro-Tempore

Motion carried for Mark Simon as President Pro-Tempore by the following vote: AYES: 5, NOES: 0.

D. AREA AGENCIES REPORTS / PRESENTATION

1. DEPUTY SHERIFF /MARINE PATROL REPORT

Lieutenant Burton – 51 Reports – Pointed out the incidents on the report and that some of thefts are due to unlocked doors. The statistics from the year of 2010 to last year of 2009, crime was down in most of the categories. Lieutenant Burton handed out a flyer of a person of interest that the department is trying to identify and if anyone has any information please contact the Sheriff's dispatch at 925-646-2441.

2. CHP REPORT – No Report

3. **FIRE DISTRICT REPORT – No Report**
4. **EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT**
Battalion Chief Burris - Provided the Incident Summary Report and explained the report in detail.
5. **COUNTY'S CODE ENFORCEMENT DEPARTMENT REPORT – No report**
6. **SUPERVISOR MARY PIEPHO, DISTRICT III REPORT**

Karyn Cornell – There will be delays on January 6, 2011 and January 7, 2011 from 8:30a.m. to 3:00p.m. on Vasco Road due to the Safety Improvement Project. There is one opening for an Environmental Organization Seat on the Contra Costa Integrated Pest Management Advisory Committee and the application forms are provided. The Notice of Completion and availability and Notice of Public Hearing for the Vasco Winds Repowering Project is available for your review and a copy is in the Town of Discovery Bay CSD District Office.

E. CONSENT CALENDAR

1. Minutes of Special Meeting December 15, 2010, Regular Meeting December 15, 2010, and Special Meeting December 20, 2010
2. District Invoices
3. Adopt Resolution No. 2011-01 Assigning Check Signing Signature Authority
4. Audited Financial Statements for FY 2008-09

Motion made – by Director Simon to approve the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

1. **Appointment of Board Members to District Representative Committee Positions**

President Graves – Presented this item to the board. The board decided on the following:

<u>Committee</u>	<u>Director Appointed</u>	<u>Alternate</u>
Community Center	Ray Tetreault	Chris Steele
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Ray Tetreault	Mark Simon
Contra Costa Special Districts Association	Kevin Graves	Chris Steele
East Contra Costa County Fire Protection District	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Vice-President
LAFCo	Chris Steele	Mark Simon
Parks/Landscaping	Mark Simon	Brian Dawson
Police Services	Ray Tetreault	Brian Dawson
School Districts	Brian Dawson	Chris Steele
Transportation	Brian Dawson	Kevin Graves
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

Motion made – by President Graves to approve the representatives that have been appointed to these positions and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

2. **Recommendation to Negotiate a Five (5) Year Services Contract with Veolia Water NA to provide Water and Wastewater Services to the Town of Discovery Bay CSD**

General Manager Howard – Discussed the recommendation in detail and after initial review of all proposals, the list was narrowed down to two (2) firms: CH2M Hill and Veolia Water. The Committee selected Veolia Water after thorough review. The discussion continued between the General Manger and the Board in regards to the decision to negotiate the contract with Veolia.

Motion made – by Director Simon to Negotiate a Five (5) Year Services Contract with Veolia Water to provide Water and Wastewater Services to the Town of Discovery Bay CSD and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

G. COMMITTEE/LIAISON REPORTS

1. **Trans-Plan Report**
Duane Steele – Provided details on the Trans-Plan Committee Meeting from December 9, 2010. The next meeting will be held on January 13, 2011 at 6:30.
2. **County Planning Commission Report**
Duane Steele – Provided details on the County Planning Commission Meeting from December 16, 2010.
3. **Code Enforcement Report - No Report**
4. **Special Districts Report** - No Report**

**These meetings are held Quarterly

H. CHAIR REPORT AND DIRECTORS' COMMENTS

President Graves – The Water Quality Control Board had an inspection of our sites and all items were corrected and the only item found were weeds in one of the digesters.

I. GENERAL MANAGER'S REPORT

General Manager Howard – Wanted to remind the Board and the public of the upcoming Workshop on January 22, 2011 from 9:30 to 1:30.

J. LEGAL COUNSEL REPORT

None

K. CORRESPONDENCE – Discussion and Possible Action

1. R – Letter from Supervisor Piepho regarding Highway Safety Improvement Program, Cycle 4 – Grant Applications and Transportation Development Act – Grant Application dated November 19, 2010
2. R – Letter from Supervisor Piepho regarding the Board Orders from the November 23, 2010 meeting dated November 30, 2010
3. R – Letter from Supervisor Piepho from Contra Costa Housing Authority dated December 6, 2010
4. R – Letter from Supervisor Piepho regarding the Grant Application for the Marsh Creek Road Safety Project dated December 8, 2010
5. R – Letter from Supervisor Piepho regarding correspondence from several Congressional representatives dated December 13, 2010

L. PUBLIC RECORD REQUESTS RECEIVED

M. FUTURE AGENDA ITEMS

General Manager Howard – The Cash Policy will be coming back at the January 19, 2011 Board meeting

Vice-President Dawson – Discuss ways to improve information transmitted to the public

Director Simon - Capital Improvement Report

General Manager Howard – Stated that he would like the Capital Improvement Report in the 1st Meeting in February.

N. ADJOURNMENT

The meeting was adjourned at 8:19 p.m. to the next regular meeting on January 19, 2011 at 1800 Willow Lake Rd Located in back of Delta Community Presbyterian Church.

cmc – 01.10.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2011

Prepared By: Fairin Perez, Landscape Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Notice of Exemption (CEQA) for Cornell Park Playground Replacement

Recommended Action

Approve and authorize Staff to sign and record the Notice of Exemption(s) (CEQA) for the Cornell Park Playground Replacement project.

Executive Summary

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

Upon review of the Playground Replacement project for Cornell Park, Staff found that the improvements are exempt for Categorical reasons. Copies of the draft form of the Notice of Exemptions are attached for review and approval.

Fiscal Impact:

Amount Requested - \$50.00

Sufficient Budgeted Funds Available?: YES

Zone #9 Category: Capital Fund# 4265

Previous Relevant Board Actions for This Item

Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 & Zone #9 – June 16, 2010
Approval of Contract Award for Cornell Park Playground Removal – October 6, 2010

Attachments

Notice of Exemption – Cornell Park Playground Replacement

AGENDA ITEM: E-2

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 CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Cornell Park, Playground Replacement

Project Location – Specific: Cornell Park, (Willow Lake Road & Discovery Bay Blvd. – SE Section)

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

Description of Nature, Purpose, and Beneficiaries of Project: Removal and Replacement of aged and hazardous Playground equipment; including minor concrete and surfacing modifications. **Purpose:** To add recreational value and safety to Cornell Park for the residents of Discovery Bay.

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

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

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. Sec. 15302 – Replacement or Reconstruction
- Statutory Exemptions. State code number:

Reasons why project is exempt: 15302 – Project consists of replacement of existing playground structures, where the new structures will be located on the same site and will have the same purpose and capacity as the structures replaced.

Lead Agency: Town of Discovery Bay Community Services District

Contact Person: Fairin Perez

Area Code/Telephone/Extension: (925) 634.1733

If filed by applicant:

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

Signature: _____

Date: _____

Title: General Manager

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2010

Prepared By: Liz Hardy, Accounts Assistant

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Contract for June 30, 2010 Audit

Recommended Action

Staff recommends that the Board approve the Contract for June 30, 2010 Audit to Croce and Company in the amount of \$21,150.00.

Executive Summary

Each year, the Town of Discovery Bay CSD accounting systems are required to be audited. Croce and Company has audited the District for the past several years' audits and the previous contracts have been comparable to this contract.

Due to the fact that there are three districts and transactions are made through Contra Costa County and our account at ECC Bank it is a very difficult and time consuming audit to perform. The amount that is being proposed for the June 30, 2010 audit is Not-To-Exceed \$21,150.00. The prior year's audit was \$20,550.00.

Fiscal Impact:

Amount Requested Not-To-Exceed \$21,150.00

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

Prog/Fund: 8058/7120 **Category:** Operating Expenses

Previous Relevant Board Actions for This Item

Attachments

Croce & Company Audit Contract for the year ended June 30, 2010

AGENDA ITEM: E-3

Larry M. Solari, CPA
Kevin F. Jones, CPA
Jerry W. Butterfield, CPA
Anna M. Lovecchio, CPA
Duane E. Bulthuis, CPA
Mark J. Croce, CPA

CROCE & COMPANY
Accountancy Corporation

Town of Discovery Bay CSD

Received 1/11/11



January 10, 2011

Rick Howard, General Manager
Town of Discovery Bay
Community Services District
1800 Willow Lake Road
Discovery Bay, California 94505

Dear Mr. Howard:

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 ended June 30, 2010. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information which collectively comprise the basic financial statements of the **Town of Discovery Bay Community Services District** as of and for the year ended June 30, 2010. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to accompany **Town of Discovery Bay Community Services District's** basic financial statements. As part of our engagement, we will apply certain limited procedures to **Town of Discovery Bay Community Services District's** RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis.

Audit Objective

The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. 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 an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to

CROCE & COMPANY

Accountancy Corporation

complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of 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.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of **Town of Discovery Bay Community Services District** and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the 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 or illegal acts affecting the government involving management, employees who have significant roles in internal control, and others where the fraud or illegal acts 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

CROCE & COMPANY

Accountancy Corporation

communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

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.

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.

Audit Procedures – General

During the course of our engagement, we will request information and explanations from management regarding the District's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to extend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the District's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

In addition, the District further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, which we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the District's management.

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. We will plan and perform the audit to obtain reasonable rather than absolute 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 entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance 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. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental

CROCE & COMPANY

Accountancy Corporation

regulations that do not have a direct and material effect on the financial statements. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you 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 any 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 tests of the physical existence of inventories, and 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 the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. 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.

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 applicable laws and regulations and the provisions of 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.

Engagement Administration, Fees, and Other

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

CROCE & COMPANY

Accountancy Corporation

Our engagement will also include preparation of the Special Districts Financial Transactions Report which must be submitted to the State Controller.

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.

We expect our fees for the services set forth in this letter for the fiscal year ended June 30, 2010 not to exceed \$21,150.

Our invoices for the services set forth 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.

In the event that the Association requires an Organization-Wide Audit (single audit) due to expenditure of federal funds in excess of \$500,000 we will perform such an audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Services rendered in order to meet the aforementioned requirements will be billed to you separately.

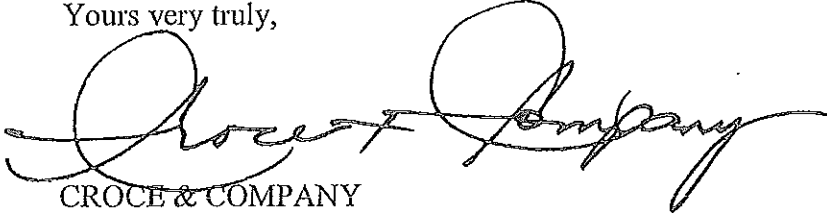
If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resulting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We both agree that any dispute over fees charged by Croce & Company to you will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

CROCE & COMPANY
Accountancy Corporation

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.

Yours very truly,



CROCE & COMPANY
Accountancy Corporation

ACKNOWLEDGED:

The foregoing letter fully describes our understanding and is accepted by us.

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

Signature

Date



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2011

Prepared By: Fairin Perez, Landscape Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Discovery Bay Blvd./Sand Point Road Landscape Improvement Project Irrigation Modification Change Order #1

Recommended Action

Authorize Staff to approve Change Order No. 1 to Green Valley Landscape for irrigation modification for the Discovery Bay Blvd. /Sand Point Road Landscape Improvement Project in an amount not to exceed \$35,000.

Executive Summary

Staff received Board authorization to contract design services for the Discovery Bay Boulevard/Sand Point Road Landscape Improvement Project on April 7, 2010 and project funding was approved with the adoption of the FY 2010-2011 Operating and Capital Improvement Budget (June 16, 2010). The project was awarded to Green Valley Landscape on December 15, 2010 in the amount of \$96,236.00.

Early inspections of the project area indicated that some irrigation modifications and upgrades would be necessary to adequately provide coverage to the new plantings. The costs associated with these changes were originally considered a part of the initial project budget of \$230,000.00. It was originally planned that any irrigation modifications would be excluded from Contractor work and would be completed internally by Town personnel. After a more detailed review of site conditions and the necessity of adding a 2-wire system, Staff requested Green Valley Landscape to provide a Change Order estimate to include irrigation modifications into their Scope of work. A copy of Green Valley Landscape's cost to include requested irrigation work is included for review. It should be noted that because of the absence of irrigation plans showing existing conditions, an exact proposal could not be produced. Green Valley estimates that total costs, on a time and materials basis, would not exceed \$35,000.

Staff recommends approving a Change Order for Green Valley Landscape for irrigation modifications in an amount not to exceed \$35,000.

Fiscal Impact:

Amount Requested - \$35,000

Sufficient Budgeted Funds Available?: YES

Zone #8 Category: Capital Fund# 4829

Previous Relevant Board Actions for This Item

Approved award of Contract for Discovery Bay Blvd. / Sand Point Road Design Services (Consent) – April 7th, 2010
Approval and Adoption of the Proposed Final 2010-2011 Operating and Capital Improvement Budgets for the Discovery Bay Lighting & Landscaping Zone #8 & Zone #9 – June 16, 2010
Approval & Authorization to Staff to sign and record the Notice of Exemption (CEQA) for the Discovery Bay Blvd. / Sand Point Road Landscape Planting Capital Improvement Project (Consent) – September 15, 2010
Accepted Bid & Award of construction contract to Green Valley Landscape – December 15, 2010

Attachments

Change order request from Green Valley Re: Irrigation Renovation to Discovery Bay Blvd. / Sand Point Road – January 12, 2011

AGENDA ITEM: E-4



January 12, 2011

Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, Ca. 94505

Attn: Fairin Perez

Re: Change Order Request - Irrigation Modification
Discovery Bay Blvd/Sandpoint Road

Dear Fairin,

The estimated cost to upgrade the existing irrigation system using a two-wire system on a time and material basis NTE \$35,000.00.

Our time and material scope includes:

1. Evaluate existing system and repair as needed
2. Divide zones in half. Install new lateral line connectors as needed
3. Install new remote control valves on existing main line.
4. Install new two-wire decoders using existing 14 gauge pilot and common wires.
5. Install new Weathertrak controller. (To be supplied by owner)
6. Install new decoder cabinet (similar to Weathertrak cabinet). Electrical from existing controller.

Please do not hesitate to call me if you have any questions.

Best Regards,

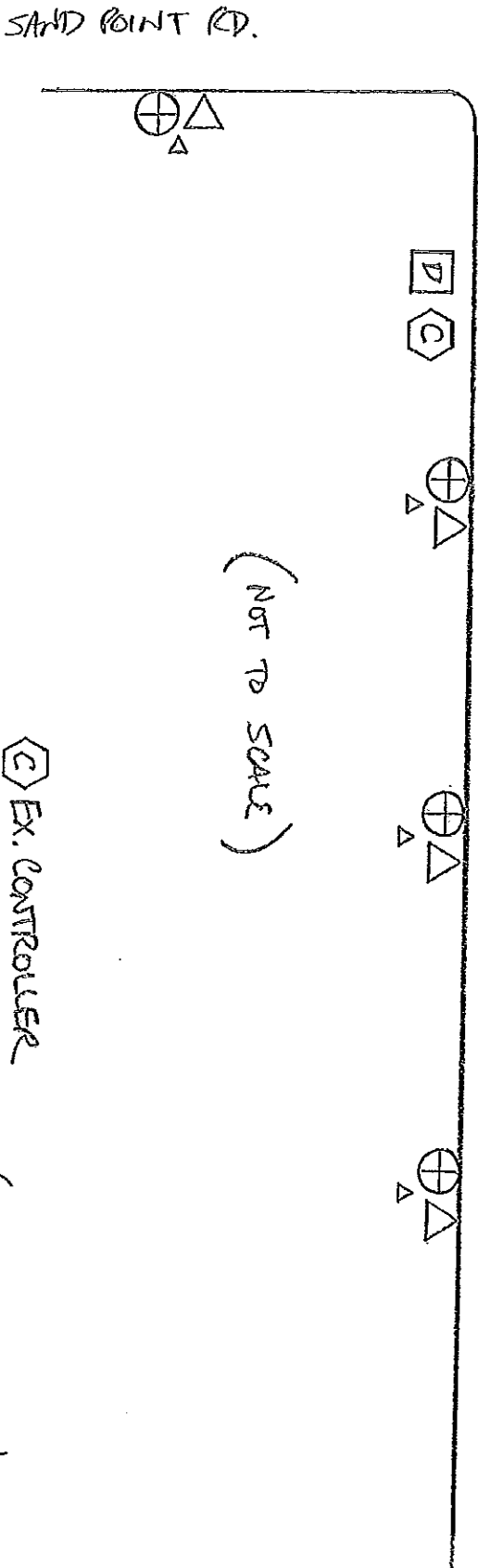
Kim Schuetz
Project Administrator

TIME & MATERIAL SCOPS:

1-12-11

1. EVALUATE EX. SYSTEM & REPAIR AS NEEDED
2. DIVIDE ZONES IN HALF, INSTALL NEW LATERAL LINE CONNECTIONS AS NEEDED.
3. INSTALL NEW RCVS ON EX. MAIN LINE
4. INSTALL NEW 2-WIRE DECODERS USING EXISTING 14 GAUGE PIPST & COMMON WIRES.
5. INSTALL NEW WEATHERMAK CONTROLLER
6. INSTALL NEW DECODER CABINET (SIMILAR TO WEATHERMAK CABINET), ELECTRICAL FROM EX. CONT.

DISCOUNT BIDD.



- ◻ EX. CONTROLLER
- ◻ NEW DECODER CABINET (W/ DECODER MODULE & SENDER UNIT)
- ⊕ EX. REMOTE CONTROL VALVE
- △ NEW REMOTE CONTROL VALVE
- △ DECODER



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2010

Prepared By: Liz Hardy, Accounts Assistant

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

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 \$174,949.50

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

Town of Discovery Bay CSD Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #9 Operating Budget and Capital Budgets

AGENDA ITEM: E-5

Request for authorization to pay invoices
 For the Meeting on January 19, 2010
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code				
1	7002	Express Employment	Inv# 99145981-9 dtd 12/22/10, Payroll for Temp Services	\$849.00
2	7002	Express Employment	Inv# 99164583-9 dtd 12/29/10, Payroll for Temp Services	\$539.76
3	7002	Express Employment	Inv# 99183708-9 dtd 1/05/11, Payroll for Temp Services	\$539.76
			Sub-Total	\$1,928.52
4	7002	Frank Cramer	dtd 1/4/11 Exp Report for mileage for 12/1-12/31/10	\$50.50
5	7002	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Dec 15-31 for 1.05.11 Check	\$350.00
	7003	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Dec 15-31 for 1.05.11 Check	\$590.22
			Sub-Total	\$940.22
6	7002	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Jan 1-15th for 1.20.11 Check	\$350.00
	7003	RellaStar Life Insurance Co.	Emp# JR52, ING Employer # JR52 457 (b) for Jan 1-15th for 1.20.11 Check	\$465.22
			Sub-Total	\$815.22
7	7003	SDRMA	Inv# 0007327-IN, dtd 01/07/11 Medical Benefits for Jan and Feb 2011	\$5,269.74
8	7120	SDRMA	Inv# 0035256-IN, dtd 12/09/10 Workers Comp Coverage	\$1,900.00
			Sub-Total	\$7,169.74
9	7005	Neumiller & Beardslee	Inv# 237751, dtd 1/10/11 General services performed thru 12/31/10	\$3,388.40
10	7010	Hervitt Engineering	Inv# 10-10, dtd 10/02/10 Prof services for DB Comm Serv District Job# 2000-02 & 2002-12	\$6,606.00
11	7010	Hervitt Engineering	Inv# 10-12, dtd 1/03/11 Prof services for DB Comm Serv District Job# 2000-02 & 2002-12	\$2,482.00
	0910-007	Hervitt Engineering	Inv# 10-12, dtd 1/03/11 Prof services for DB Comm Serv District Job# 2000-02 & 2002-12	\$630.00
			Sub-Total	\$9,718.00
12	7010	Big Dog Computer	Inv# 20090930-12, dtd 1/13/11 Remote assistance from 11/23/10 to 1/13/11	\$1,100.00
13	7010	Stantec Consulting Services	Inv# 459861, dtd 1/11/11 DISC10-001 - Discovery Bay WWTP Master Plan	\$11,674.22
14	7011	Veolia Water North America	Inv# 220, dtd 1/1/11 Oper & Maint of DBWCTS & Water supply/distribution for Jan 2011	\$83,362.21
	7012	Veolia Water North America	Inv# 220, dtd 1/1/11 Oper & Maint of DBWCTS & Water supply/distribution for Jan 2011	\$3,560.42
			Sub-Total	\$86,922.63
15	7120	Croce & Company	Inv# 001109035, dtd 11/30/10 Preparation of financial statements auditor's report 6/30/09	\$20,550.00
16	7135	PG&E / Acct# 8343916134-6	Fern Ridge Cir / Hofmann	\$510.15
17	7250	Groundwater Resources Assoc	Inv# 9236, dtd 1/10/11 Associate Membership	\$100.00
18	7300	Advanced Pipeline Services	Inv# 288, dtd 1/3/11 Video Inspection Services - 12/28/10	\$600.00
19	7300	American Retrofit Systems	Inv# 31, dtd 1/11/11 Repair electrical for Clarifier 2 rake arm	\$400.00
20	7300	American Retrofit Systems	Inv# 33, dtd 1/12/11 Install emergency light in LS/F	\$100.00
21	7300	American Retrofit Systems	Inv# 35, dtd 1/12/11 SCADA wiring, trace I D. and landings, work in progress WWTP1	\$3,100.00
22	7300	American Retrofit Systems	Inv# 36, dtd 1/12/11 Replace defective ETM for well 5 (hour meter)	\$100.00
			Sub-Total	\$3,700.00
23		<u>Ace Hardware Account # 808 Period Ending 12/31/10</u>		
	7300	General Repairs Water / Sewer		\$74.44
	7685	Tools		\$47.79
			Sub-Total	\$122.23
25	7300	J.W. Backhoe & Const	Inv# 1452, dtd 1/03/11 Installed a 8" MJ cap w/2" outlet, per Virgil's direction	\$874.00
26	7300	J.W. Backhoe & Const	Inv# 1453, dtd 1/03/10 Leak at Newport Pl South.	\$4,783.05
27	7300	J.W. Backhoe & Const	Inv# 1457, dtd 1/10/11 Leak at 1236 Marina Cir	\$2,296.25
			Sub-Total	\$7,953.30
28	7300	Platt	Inv# 8809825, dtd 12/21/10 10-4SO 600V HD 1000' OD for Aerobic Digester Motors(floating) Plant 2	\$363.51
29	7300	R & B Company	Inv# S1242691.001, dtd 12/30/10 1 AR10 Crispin air release VLV	\$183.63
30	7300	Steven Engineering	Inv# 1942597-00, dtd 01/05/11 Schneider cbl for remote lcd kypd	\$62.64
31	7300	UPS	Inv# 000012X417021, dtd 1/08/11 Package sent to Radwell Intl	\$52.86
	7685	UPS	Inv# 000012X417021, dtd 1/08/11 Package sent to Bavco	\$30.53
32	7950	UPS	Inv# 000012X417520, dtd 12/25/10 ING personal portfollos	\$10.43
			Sub-Total	\$93.82

33	7330	Basic Chemical Solutions	Inv# SI5822610, dtd 12/30/10	1800 Newport Drive - for both locations WL & NP	\$2,428.32
34	7430	Office Depot	Inv# 545198018001, dtd 12/16/10	Office Supplies	\$79.71
35	7430	Office Depot	Inv# 545737373001, dtd 12/22/10	Office Supplies	\$42.43
36	7430	Office Depot	Inv# 545737579001, dtd 12/22/10	Office Supplies	\$10.13
37	7430	Office Depot	Inv# 545774061001, dtd 12/22/10	Office Supplies	\$68.14
38	7430	Office Depot	Inv# 545915874001, dtd 12/23/10	Office Supplies	\$23.13
39	7430	Office Depot	Inv# 545915840001, dtd 12/23/10	Office Supplies	\$54.40
40	7670	Office Depot	Inv# 545915840001, dtd 12/23/10	Office Supplies	<u>\$119.82</u>
				Sub-Total	\$397.76
41	7430	PlanTag, Inc.	Inv# 37248, dtd 12/21/10	Plantags white and color labels	\$60.38
42	7510	Ricoh Americas Corp	Inv# 411149393, dtd 01/01/11	Copier Maint for Dec	\$199.61
43	7510	Spectral Wireless	Inv# 3424, dtd 12/23/10	Monthly Internet Serv Qrt Jan-Mar	\$240.00
44	7550	AT&T	Inv# 925-513-8682 198 8, dtd 12/26/10	Monthly service - Dec26 thru Jan 25	\$107.44
45	7952	AT&T	Acct# 925-513-8290 501 7, dtd 12/26/10	Phone line install for evolution controllers	<u>\$107.81</u>
				Sub-Total	\$215.25
46	7630	Brut Force Janitorial	Inv# 101 dtd 01/02/10	Cleaning of Office, main & DB Blvd, for January 2011	\$110.00
47	7630	John Deere Landscapes	Inv# 56668102, dtd 12/28/10	Roundup & aquacap herb for plants	\$4,802.68
48	7630	Kirk Welding	Inv# 42451, dtd 12/31/10	Stainless Steel sewer plant #2 motor guide	\$310.09
49	7665	Denalect Alarm Co	Inv# R21708, dtd 01/03/11	Quarterly alarm charges	\$105.00
50	7690	Tracy Chevrolet	Inv# 23257, dtd 12/10/10	Remote unit for 2006 Chevy HHR	\$70.69
51	7720	Mark Simon	Expenses for Meetings, dtd 1/05/10	In Dec 2010	\$300.00
52	7950	Discovery Bay Chamber of Comm	Inv# 00214, dtd 1/13/10	Registration for DB Town Gala	\$360.00
53	7952	JD Specialties	Inv# 6432, dtd 1/3/11	Toilet Partitions	<u>\$2,685.50</u>
		TODB TOTAL...			\$170,232.01

Acct. #	TOWN OF DISCOVERY BAY GSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting Account Description	2009/2010 YTD ACTUALS	2009/2010 Budget	2009/2010 % of Budget YTD	2010/2011 Budget	Aug 10 Month to Date Expenses	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Pending Approval 01/19/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			7300			7300	\$650.00	SIB in #0809-002								
			7300			7300	\$225.00	SIB in #7630								
			7320			7320	\$56.00	remove - pd 7/27/10								
							\$177.98	SIB in #7300								

Acct. #	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Sep 10 M-T-D Exp.	Oct 10 M-T-D Exp.	Nov 10 M-T-D Exp.	Dec 10 M-T-D Exp.	Jan 11 M-T-D Exp.	Feb 11 M-T-D Exp.	Plan to Approve 01/19/10	2010/2011 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD
0810-004	Rehab Manholes	\$0	0%	\$15,000	\$14,893								\$14,893	99%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000									\$0	0%
0910-006	Replace Sewer Main	\$0	0%		\$7,450								\$0	0%
0910-007	UV System	\$457,297	114%		\$49,196	\$44,407	\$134,389	\$41,078	\$4,089		\$630		\$306,087	#DIV/0!
0910-008	Salinity Project	\$0	0%	\$200,000									\$0	0%
0910-009	Pumps / Motors Replacement	\$35,470	71%										\$0	0%
0910-010	Wetlands	\$8,304	1%	\$65,000									\$0	0%
1011-001	Bypass Pipeline	\$0		\$80,000		\$5,690		\$4,513					\$0	0%
1011-002	Replace PLC's	\$0		\$20,000									\$10,102	13%
1011-003	Bio-Solids Pumps (2) Wet Well	\$0		\$22,000									\$0	0%
1011-004	Rehab Lift Station W	\$0		\$60,000			\$500						\$500	1%
1011-005	Bypass Valve Lift Station S	\$0		\$12,000									\$0	0%
1011-006	Metal Cover for UV Area	\$0		\$125,000									\$0	0%
1011-007	Clarifier Cleaning Devices	\$0		\$25,000									\$0	0%
1011-008	Paving for Bio-Solids Area	\$0		\$15,000									\$0	0%
1011-009	New Moles (2)	\$0		\$80,000		\$42,608			\$9,750				\$52,358	65%
1011-010	Road Crossing Ramps	\$0		\$25,000									\$0	0%
	Sewer Sub Total	\$581,375	36%	\$769,000	\$71,539	\$92,604	\$134,889	\$45,591	\$13,839	\$0	\$630	\$0	\$542,630	71%
0809-002	Well #6 Design & Drill Test Hole	\$475,615												
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000	\$816	\$5,612	\$937	\$9,689	\$10,173				\$28,627	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000									\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%										\$0	0%
0910-014	Water Meter Program	\$63,079	13%	\$500,000		\$20,843	\$268						\$21,360	4%
	Water Meter Program: Reimbursements			(\$500,000)									\$0	0%
1011-011	Filter Media Replacement	\$0		\$40,000									\$0	0%
1011-012	Stabilize Around Willow Lake	\$0		\$30,000					\$29,469				\$29,469	74%
1011-013	Rehab Well(s)	\$0		\$50,000									\$0	0%
1011-014	Replace Water Mains	\$0		\$20,000									\$0	0%
1011-015	Water Meter Trailer	\$0		\$20,000									\$0	0%
	Water Sub Total	\$555,237	106%	\$148,000	\$816	\$26,455	\$1,205	\$9,689	\$39,642	\$0	\$0	\$0	\$79,456	54%
1011-016	Pickup Truck (1)	\$0		\$20,000									\$0	0%
1011-017	K-Rail for Bulk Material	\$0		\$15,000									\$0	0%
1011-018	Portable Message Units	\$0		\$30,000									\$4,408	29%
1011-019	GPS Tracking Device	\$0		\$12,000									\$0	0%
1011-020	Replace Fence Near Marina	\$0		\$15,000									\$0	0%
1011-021	New Chairs for Board Room	\$0		\$6,000									\$0	0%
	Other Sub Total	\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	4%
0102-00	Pipeline Replace Reserve	\$0		\$0									\$0	0%
	Reimbursement to Town of DB	\$0		\$0									\$0	0%
	Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$72,354	\$119,059	\$136,094	\$55,280	\$53,480	\$0	\$630	\$0	\$626,544	#DIV/0!

Miscellaneous Adjustments:		
Date	Acct #	Description
7/21/2010	7300	\$4,408.00
8/4/2010	0809-002	\$38,032.20 removed - paid on 7/29/10

Request for authorization to pay invoices
For the Meeting on January 19, 2011
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
1	2100	PlanTag, Inc. Inv# 37248, dtd 12/21/10 Plantags white & color labels	\$20.12
2	2103	UPS Inv# 000012X417520, dtd 12/25/10 Landscape projct for DB Blvd & Sandpnt	\$10.99
3	2120	Discovery Bay Disposal Acct# 17-0001966, dtd 1/01/11 COM 2 Yd Bin	\$239.00
4	2281	JaniKing Inv# OAK01110259, dtd 01/01/10 Monthly contract billing amt for Jan	\$350.00
5		<u>Ace Hardware Account # 808 Period Ending 12/31/10</u>	
	2282	Grounds Maintenance	\$85.94
6	2360	SDRMA Inv# 0035256-IN, dtd 12/09/10 Workers's Comp Coverage	\$315.00
7	4829	Watersavers Irrig Inv# 11005830, dtd 10/11/10 Rainbird 2" plastic electric valve	\$207.03
8	4834	TF Construction Dtd 1/3/11 Replacement of two restroom partitions in DB	<u>\$3,500.00</u>
TOTAL			\$4,378.08

County Acct#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	8.33% Jul 10 Month to Date Expenses	16.67% Aug 10 Month to Date Expenses	25.00% Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	58.33% Jan 11 Month to Date Expenses	66.67% Feb 11 Month to Date Expenses	Plan to Approve 1/19/2011	2010/2011 Actuals	% of Budget YTD
Town of Discovery Bay/D.Bay L&L Park #8																
Operating Expense Budget 10/11																
Approved at 6/16/10 Meeting																
2100	Office Expenses	\$500	\$1,076	215%	\$850	\$105	\$163	\$51	\$163	\$382	\$80	\$5	\$20	\$20	\$707	83%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$50						\$100				\$160	107%
2103	Postage	\$50	\$0	0%	\$50									\$11	\$0	0%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,740	76%	\$1,785			\$60							\$90	3%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$239	\$7,702	\$12,060	\$5,281	\$11,981	\$11,083	\$7,185		\$238	\$55,531	47%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750	\$100	\$736	\$107	\$124	\$383	\$20				\$1,475	197%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975										\$75	3%
2170	Household Items	\$800	\$1,208	151%	\$900			\$873							\$879	98%
2190	Public Notices	\$100	\$633	633%	\$150										\$0	0%
2200	Memberships	\$200	\$0	0%	\$450				\$120						\$0	0%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500			\$220							\$120	27%
2251	Computer Software	\$500	\$0	0%											\$220	44%
2270	Maintenance of Equipment	\$700	\$1,858	265%	\$950				\$80						\$0	#DIV/0!
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000	\$159			\$886						\$89	9%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$4,000	\$244	\$249	\$368	\$181	\$249	\$78				\$1,045	52%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$350	\$350	\$372	\$350	\$350	\$372	\$700			\$350	\$2,122	28%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$9,915	\$30,450	\$1,854	\$11,890	\$13,215	\$13,155	\$12,676		\$86	\$93,186	56%
2284	Requested Maintenance from County (3620)	\$500	\$0	0%											\$0	#DIV/0!
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100										\$0	0%
2303	Other Travel Employee Expenses	\$200	\$102	51%	\$1,500										\$0	0%
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100	\$366		\$400	\$170						\$0	0%
2360	Insurance	\$63,000	\$39,064	62%	\$72,000	\$11,671		\$726		\$497					\$936	12%
2470	Road/Construction Materials (Street Signs)	\$9,000	\$10,389	130%	\$5,200				\$528		\$787				\$12,894	18%
2479	Other Special Expenses	\$1,000	\$0	0%	\$500										\$315	25%
2490	Miscellaneous Services & Supplies	\$5,000	\$5,810	116%	\$3,500	\$647	\$59	\$778							\$0	0%
3530	Taxes & Assessments	\$200	\$21	10%	\$300			\$27		\$172		\$108			\$307	102%
3611	Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$4,500	\$0	0%	\$500										\$0	0%
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500										\$0	0%
Misc.	Reserves	\$0	\$0	0%	\$0										\$0	0%
Total Expenses		\$465,100	\$362,238	78%	\$394,494	\$10,619	\$52,065	\$17,734	\$20,580	\$27,399	\$25,952	\$19,974	\$0	\$1,021	\$173,724	44%
Miscellaneous Adjustments:																

County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	58.33% Jan 11 Month to Date Expenses	66.67% Feb 11 Month to Date Expenses	Approve 1/19/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500				\$665	\$3,294			\$3,959	53%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500				\$7,627				\$10,707	0%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000			\$3,080				\$207	\$51,116	9%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0		\$50,366		\$34	\$717			\$0	#DIV/0!
	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0		\$0								\$0	#DIV/0!
***	DB L&L Zone #8 Misc. Projects (1)	\$233,100	\$9,314	4%	\$350,000	\$3,188	\$33,798		\$463				\$39,440	11%
4834	Cornell Park - Discovery Bay	\$3,000	\$0	0%	\$7,500							\$3,500	\$0	0%
4953	Vehicle Purchase	\$1,000	\$26	3%	\$1,000	\$17,030	\$464						\$17,493	#DIV/0!
4956	Tools & Sundry Equipment	\$251,100	\$14,182	6%	\$484,500	\$20,218	\$84,627	\$3,080	\$8,793	\$4,010	\$0	\$3,707	\$122,715	25%
	Total													

*** DB L&L Zone #8 Misc. Projects (1)

- 1 Willow Lake Rd \$120,000
- 2 Discovery Bay Blvd. (East) \$230,000
- \$350,000

Request for authorization to pay invoices
For the Meeting on January 19, 2011
Town of Discovery Bay, D.Bay I.&L. Park #9 (Ravenswood)
For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>			
1	2100	Office Depot Inv# 545198018001, dtd 12/16/10 Office supplies	\$10.63
2	2103	UPS Inv# 000012X417520, dtd 12/25/10 Letter to Odyssey Landscaping	\$10.43
3	2120	AT&T / Acct# 925 513-8290 501 7, dtd 12/26/10 Phone line install evolution controller	\$19.03
4	2360	SDRMA Inv# 0035256-IN, dtd 12/09/10 Workers Comp Coverage	\$315.00
5	4546	Brentwood Reprographics Inv# 2011-3761, dtd 01/04/11 Ravenswood Solar Light F	\$14.32
TOTAL			\$369.41

County	Town of Discovery Bay/ L&L #9 Ravenswood	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	% of Budget YTD
Acct#	Account Description					Sep 10	Oct 10	Nov 10	Dec 10	Jan 10	Feb 10			
						Month Expenses to Date	Month Expenses to Date	Month Expenses to Date	Month Expenses to Date	Month Expenses to Date	Month Expenses to Date	Planned to Pay 1/19/2011		
2100	Office Expenses	\$150	70	47%	\$150	\$51	\$62	\$13	\$117	\$50	\$11	\$11	\$243	23%
2102	Books, Periodicals & Subscriptions	\$50	120	240%	\$50	\$50	\$16	\$16	\$24	\$44	\$11	\$10	\$70	140%
2103	Postage	\$50	9,847	19695%	\$50	\$50	\$60	\$60	\$60	\$60	\$60	\$19	\$9,847	19695%
2110	Communications (Messenger, Radio, etc.)	\$100	194	194%	\$500	\$500	\$60	\$60	\$60	\$60	\$60	\$19	\$120	24%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	103	2%	\$12,500	\$100	\$7,188	\$581	\$581	\$581	\$581	\$19	\$194	3.9%
2130	Small Tools & Instruments	\$100	193	193%	\$100	\$100	\$120	\$57	\$17	\$17	\$17	\$19	\$194	194%
2131	Minor Equipment, Furniture Less than \$1,000.	\$100	253	253%	\$500	\$500	\$103	\$103	\$103	\$103	\$103	\$103	\$103	20.6%
2170	Household Items	\$0	581	#DIV/0!	\$700	\$193	\$193	\$193	\$193	\$193	\$193	\$193	\$193	27.6%
2190	Public Notices	\$50	38	76%	\$150	\$200	\$40	\$40	\$40	\$40	\$40	\$40	\$40	26.7%
2250	Rent & Lease of Equipment	\$500	0	0%	\$165	\$200	\$40	\$40	\$40	\$40	\$40	\$40	\$40	24.2%
2251	Computer Software	\$500	0	0%	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
2270	Maintenance of Equipment	\$200	109	55%	\$200	\$200	\$80	\$80	\$80	\$80	\$80	\$80	\$80	40%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$300	\$300	\$87	\$87	\$87	\$87	\$87	\$87	\$87	29%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500	\$500	\$338	\$69	\$79	\$79	\$79	\$79	\$485	97%
2282	Grounds Maintenance	\$54,000	32,553	60%	\$48,540	\$3,970	\$2,920	\$3,830	\$3,220	\$2,920	\$2,920	\$2,920	\$20,661	43%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%	\$250	\$250	\$46	\$46	\$46	\$46	\$46	\$46	\$46	18.4%
2303	Other Travel Employee Expenses	\$5,000	2,890	58%	\$2,000	\$2,555	\$597	\$597	\$597	\$597	\$597	\$597	\$597	29.9%
2310	Staff Payroll	\$13,000	356	3%	\$25,500	\$25,500	\$1,189	\$1,189	\$1,189	\$1,189	\$1,189	\$1,189	\$1,189	5%
2360	Insurance	\$5,000	0	0%	\$1,850	\$1,850	\$175	\$175	\$175	\$175	\$175	\$175	\$175	9%
2470	Road/Construction Materials (Street Signs)	\$0	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
2479	Other Special Expenses	\$0	1,249	#DIV/0!	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
2490	Miscellaneous Services & Supplies	\$0	0	0%	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
3530	Taxes & Assessments	\$1,000	0	0%	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
Misc.	Reserves	\$0	0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
	Total Expenses	\$85,150	48,771	57%	\$95,955	\$4,569	\$3,915	\$13,031	\$4,081	\$3,562	\$0	\$355	\$37,992	40%

Reserves= Total Reserves
 * Maintenance includes bioswales/mitigation areas,
 * Future budget for utilities etc. to be based on actuals.

Town of Discovery Bay/L&L #9 Ravenswood
 Capital / Asset

For 2007/08 there is no planned Capital Improvement Plans
 Miscellaneous Adjustments:

County Acct#	Account Description	2010/2011 Budget	2010/2011				Planned to Pay 1/19/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			33.33%	41.67%	50.00%	58.33%				
			Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 10 Month to Date Expenses	Feb 10 Month to Date Expenses			
4226	Various Park	\$0								
4265	Various Improvements	\$87,865	\$385	\$408				0		
4546	Structure & Walkway Repairs	\$11,000	\$23				\$14	3,684	4%	
4789	Playground Equipment	\$0						18,413	167%	
4956	Tools & Sundry Equipment	\$0						0		
	Total	\$98,865	\$408	\$408	\$0	\$0	\$14	\$22,097	22%	



Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

January 19, 2011

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

Agenda Title

Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCo)

Recommended Action

Staff recommends that the Board select one Special District Regular Member to fill a vacated term of office on the LAFCo Board that expires in May 2012

Executive Summary

Effective December 1, 2010, Director Piepho no longer serves on the Board of Directors for the Town of Discovery Bay CSD. Director Piepho also served as the Special District Representative to LAFCo. However, when his elected position on the CSD came to an end, so too did his appointment to LAFCo. As a consequence of this vacancy, there is an open seat on the LAFCo Board that must be filled. The Election of the LAFCo seat will be held on Monday, January 24, 2011.

There are seven (7) nominees for the LAFCo seat to be elected. For each of the seven (7) nominees we have also received a qualifying resolution from their respective Board.

The names of the nominees are as follows:

Thomas E. Baldocchi, Jr. – Reclamation District 2065 (Veale Tract)
Leonard Battaglia – West County Wastewater District
Sandra Bonato – Pleasant Hill Recreation & Park District
Danny Hamby – Byron Sanitary District
Michael R. McGill – Central Contra Costa Sanitary District
Richard Olsen – Moraga-Orinda Fire District
Elmer "Al" J. Schaal – Mt. View Sanitary District

It is recommended that the Board of Directors select one candidate to fill the Special District vacancy currently open on the LAFCo Board.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

None

Attachments

Independent Special District Selection Committee Contra Costa County Agenda for January 24, 2011
Resolutions for the nominates
Statement of Qualifications (1)

AGENDA ITEM: F-1

1-7-11
Emailed to Board/BA
a

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE
CONTRA COSTA COUNTY**

AGENDA

*Monday, January 24, 2011
Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA*

10:00 A.M.

1. Call to Order – Chair, Special District Selection Committee
2. Roll Call – LAFCO Executive Officer
3. Public Comment (on any item not on agenda)
4. Approve minutes of the April 19, 2010 meeting
5. Select one Special District *Regular* Member to fill a term of office on LAFCO to May 2012
 - Announce nominations received to date
 - Statements by Candidates (written and/or verbal - maximum of 3 minutes each)
 - Public Comment
 - Distribute, collect and tally written ballots
 - Announce election results
6. Announcements by Committee members or others
7. Adjourn



January 7, 2011

TO: Presiding Officer of Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: **FINAL REMINDER AND MEETING AGENDA - Independent Special District Selection Committee (ISDSC) Meeting Monday, January 24, 2011**

This is a final reminder and transmittal of the meeting agenda (attached) and candidate information (attached) for the upcoming ISDSC meeting, scheduled for **Monday, January 24, 2011** in conjunction with the quarterly meeting of the Contra Costa Special Districts Association (CCSDA).

The election will be held at 10:00 am; the CCSDA meeting will begin immediately following the election. The meeting will be held at the Pleasant Hill Community Center located at 320 Civic Drive in Pleasant Hill. The purpose of the ISDSC meeting is to select one special district LAFCO member (regular seat) to fill the unexpired term of David Piepho ending May 7, 2012.

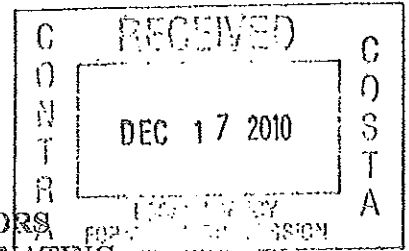
This memo is a follow-up to the previous correspondence sent on December 6, announcing the vacancy, requesting the name of each district's voting delegate, and calling for nominations.

Voting Delegates -- To date, we have received confirmation from 16 of the 44 districts regarding their voting delegates (attached). If your district has not already done so, **please provide the LAFCO office with the name of your district's voting delegate as soon as possible.** Please note that only the presiding officer, or another member of your governing board appointed by the board, can vote at this meeting. General Managers and legal counsel are not able to vote on behalf of the district. (Government Code §56332) *Without a quorum, we will be unable to conduct the election.*

Nominations - We have received the following seven nominations -- **Thomas E. Baldocchi, Jr.** - Reclamation District 2065 (Veale Tract), **Leonard Battaglia**, West County Wastewater District, **Sandra Bonato**, Pleasant Hill Recreation & Park District, **Danny Hamby** -- Byron Sanitary District, **Michael R. McGill** -- Central Contra Costa Sanitary District, **Richard Olsen** - Moraga-Orinda Fire District, **Elmer "AP" J. Schaal** - Mt. View Sanitary District. See attached for candidate information.

Please contact the LAFCO office if you have any questions or need additional information.

c: Each Member of the Commission
General Manager of Each Independent Special District



RESOLUTION NO. 10-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MORAGA-GRINDA FIRE DISTRICT NOMINATING
DIRECTOR RICHARD OLSEN AS A REPRESENTATIVE OF
SPECIAL DISTRICTS ON THE COUNTY OF CONTRA
COSTA LOCAL AGENCY FORMATION COMMISSION**

BE IT RESOLVED, that the District Board of Directors hereby nominates District Director Richard Olsen as a special district representative on LAFCO; and,

BE IT FURTHER RESOLVED, that on the approval of this resolution the District Chief is directed to forward a certified copy of this resolution to LAFCO to request the consideration of District Director Olsen as the Special District's representative on LAFCO.

PASSED AND ADOPTED this 15th day of December, 2010 at the Special Board Meeting of the District Board of Directors held on December 15, 2010, at 1280 Moraga Way, Moraga, California 94556, on motion made by Director Weil, seconded by Director Sperling and duly carried with the following roll call vote.

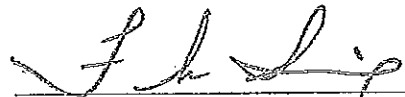
AYES: President Sperling, Directors Olsen, Weil & Wyro

NOES: None

ABSENT: Director Mancinelli

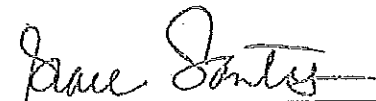
ABSTAIN: None

Dated: December 15, 2010



Frank Sperling, President
Board of Directors

ATTEST:



Grace Santos, Clerk to the Board

RESOLUTION 2010-14
NOMINATION OF DIRECTOR DANNY HAMBY
AS A SPECIAL DISTRICT REGULAR OR ALTERNATE MEMBER
OF THE
CONTRA COSTA COUNTY LOCAL AGENCY FORMATION COMMISSION

WHEREAS, the Executive Officer of the Contra Costa Local Agency Formation Commission (LAFCO) has announced an upcoming special district vacancy on LAFCO; and,

WHEREAS, board members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of LAFCO.

THEREFORE, BE IT RESOLVED, the Board of Directors of the Byron Sanitary District, an independent special district, hereby nominates Director Danny Hamby as a regular special district member of LAFCO.

BE IT FURTHER RESOLVED, in the event the current special district alternate member is elected to fill the vacant special district regular seat, the Board of Directors hereby nominates Director Danny Hamby as special district alternate member of LAFCO.

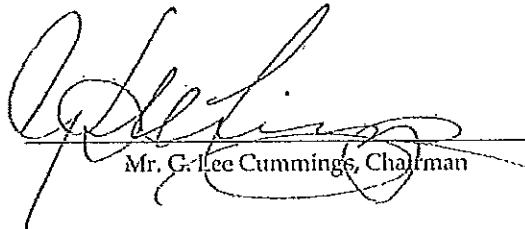
PASSED AND ADOPTED at a Regular Meeting of the Board of Directors of Byron Bethany Irrigation District this 14th day of December 2010 by the following vote:

Ayes: CUMMINGS, HAMBY, KNAUS, LEIGHTON

Noes:

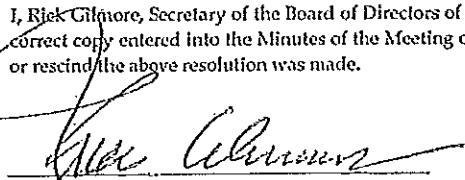
Abstained:

Absent: NISEN


Mr. G. Lee Cummings, Chairman

Secretary's Certification

I, Rick Gilmore, Secretary of the Board of Directors of Byron Sanitary District, do hereby certify that the foregoing Resolution is a true and correct copy entered into the Minutes of the Meeting of December 14, 2010 at which time a quorum was present, and no motion to amend or rescind the above resolution was made.


Rick Gilmore, Secretary

RESOLUTION NO. 1269-2010

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MT. VIEW SANITARY DISTRICT
IN SUPPORT OF THE NOMINATION OF
ELMER J. SCHAAL
AS A CANDIDATE FOR THE POSITION OF CONTRA COSTA LAFCO REGULAR SEAT

WHEREAS, Contra Costa LAFCO has announced that there is a vacancy for Special Districts member LAFCO Regular Seat and is developing a slate of candidates for the LAFCO Regular Seat; and

WHEREAS, this the individual who fills this seat will need to have a working knowledge of LAFCO issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of this office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve this capacity; and

WHEREAS, it is the opinion of the Mt. View Sanitary District that Elmer J. Schaal possesses all the qualities needed to fulfill the duties of Special Districts member of LAFCO.


WHEREAS, Elmer J. Schaal's background and work experience makes him an ideal candidate for this position as the Independent Special District regular member on LAFCO.

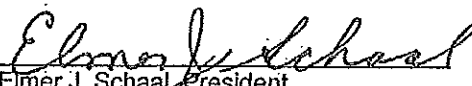
NOW THEREFORE, BE IT RESOLVED, that the Mt. View Sanitary District wholeheartedly supports Elmer J. Schaal for nomination as a candidate for the office of Special Districts LAFCO Regular Seat.

THE FOREGOING RESOLUTION was regularly moved, seconded and adopted at the regular meeting of the District Board held on the 9th day of December, 2010 by the following vote:

AYES:	Directors Caldwell, Maggi, and Pyka, Vice President Williams and President Schaal
NOES:	None
ABSENT:	None
ABSTENTION:	None

ATTEST:


Secretary, Sheri Riddle


Elmer J. Schaal, President



Pleasant Hill
Recreation & Park District
People, Parks & Programs Since 1951
147 Gregory Lane, Pleasant Hill, CA 94523
www.pleasanthillrec.com

Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF RESOLUTION 2010-12-22
NOMINATING SANDRA BONATO OF THE THE PLEASANT HILL RECREATION AND
PARK DISTRICT TO CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
(LAFCO)

**THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES
FIND:**

WHEREAS, the Pleasant Hill Recreation & Park District is a member of Contra Costa Special District Association (CCSDA); and

WHEREAS, the Contra Costa Special District Association Representative is hereby nominated to serve on the Commission which adopts policy and governs the affairs of the Contra Costa Local Agency Formation Commission (LAFCO); and

WHEREAS, it is the advantage and best interest of the Pleasant Hill Recreation & Park District that it has a representative on the Commission of Contra Costa Local Agency Formation Commission (LAFCO); and

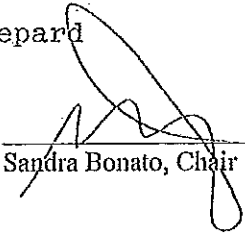
THEREFORE, BE IT RESOLVED THAT Sandra Bonato, elected Board of Director for the Pleasant Hill Recreation & Park District, is hereby being nominated to serve for special district regular seat on LAFCO.

PASSED AND ADOPTED ON December 22, 2010, by the following vote:

AYES: Bonato, Donaghu, Glover, Shepard

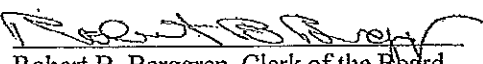
NOES:

ABSENT: Sterrett



Sandra Bonato, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on December 22, 2010.


Robert B. Berggren, Clerk of the Board

RESOLUTION OF THE BOARD OF DIRECTORS OF WEST COUNTY
WASTEWATER DISTRICT, COUNTY OF CONTRA COSTA, CALIFORNIA

RESOLUTION NO. 12-21-10C

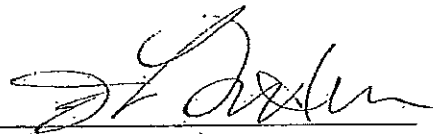
NOMINATING LEONARD L. BATTAGLIA AS A CANDIDATE
FOR THE VACANT SPECIAL DISTRICT REGULAR SEAT ON
THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

BE IT RESOLVED that the Board of Directors of the West County Wastewater District, Contra Costa County, California, does hereby nominate Leonard L. Battaglia as a candidate for the vacant Special District Regular Seat on the Contra Costa Local Agency Formation Commission.

* * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Board of Directors of the West County Wastewater District, Contra Costa County, California, at a regular meeting thereof held on the 21st day of December, 2010, by the following vote:

AYES: Granzella, Soltow, Battaglia
NOES: Caine, Schmidt
ABSENT: None



Secretary of the Board of Directors
West County Wastewater District
Contra Costa County, California

**RESOLUTION OF THE BOARD OF TRUSTEES OF
RECLAMATION DISTRICT NO. 2065 (VEALE TRACT)**

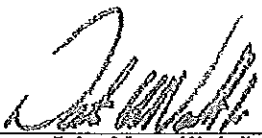
**NOMINATION OF THOMAS E. BALDOCCHI, JR. TO FILL
VACANT SPECIAL DISTRICT REGULAR SEAT ON LAFCO**

RESOLVED that the Board of Trustees of Reclamation District No. 2065 (District) hereby nominates Thomas E. Baldocchi, Jr., who is one of the three (3) trustees on the District's Board of Trustees, to fill the vacant special district regular seat on the Contra Costa Local Agency Formation Commission created by the departure of David Piepho.

CERTIFICATION

I, Dante John Nomellini, Jr., Secretary of Reclamation District No. 2065, do hereby certify that the above is a true and correct copy of the resolution duly adopted by the Board of Trustees of Reclamation District No. 2065 on December 27, 2010.

Executed on December 30, 2010, in Stockton, California.



Dante John Nomellini, Jr.

RESOLUTION NO. 2010-106

A RESOLUTION NOMINATING BOARD PRESIDENT MICHAEL R. MCGILL
AS THE SPECIAL DISTRICT REPRESENTATIVE ON THE
CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION (LAFCO)

WHEREAS, the Contra Costa County Local Agency Formation Commission (LAFCO) is a regulatory agency charged by the State legislature with "discouraging urban sprawl and encouraging the orderly formation and development of local agencies" based on "local circumstances and conditions;" and

WHEREAS, the role of LAFCO is to review and approve or deny proposals to annex land to cities or special districts; detach land from cities or special districts; consolidate two or more cities or two or more special districts; form new special districts and incorporate new cities; dissolve special districts and disincorporate cities; merge cities and special districts; and allow cities or special districts to provide services outside of their boundaries; and

WHEREAS, LAFCO is made up of two City members, two County members, two Special District members and one public member, and an alternate in each category, all of whom serve four-year terms; and

WHEREAS, on December 6, 2010 the Contra Costa Local Agency Formation Commission (LAFCO) announced a vacancy created by the departure of David Piepho for a Special District representative to fill his unexpired term ending May 7, 2010; and

WHEREAS, LAFCO has called for Special Districts to submit nominations by resolution to be voted on at its January 24, 2011 election.

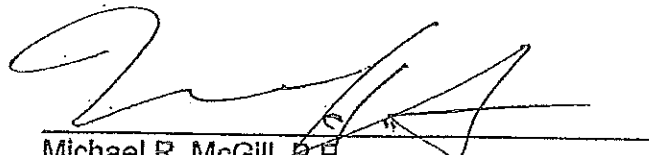
NOW, THEREFORE, the Board of Directors of the Central Contra Costa Sanitary District does resolve as follows:

Section 1. Central Contra Costa Board President Michael R. McGill is hereby nominated to fill the Special District vacancy on LAFCO for the unexpired term ending May 7, 2012.

Section 2. This resolution shall become effective immediately upon its passage and adoption.


PASSED AND ADOPTED this 16th day of December 2010, by the Board of Directors of the Central Contra Costa Sanitary District by the following votes:

AYES: Members: Hockett, Menesini, Nejedly, Williams, McGill
NOES: Members: None
ABSTAIN: Members: None

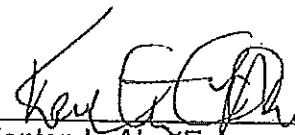


Michael R. McGill, P.E.
President of the Board of Directors
Central Contra Costa Sanitary District
County of Contra Costa, State of California

COUNTERSIGNED:

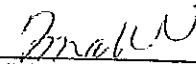


Elaine R. Boehme, CMC
Secretary of the Central Contra Costa Sanitary District
County of Contra Costa, State of California

Approved as to form: 

Kenton L. Alm, Esq.
Counsel for the District

I, Elaine R. Boehme, Secretary of the Central Contra Costa Sanitary District, of the County of Contra Costa, State of California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2010-106 passed and adopted by said District Board on December 16, 2010.

Dated: Dec. 17, 2010 
for Elaine R. Boehme
Secretary of the District
Tina McVay

RESOLUTION NO. 2011 - 2

A RESOLUTION OF THE BOARD OF DIRECTORS OF
DIABLO WATER DISTRICT NOMINATING
MICHAEL R. MCGILL,
AS A CANDIDATE FOR THE POSITION OF THE CONTRA COSTA LOCAL
AGENCY FORMATION COMMISSION SPECIAL DISTRICT REGULAR SEAT

WHEREAS, the Contra Costa Local Agency Formation Commission (LAFCo) has announced that there is a vacancy for the Special District member LAFCo Regular Seat and is developing a slate of candidates for the LAFCo Special District Regular Seat.

NOW THEREFORE, BE IT RESOLVED, that the Diablo Water District nominates Michael R. McGill of the Central Contra Costa Sanitary District as a candidate for the office of Special District LAFCo Regular Seat.

I hereby certify that the foregoing is a true and complete copy of a resolution duly and regularly adopted by the Board of Directors of Diablo Water District at a special meeting thereof held on January 3, 2011 by the following vote:

AYES: Hobbs, Cinquini, Crockett, and Head

NOES: None

ABSENT: Garcia

ABSTAIN: None

DATE: January 4, 2011



Mike Yeraka, Secretary

DISTRICT	NAME	TITLE		ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Primo Facchini	BOARD PRESIDENT		Primo Facchini
AMBROSE REC & PARK DIST	Judy Dawson	BOARD CHAIR		
B-B-K-U CEMETERY DIST	Barbara Guise	BOARD DIRECTOR	✓	Vickey Rinehart
BETHEL ISLAND MID	Marguerite Lawry (prob.)	BOARD PRESIDENT	✓	
BYRON SANITARY DISTRICT	Lee Cummings	BOARD DIRECTOR	✓	Mike Nisen, Danny Hamby, Randy Knäus
CENTRAL CONTRA COSTA SANITARY DIST	Michael R. McGill	BOARD PRESIDENT		Jerry Lucey
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Jim Fitzsimmons	BOARD PRESIDENT		
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	BOARD PRESIDENT		
CONTRA COSTA WATER DISTRICT	John Burgh	BOARD DIRECTOR		
CROCKETT COMMUNITY SERVICES DISTRICT	Patrick Glover	BOARD DIRECTOR		
DIABLO CSD				
DIABLO WATER DISTRICT	Howard Hobbs	BOARD PRESIDENT	✓	1) Enrico Cinquini / 2) Richard Head
TOWN OF DISCOVERY BAY CSD	Kevin Graves	BOARD PRESIDENT	✓	
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	BOARD PRESIDENT		Mark Dwelly
GREEN VALLEY REC & PARK DIST	Blythe Soria	BOARD DIRECTOR		
IRONHOUSE SANITARY DIST	Doug Hardcastle	BOARD DIRECTOR	✓	Michael Painter
KENSINGTON FIRE PROTECTION DISTRICT	Nina Harmon Ramsey	BOARD OFFICER	✓	Helmut Blaschczyk
KENSINGTON POLICE PROT & CSD	Chuck Toombs	BOARD PRESIDENT		
TOWN OF KNIGHTSEN CSD	Linda Weekes	BOARD DIRECTOR		
LOS MEDANOS HEALTHCARE DIST	Darnell Turner	BOARD PRESIDENT		
MORAGA-ORINDA FIRE PROTECTION DIST	John Wyro	BOARD DIRECTOR	✓	Dick Olsen
MT. DIABLO HEALTHCARE DIST				
MT. VIEW SANITARY DIST	Stan Caldwell	BOARD DIRECTOR	✓	Elmer "Al" Schaal
PLEASANT HILL REC & PARK DIST	Sandra Bonato	BOARD PRESIDENT	✓	Dennis Donaghu
RECLAMATION DIST (RD) 799				
RD 800				
RD 830	Tom Williams	BOARD PRESIDENT		
RD 2024	Don Wagenet	BOARD PRESIDENT	✓	Robert Cecchini
RD 2025	David Forkel	Chairman		
RD 2026	David Forkel	Chairman		
RD 2059				
RD 2065	Coleman Foley	BOARD PRESIDENT	✓	Baldocchi Jr. or Sr.
RD 2090				
RD 2117	Herbert Speckman	BOARD PRESIDENT	✓	
RD 2121				
RD 2122	Robert Calone	BOARD PRESIDENT	✓	Scott O'Hara
RD 2137				
RODEO-HERCULES FIRE PROTECTION DIST	Bill Prather	DIRECTOR		
RODEO SANITARY DISTRICT	Barbara Russey	DIRECTOR		
ROLLINGWOOD-WILART REC & PARK DIST				
SAN RAMON VALLEY FIRE PROTECTION DIST	Jennifer Price	BOARD PRESIDENT	✓	Tom Linari
STEGE SANITARY DISTRICT	Al Miller	BOARD DIRECTOR		
WEST CONTRA COSTA HEALTHCARE	Eric Zell	BOARD TREASURER		
WEST COUNTY WASTEWATER DIST	Michael Caine	BOARD PRESIDENT	✓	Alfred Granzella

✓ denotes confirmation received from district

emailed to Board & GM 1/11

Town of Discovery Bay GSD

Leonard Battaglia

Received 1/3/11

6480 Hillside Dr.

El Sobrante, CA 94803

(510) 237-5002 home (510) 758-5185 business

RH/R
Bond
On File

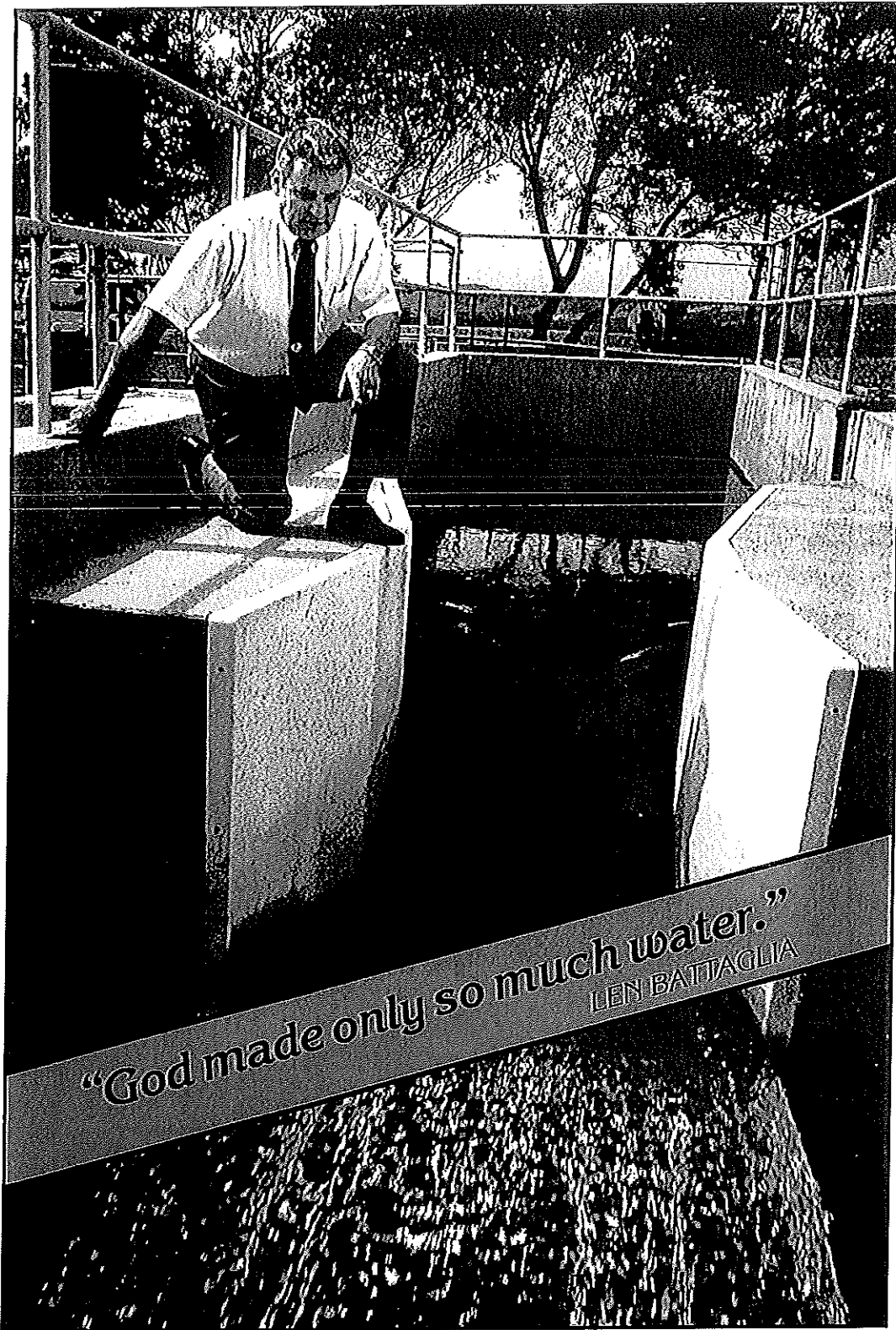
Statement of Qualifications

1. Served on the Contra Costa County Solid Waste Commission for three years, dealing with landfill and garbage issues.
2. First national award given by AMSA (the Association of Municipal Sewerage Agencies) to a director of a wastewater district serving 250,000 people or fewer. The award was presented to me at their headquarters in Washington, D.C.. Considering the number of small districts in the United States (thousands and thousands), this award was very special. I received many letters from Congress, senators and heads of state complementing me. My entire board joined in this event because in working as a team, our efforts made it happen. The West County Wastewater District, in turn, presented to them our "Big Picture" Award for going beyond the big municipalities (Los Angeles, Chicago, New York, etc.) and recognizing small districts. Our award was the first to land on the walls of their new office in Washington, D.C.
3. Served as a Contra Costa Planning Commissioner for eleven years, which deals with issues similar to LAFCO's role, such as cemeteries, urban limit lines, fire and police issues, traffic, housing development, wastewater, recreation and parks, etc. This commissioner's job allowed me to become totally familiar with all of Contra Costa County.
4. Elected for thirty-five years as a director of the West County Wastewater District. Reelected in November of 2010 for four more years.

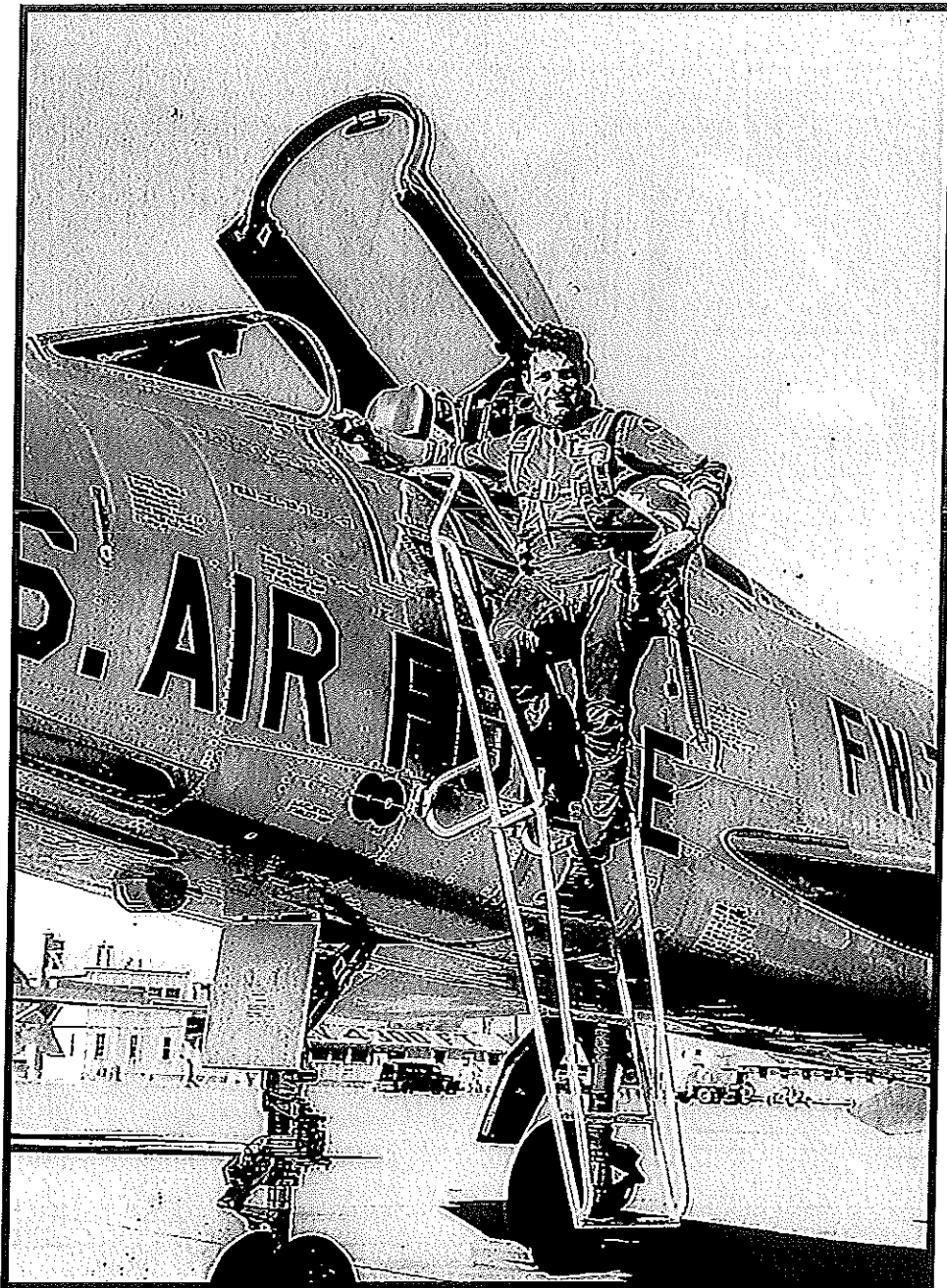
This district is one of the top districts in the state. We take pride in the following accomplishments:

- A) One of the lowest sewer-use charges in the state.
- B) We have been bond debt-free since 1998.
- C) We have not had a discharge violation in over 100 months.
- D) We supply our discharge water to East Bay MUD and then on to Chevron for their cooling towers, which saves about five million gallon a day of drinking water.
- E) Recently completed installation of over one thousand solar panels, on a four-position base, which process electricity for over 35% of our use. This technology is the biggest of its kind in the world and was installed at no cost to our taxpayers.

With my years of service and experience, I know I can contribute a great deal to the LAFCO Commission. I would welcome your vote.



Working with East Bay MUD, The West County Waste Water District, sends about 4 million gallons of recycled water a day to Chevron for their cooling towers. This saves that much drinking water.



From Jet Fighter Pilot during The Korean and Vietnam era, to a Business man in El Sobrante has been an extension of my life's dream.

This journey has also allowed me to become a Director of the West County Waste Water District for over 35 years.

Here I worked with a Board of Directors to help develop processes to eliminate untreated pollution from going into the Bay.

MEMO

TO: Presiding Officers
Independent Special Districts
Contra Costa County

FROM: Michael McGill

DATE: January 11, 2011

SUBJECT: Election to LAFCO

Please, I seek your support and vote for the vacant Special District seat on LAFCO.

I have been nominated by both the Central Contra Costa Sanitary District Board and the Diablo Water District Board.

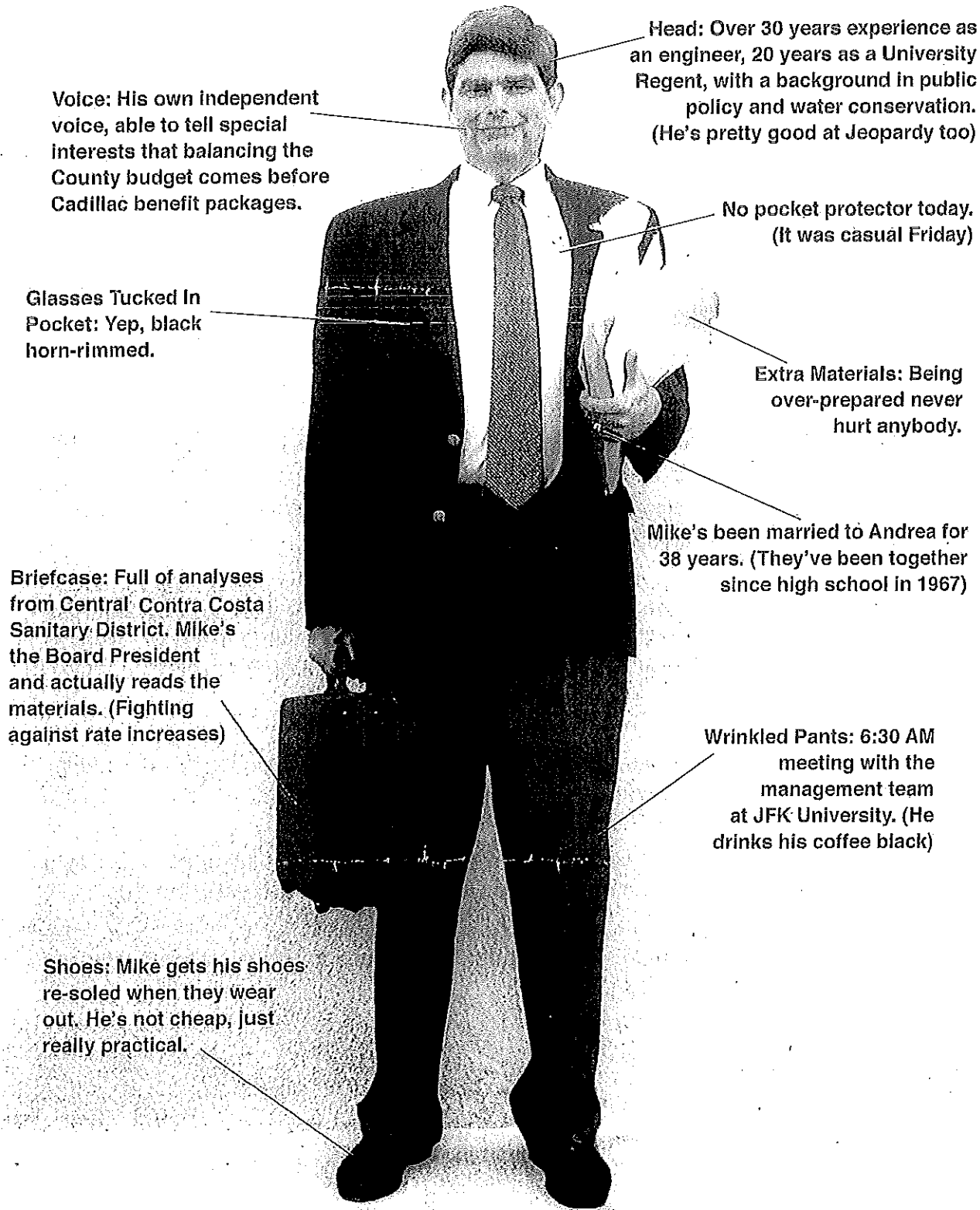
Central San serves a large portion of the County, including all or part of Martinez, Clyde, Pacheco, Pleasant Hill, Walnut Creek, Lafayette, Alamo, Danville, Moraga and San Ramon. I was just re-elected to the Central San Board in November 2010 with over 57,000 votes.

As a Professional Engineer, I have worked throughout the County, particularly in east Contra Costa County.

An expertise of mine is "large area-wide infrastructure". I am licensed to survey so I have detailed knowledge of boundaries. I'm also very familiar with finances.

I am well suited to evaluate service issues and orderly boundary reorganizations, including annexations.

Anatomy of a Policy Nerd



Voice: His own independent voice, able to tell special interests that balancing the County budget comes before Cadillac benefit packages.

Head: Over 30 years experience as an engineer, 20 years as a University Regent, with a background in public policy and water conservation. (He's pretty good at Jeopardy too)

No pocket protector today. (It was casual Friday)

Glasses Tucked In Pocket: Yep, black horn-rimmed.

Extra Materials: Being over-prepared never hurt anybody.

Briefcase: Full of analyses from Central Contra Costa Sanitary District. Mike's the Board President and actually reads the materials. (Fighting against rate increases)

Mike's been married to Andrea for 38 years. (They've been together since high school in 1967)

Wrinkled Pants: 6:30 AM meeting with the management team at JFK University. (He drinks his coffee black)

Shoes: Mike gets his shoes re-soled when they wear out. He's not cheap, just really practical.

Mike McGill

Michael R. McGill

- 60 years old
- Married to Andrea McGill (high school sweetheart) since 1972
- Bought house and moved to Pleasant Hill in 1981 (still in same home)
- No children
- Multiple graduate of the University of Michigan
 - BS Civil Engineering
 - MS Civil Engineering
 - MS Water Resources
- Professional Engineer since 1977, licensed in:
 - California
 - Arizona
 - Michigan
- Managing Principal at MMS Design Associates (McGill Martin Self, Inc.) since 1983
- University Regent, John F. Kennedy University, 1989 to 2009
- University Trustee, National University and John F. Kennedy University 2009 to present
- Board Member, Central Contra Costa Sanitary District (CentralSan) since 2006
- Experienced in Finance; Committee Chair at both Central Contra Costa Sanitary District and John F. Kennedy University

Elmer (Al) J. Schaal

102 Kentfield Court
Martinez, CA 94553
Phone (925) 229-3654

December 2010

TO: Each Board Member and General Manager of each Independent Special District in Contra Costa County

FROM: Elmer (Al) J. Schaal, President of the Board of Directors of Mt. View Sanitary District

SUBJECT: Request for your vote for the upcoming Special District Vacancy on LAFCO

I am asking you for your vote for the upcoming Special District Vacancy on LAFCO.

I have been a registered Civil Engineer in California since 1976 and a resident of Contra Costa County since 1982. I have a Bachelors of Science in Civil Engineering from California State University, Chico (1973), and a Master of Public Administration from California State University, East Bay (1987)

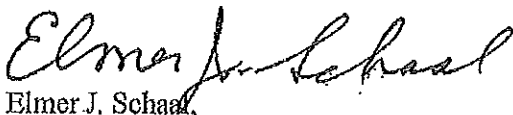
I worked for the Contra Costa County Public Works Department for 22 years. During that time I had contact with the majority of the Special Districts in the County through the various projects I worked on. This contact has helped me to understand how Special Districts operate and the challenges that they face. I also appreciate the service that they provide. I believe that Special Districts are efficiently managed and meet the needs of their constituents better than broader organizations are able to.

While managing four Sanitation Districts and serving as the Board Secretary to their Advisory Commissions, for five years I learned how governing boards operate and how to be effective as a board member.

I have been a member of the Board of Directors of the Mt. View Sanitary District for 2 years and was elected as the Board President this month. I have served and chaired many committees and boards at church. I am presently a member of the Board of Directors of the Martinez Senior Citizens Club.

As a retired person I will have the time to devote to the job of representing the Special Districts on the Contra Costa County Local Agency Formation Commission.

I would appreciate your vote for the Special District representative on the Contra Costa County LAFCO.



Elmer J. Schaal,
President of the Board of Directors, Mt. View Sanitary District.



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2011

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

Agenda Title

Cash Transaction Policy

Recommended Action

1. Restrict cash collection at the District, implement credit/debit card options and implement online bill pay features; and
2. Adopt resolution 2011-02 restricting the acceptance of cash at district offices for routine business transactions.

Executive Summary

On December 15, 2010, the Board directed staff to return with a policy to limit cash acceptance at the District for routine business transactions and to implement credit/debit card acceptance for payments. As discussed at that meeting, prior to 2008, the Town of Discovery Bay rarely received cash at the District offices for anything other than park rental fees and public records requests. In 2008 the District began metering water consumption and initiated water billing for approximately 1,800 residential and commercial water users. While the majority of payments are by check, there are a number that are made with cash, cashier's checks or money orders. Cash held on site at the District offices, as well as the transportation of cash to the bank does pose potential safety and liability issues.

Each time cash is received at the District offices, it requires cash reconciliation procedures requiring two members of the staff to count the cash, verify the figures, and prepare the deposit for the bank. It then takes an individual approximately forty five (45) minutes to leave the office, travel to the bank, make the deposit and return. The only times deposits are made directly at the bank are for cash and cashier's check deposits only. Each day's check deposits are transmitted directly to the bank by an electronic check reader. There is no physical transportation of checks from the District office to the bank.

Staff recommends that the cash policy become effective with the start of the next fiscal year – July 1, 2011, providing the community with ample notice of this change. Simultaneous to the notice provided to the community, staff will continue to investigate credit/debit card and online bill pay features to be available to the community for payment as soon as reasonably possible, but in no event later than March 31, 2011.

Staff will continue to receive cash for merchandise that is sold offsite at public events benefitting the Community Center account.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

December 15, 2010

Attachments

Resolution 2011-02

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2011-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
RESTRICTING THE ACCEPTANCE OF CASH AT DISTRICT OFFICES FOR
ROUTINE BUSINESS TRANSACTIONS**

WHEREAS, the Town of Discovery Bay Community Services District ("District") provides the domestic water supply to the residents and businesses of the Town of Discovery Bay Community Services District; and

WHEREAS, the District regularly bills water users who are metered for their consumption on a monthly basis for residential accounts and quarterly for commercial accounts; and

WHEREAS, water customers currently pay their water bills by cash or check but do not have an option to pay by credit/debit card or utilize online bill pay through the District's website.

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

SECTION 1. That cash no longer be accepted at the District offices for metered water bills, park reservations, and public records requests or any other type of business transaction effective July 1, 2011.

SECTION 2. That credit/debit card and online bill pay options will be implemented at least a minimum of ninety (90) days prior to the terms of Section 1, above.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 19th DAY OF JANUARY 2011.

J. Kevin Graves, 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 January 19, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard, Board Secretary



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

January 19, 2011

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Request for comments relative to proposed modifications to an existing home located at 1226 Marina Circle.

Recommended Action

Review applicants' submittal to the Contra Costa County Department of Conservation and Development and comment as necessary.

Executive Summary

The homeowner at 1226 Marina Circle would like to remodel their home to include a loft addition, a corresponding reduction in the deck, as well as an above garage addition to include additional storage space. The loft addition and deck are not visible from the front of the house, only from the water. The above garage storage would consist of converting the existing sloped roof to a pitched roof. The garage storage addition is visible from the front of the home.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Site plan and proposed residential improvements.

AGENDA ITEM: F-3

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 651 Pine Street, 4th Floor, North Wing
 Martinez, CA 94553-0095
 Phone: 925-335-1210
 Fax: 925-335-1222



AGENCY COMMENT REQUEST

Date 1/11/11

We request your comments regarding the attached application currently under review.

DISTRIBUTION

Building Inspection Grading Inspection

HSD, Environmental Health, Concord

HSD, Hazardous Materials

P/W - Flood Control (Full Size)

P/W - Engineering Svcs (Full Size)

Date Forwarded _____

P/W Traffic (Reduced).

P/W Special Districts (Reduced)

P/W—APC Floodplain Tech (2nd Floor)

Advance Planning

Redevelopment Agency/Housing

Historical Resources Information System

CA Native American Heritage Comm.

CA Fish & Game, Region # _____

U.S. Fish & Wildlife Service

Fire District _____

Sanitary District _____

Water District _____

City of _____

School District _____

East Bay Regional Park District

MAC Discovery Bay

DOIT - Deputy Director, Communications

CDD-GIS

LAFCO

East CCC Habitat Conservancy (HCP/NCCP)

County Geologist

Airport Land Use Commission Staff (ALUC)

Community Organizations:

Please submit your comments as follows:

Project Planner Jennifer Cruz

Phone # (925) 335-1213

E-mail Jennifer.Cruz@dcd.cccounty.us

County File # DPI0-3036

Prior to ASAP

We have found the following special programs apply to this application:

No Redevelopment Area

No Active Fault Zone

N/A Flood Hazard Area, Panel # _____

No 60 dBA Noise Control

No CA EPA Hazardous Waste Site

Mineral Rights Holder: _____

AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments: None Below Attached

Print Name _____

Signature _____

Agency phone # _____



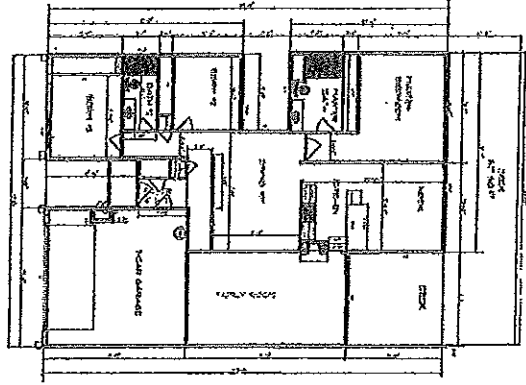
CONTRA COSTA COUNTY
 Department of Conservation & Development
 Community Development Division

DEVELOPMENT PLAN APPLICATION PH 4-45				
TO BE COMPLETED BY OWNER OR APPLICANT				
OWNER	APPLICANT			
Name: <u>Debra Wiegert</u>	Name: <u>BARBARA DAVIS</u>			
Address: <u>2132 ST ANDREWS CR</u>	Address: <u>2132 ST ANDREWS CR</u>			
City, State/Zip: <u>DISCOVERY BAY CA 94925</u>	City, State/Zip: <u>DISCOVERY BAY CA 94925</u>			
Phone: <u>925-261-7191</u>	Phone: <u>925-261-7191</u> email: <u>barb.davis@gmail.com</u>			
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.			
Owner's Signature: <u>[Signature]</u>	Applicant's Signature: <u>[Signature]</u>			
CONTACT PERSON (optional)	PROJECT DATA			
Name: _____	Total Parcel Size: _____			
Address: _____	Proposed Number of Units: _____			
City, State/Zip: _____	Proposed Square Footage: _____			
Phone: _____	Estimated Project Value: _____			
Request description (attach supplemental statement if necessary):				
↓ FOR OFFICE USE ONLY ↓				
Project description: <u>1st FLOOR ADDITION TO FAMILY ROOM & BM TO NOOK</u>				
<u>DP 140 ft</u>				
<u>Applicant request approval to modify DP 77-3004 to add roughly 190 sq ft to the budget off, and family room and to add a deck over deck</u>				
Property description: <u>7320 sq parcel fronting Marina Circle - 104566 L001413 ESMR</u>				
Ordinance Ref:	TYPE OF FEE	FEE	CODE	Assessor's #: <u>004-111 315</u>
Area: <u>Discovery Bay</u>	*Base Fee-Deposit	<u>\$2900</u>	1-3	Site Address: <u>1226 LARINA CR</u>
East Contra Costa	Late Filing Penalty (+80% of above if applicable)		5-005	Zoning District: <u>M12</u>
Fire District: <u>County Fire</u>	#Units x \$195.00		5-014	Census Tract: <u>3040</u>
Sphere of Influence:	Sq. Ft. x \$0.20			Atlas Page: <u>N-28</u>
Flood Zone: <u>B/AE</u>	Notification Fee	<u>15.00</u>	5-052	General Plan: <u>SM</u>
Parcel Number:	Filing & Posting (if not CEQA exempt)	<u>30.00</u>	5-048	Substandard Lot: YES: <u>(NO)</u>
Legal Files:	Env. Health Dept.	<u>17.00</u>	6884	Supervisory District: <u>3</u>
Owner:				Resolved by: <u>Debra Lough</u>
Concurrent Fees:	TOTAL	\$ 3052.00		Date Filed: <u>10-4-10</u>
	Receipt #			File # <u>DP 10-03036</u>
	*Additional time & cost on file and materials will be charged if staff costs exceed base fee.			

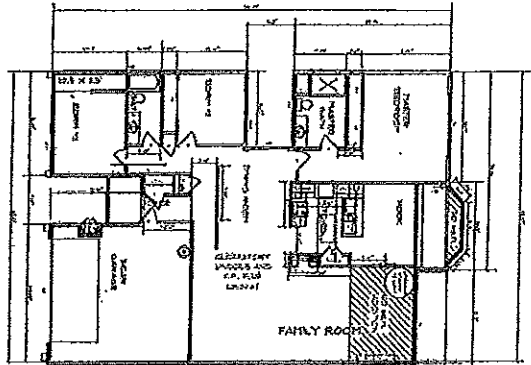
INSTRUCTIONS ON REVERSE

Current Planning Form APC FORMS-REVISED 2009 Development Plan App Formset 2009.doc

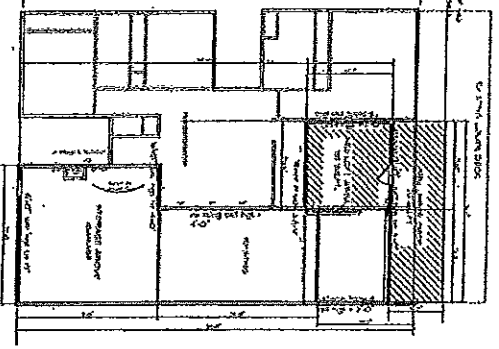
EXISTING FLOOR PLAN
1673 SQ.FT.



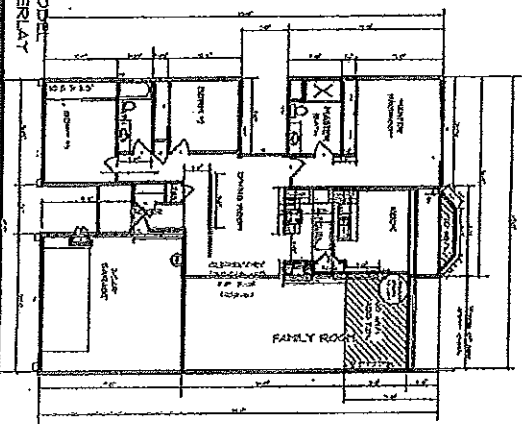
1st FLOOR REMODEL
140 SQ.FT. ADDED



2nd FLOOR ADDITION
w/1st FLOOR OVERLAY
152 SQ.FT. LOFT ADDED
212 SQ.FT. DECK ADDED



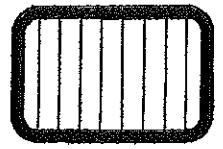
1st FLOOR REMODEL
w/2ND FLOOR OVERLAY



SCOTT
MAY

PRINCIPAL
CONSTRUCTION
AND
ARCHITECTS
 1226 MARINA CIRCLE
 DISCOVERY BAY, CA 94920
 TEL: 415.453.2111
 FAX: 415.453.2112
 WWW: WWW.SCOTTMAY.COM
 DATE: 1/17/08
 SCALE: 1/8" = 1'-0"

PROPOSED REMODEL FOR
 DEBRA AND MARTY WIEGERT
 1226 MARINA CIRCLE
 DISCOVERY BAY, CA





MONTHLY OPERATIONS REPORT

December 2010

Town of Discovery Bay, CA

SAFETY & TRAINING:

Discovery Bay project has had "No Lost-Time" Accidents

As of December 26, 2010, Veolia Water has worked a total of 485 days of Incident Free Operation.

An internal safety peer audit was conducted in December. The areas cited as needing the most attention were that site specific policies need to be reviewed annually, a letter from the fire department for confined space rescue needs to be on file, power truck certification should be obtained and unwanted material near plant 2 head works and other areas in plant 1 should be removed from premises.

Training

- Hearing Protection
- Foreign Objects in eye and vehicle accident awareness
- Slips, Trips, and Falls-Veolia's Leading Cause of Injuries
- Overexertion
- Grasping Hand Safety
- "Struck Against" Injuries
- Safe Buddy discussion
- Fighting the Flu

Compliance Summary:

- One Wastewater permit limit excursions occurred in December.
- No Water violations or excursions occurred in December.
- No SSO events occurred in December.

As reported for the December SMR, the annual calculated effluent electrical conductance concentration was exceeded. The limit is 2100 umhos/cm and the calculated average was 2200 umhos/cm. If the annual average is exceeded then a Salinity Plan must be submitted or a Regional Water Board approved plan must be implemented. The CSD has submitted a plan that indicated continued studies for contributions of domestic waters, wetland treatment and explores the viability of other treatment processes. The Salinity Plan is to follow the guidelines listed in the



Permit under Provisions section VI.C.3.a. This violation may not carry minimum mandatory penalties.

Veolia received the official Notice of Violation for the October period dated 17 December 2010. The violation had two items listed. The first being the calculated total coliform 7-day median as reported in the November Operations report for October. The effluent was affected due to high turbidity caused by Return Activated Sludge pumps losing prime. This violation may carry a mandatory minimum penalty. The recent installation of the by pass will allow the effluent to be diverted when the turbidity is outside of normal operating ranges or during periods when routine clarifier cleaning is needed.

The second violation is for not submitting Monitoring and Reporting Program required data. UV dose data was not available until the UV system could be reliably placed in auto mode. Veolia continues to work with Herwit Engineering and Trojan Vendors to develop systems so the data is available to operations. The Dosage data began recording October 22 when the system was placed in auto mode, one full week prior to final completion of the upgrade to the 3000 system. Dose data has been recorded since that time.

The RWQCB annual compliance inspection was conducted on 1 December 2010. Both WWTP facility grounds were inspected including documentation and laboratory records. There were two areas of concern. The first being minor vegetation in or around the aerobic digester area and the second was that the same number of significant digits as reported by the laboratory should be used in the Self Monitoring Reports. As stated in the RWQCB report "the facilities appeared to be in good operating condition and to be appropriately maintained".

Veolia provided local laboratory availability information to the RWQCB. This was done to demonstrate why samples with a holding time of 6 hours can not be delivered to a laboratory within that time frame during off hours. The RWQCB has allowed samples not be taken between the hours of 3:00pm and 3:00am. The Regional Board has stated that during their February meeting, a discussion will take place that may eliminate the NTU language or modify it considerably.



Parameter	Previous Month's Performance
	November
<i>WW Influent /Effluent</i>	
Flow, MG Effluent	49.72
Influent BOD ₅ , mg/L/day, monthly avg.	112
Influent TSS, mg/L/day, monthly avg.	150
Effluent BOD ₅ , mg/L, monthly avg.	<1.0
Effluent TSS, mg/L, monthly avg.	13.2
Total Coliform 7 day Median Max	13
Total Coliform Daily Maximum	70
TSS Effluent Composite Max Result MG/L	20
TSS Effluent Composite Max Result LBS	267

Only previous month's data is provided as current month's data has not been fully received from laboratory.

Total Wastewater Treated Million Gallons MG

Month	Totals (million gallons)
December	54.46
November	56.52
October	59.01

Total Water Produced: Million Gallons MG

Month	Willow Lake WTP	Newport WTP	Totals (million gallons)
December	22.24	32.81	55.05
November	37.06	35.02	72.08
October	40.36	77.87	118.23

Water Quality Reports:

Samples collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
16	0	0



Operations Summary:

Veolia submitted an updated list of recommended capital maintenance, repair or replacement expenditures. A meeting is to be held to discuss items presented and to compare to those items listed on the Wastewater Master Plan.

There were two (2) brown water calls in December. The calls were from the Lido Circle area. A considerable amount of sewer line cleaning was conducted in the Lido Circle area at the time of the calls. Ms. Gabriel, after notifying residents, flushed the hydrants in response to those calls.

The effluent By-Pass has one valve that needs to be inspected and possibly repaired due to a small leak. This project will not be completed until electrical components are delivered and installed. The programming Veolia is responsible for is contingent on the electrical being finished.

The new UV system (3000+) was placed on line and operated during daytime hours while operators were available to monitor the system. The lamp hydraulic wiper system was operated to keep lamps clear of algae growth. As the sensors for NTU had not yet been relocated to accommodate both channels, the system was shut down during off hours. Since the flow indicated the same during split channel flow operation, the system was shut down at night to conserve on power consumption. On January 6 Herwit Engineering instructed Veolia to operate the system full time. The final programming will be completed in January. All data is expected to be available to operations staff for permit monitoring and reporting program requirements.

Internet service remains poor. Veolia provides remote technical support for program configuration. However without a strong internet connection it is impossible to tunnel in.

During December the NTU (Nephelometric Turbidity Unit) was over the hourly average value that triggers additional monitoring resulting in ten (10) events. Several of these were due to disruption in flow to bypass pipeline valve operation and testing.

Clarifier 1 at WWTP was placed back on line and is performing better in terms of not losing prime in the RAS pumps.

Filter "A" and "B" at Willow Lake WTP are expected to have new media placed in them this January. The Town of Discovery Bay located a vendor to work with them on this endeavor.



The NPDES Discharge Monitoring Reports were submitted to appropriate agencies for the month of November. The eSMR was submitted. If The RWQCB deems this eSMR successful, it would be the third consecutive submittal and when authorized, paper SMR will no longer be submitted.

Call Outs:

Veolia Operation

Total	TODB Water	W & WW Operations	Collections-LS
8	0	7	1

Veolia recorded 8 total call outs for the month of December. The one collections call was from a resident who smelled sewer in an area. It turned out to be onion weeds that had been recently cut in that area. There was one high NTU and one RAS pump fail.

Maintenance & Repair Work:

PM's	Regulatory	Hours
234	24	165.20

General

James Orona retired (his third time) on December 31 2010. He is looking forward to his retirement. We have begun the recruiting process and have 5 candidates

Dan Brown with Veolia Water, spent a week at the facility to go through all of the PM's and reset the criticality from each item based on the criticality survey conducted last summer by Veolia. The PM's were consolidated and updated. Training was also conducted on Job Plus with newly hired maintenance staff.

Effluent pump P-3 was re-installed and placed on line.

Electrical & Programming

Reprogrammed logic at Export pumps Plant 2 to allow operator fault reset when quick panel shows VFD is faulted. This old program was holding the VFD from starting in AUTO was reset. Adjusted settings on Jockey pump 1 because system was locking out of on line sequence.

Identified parameters for Willow lake Lift Station well B for needed level control. Reprogrammed the VFD for influent pump 5. Installed new high and low level alarm floats at influent well for plant 1. Repaired odor



control transformer located at waste water treatment plant 1. Replaced underground wire for influent pump 5 and rewired Motor.

Collections - Willow Lake and Newport WTP

Training was conducted on the Veolia asset maintenance management system Infonet. A field laptop computer was delivered so that staff could enter data in the field and would be sent directly to the data base.

Chrome 6 samples were collected as well as additional samples for wells 2, 1B, 5 and 6.

Well 4-A is currently off line for routine maintenance.

Twenty-three thousand four hundred forty-four (23,444.32) feet of collection lines were cleaned in November.

Maintenance Costs for November \$2861.22 December: \$

A rebate of \$258.00 was given for the November billing period. As Veolia is transitioning to a Polaris Oracle system, as of January 1, 2011 the data is not yet available. A breakdown detail of the costs are provided to the Town of Discovery Bay.

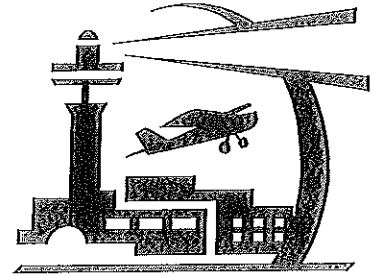
NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # I

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # J

FINAL

1-5-11



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 14, 2010**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:05 p.m. at the Director of Airports Office.

PRESENT: Mike Bruno, CCC Airports Business Association
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, District V
Russell Roe, District II
Tom Weber, Chair, District IV

ABSENT: David Dolter, At Large 1
Janet Kaiser, Diablo Valley College
Rich Spatz, Secretary, At Large 2

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director
KC Coyle, Airport Operations Manager

**OPENING COMMENTS
BY CHAIR:** Tom Weber expressed his thanks for schedule flexibility as the meeting needed to be shifted in anticipation of the Airport Committee meeting.

Tom stated that the Bylaw changes were approved. Future meetings will be held on the second Tuesday of the month.

**PUBLIC COMMENT
PERIOD:** Keith Freitas asked that the committee adjourn in memory of Samuel "Mark" Gilchrist.

**APPROVAL OF
MINUTES:** August minutes were approved. Moved by Russ Roe; seconded by Mike Bruno. Approved Unanimously.

**APPROVAL OF
CONSENT ITEMS:**

Consent items were approved. **Moved by Geoff Logan; seconded by Derek Mims. Approved Unanimously.**

Russ Roe asked about the ADG lease status and about the termination of Silver Pacific lease.

PRESENTATION/SPECIAL REPORTS:

A. End of Fiscal Year (F/Y) 09/10 Budget Review

Keith Freitas gave a PowerPoint presentation on the end of F/Y 2009/10 budget;

- Keith made a recommendation to put away the excess \$32,934 into Emergency Reserve Fund.
- There were a number of questions and discussion regarding the carryover review and expenses
- Tom Weber requested that PowerPoint presentations be distributed in advance of the meetings, when possible.

B. Commercial Operating Certificate Analysis

Keith Freitas spoke from a PowerPoint presentation. The airfield enhanced markings project will start soon.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Noise Complaint Trend

Noise complaints have been trending down since 2002. There has been an upsurge this year; 13 of 15 complaints in September 2010 were from two (2) different specific items (Coast Guard Helicopter training at Buchanan Field and F-16's transitioning the area.)

c. Mariposa Energy Plant Report

Tom Weber gave an update about Airport Committee and Airport Land Use Commission (ALUC) meetings and their actions.

Russell Roe asked if the AAC had sent the Board a recommendation regarding the Mariposa project before they approved a support letter. The AAC gave questions to the Board early on but there has been no further communication between the AAC and Board on this issue.

Russ felt like the AAC "dropped the ball" by not putting a formal written recommendation regarding Mariposa to the Board, even if it would not have affected the final course of action.

d. Byron Grazing

Beth Lee reported the new licenses will go before the Board on October 19, 2010 for consideration and would be effective December 1, 2010.

e. Security Project Update

Keith Freitas gave an update on the proposed security upgrades (gates, access control & some fencing) that are likely to come forward.

- o No bid requests or equipment selected as yet.
- o Want to try and get a system that can work with the existing equipment to extent possible.
- o Would like bid package to go out by beginning of year to get best pricing for implementation early next year.

Russ stated it was difficult to see half or more of a project's cost going to the consultant's costs rather than the hard improvements. Keith Freitas explained that there were not only costs to design system, but a threat and vulnerability assessment study was also completed, as recommended by the Federal Aviation Administration.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

The Part 139 discussion was given during the presentation; immediately preceding Part 139 cost slide.

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

Airport staff reported:

- o First 5 play equipment may be installed October 27
- o October 15 – 17 Byron Boogie
- o October 16 Hope in Motion Fundraiser
- o MythBusters at the Byron Airport

f. Airport Business Association Update

Mike Bruno reported that office space availability is making for more competition; caused by loss of car rental agencies. Avionics is starting to pick up a bit; otherwise, things are still gloomy out there.

c. AAC Announcements

Tom Weber reported the Board approved the Bylaw changes.

- o A letter will be sent from the Chair to appointing entities that have representative terms expiring in March 2010.
- o The At-Large seat is currently being advertised.
- o The next AAC meeting is scheduled for November 9, 2010.

d. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- a. Development status/projects
- b. Annual Part 150 review of noise abatement items
- c. Put noise & development on agenda once a quarter for fuller discussion

ADJOURNMENT: The meeting was adjourned by the Chair at 1:44 p.m.

1-7-11

CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION
October 18, 2010
DRAFT

MINUTES

The quarterly meeting of the Contra Costa Special Districts Association was held at 6 p.m. on October 18, 2010, at the Pleasant Hill Community Center in Pleasant Hill. Chairperson Bette Boatman led the meeting with 23 members in attendance, representing 14 special districts.

Call to Order:

Chairperson Boatman called the meeting to order at 6:15 p.m. Introductions and comments followed with each representative giving an update on their respective agencies.

Adoption of Agenda:

There were no changes to the agenda.

Approval of Minutes:

The minutes of the July 19, 2010 meeting were approved.

Guest Speaker:

Paul Soltow introduced David Twa, County Administrator. Mr. Twa was appointed County Administrative Officer in September 2008; he is responsible for overseeing the county General Fund budget and overall administration of our county government. Mr. Twa discussed issues that impact Special Districts and the County during these difficult economic times.

Mr Twa stated that the unemployment rate in Contra Costa County is up 12.6%; one in eight people are searching for work. The demand for county services increases during an economic downturn and core services, specifically health and public safety are of the utmost importance. There has been a 41% reduction in housing value since 2007, with a similar reduction in property taxes. Due to the decline in property tax revenue many Special Districts are affected. The Fire Districts rely on those funds as 88% of their budget. They will use \$8.7 million in reserves to balance the budget of the current year 2010/11; there will be a parcel tax on the ballot next June to support the Fire Districts. If the parcel tax fails, all reserves will be used by the end of 2011/12; which will force 6 fire station closures and significant reductions in service.

Over the past 2 years the county general fund budget has been reduced by \$250 million, there is still a need to reduce \$50 million from next year's budget to balance. A discussion ensued regarding pensions and pension spiking. The cost of pensions have been underestimated and underfunded, at this time the system is not sustainable. Contra Costa Employees Retirement Association (CCERA) was built on the assumption that that it would earn 7.75% annually; the actual average return in the last 30 years has been 6%. This pension issue must be solved, in order to do so there needs to be a 5% roll back in salary and benefits for all employees within the organization to come up with \$30 million of the \$50 million needed for Fiscal Year 11/12. Mr. Twa stated that the long term plans are to eliminate layers of management, as employees leave the organization their positions will not be filled, and to rely on technology as much as possible to improve the time keeping/payroll system as well as improve the county website.

Construction is underway on the new West County Medical Clinic, this clinic will replace the existing one which is inefficient. The final funding of the Alameda & Contra Costa County communication system has been approved; the system will be operational by 2013.

Committee Updates:

Bylaw Committee

Sherry Sterrett, Pleasant Hill Recreation & Park District, reported that the committee will meet on December 6, 2010 to discuss the final recommendations on the Bylaws. The revised Bylaws will be on the January agenda for adoption.

LAFCO Representative Report:

On behalf of the LAFCO members, Chairperson Boatman read the report. In September, LAFCO initiated a countywide Municipal Service Review covering law enforcement services. Implementation of an electronic document imaging system took place in September. The Commission continues dialogue regarding fire and emergency medical responses. LAFCO boundary application activity has been sluggish with the exception of CCCSD, which is making monumental strides to clean up their boundaries.

Legislative Committee Report:

Stan Caldwell, Mt. View Sanitary District, distributed a legislative report.

East Bay Regional Park District- Park Advisory Committee Report:

E.J. Shalaby, West County Wastewater District, was not available to give the report. However, the June and July 2010 Park Advisory agendas were distributed.

CCSDA Financial Report:

Mark Cornelius submitted the following:

Savings Account- Ending Balance 8/31/10 \$10,485.92

Checking Account- Ending Balance 8/31/10 \$1,671.39

California Special Districts Association Activities Update:

Sherry Sterrett, Pleasant Hill Recreation & Park District, reported that the CSDA Annual Conference was held in September 2010 with over 500 attendees. New officers were elected and nine new members joined CSDA. The annual Education Catalog provided members with continuing education classes for the entire year. Year to date, 1594 members participated in training and 53 continuing education workshops have been held. Webinars continue to be a huge success.

Listed below are the current officers:

- President- Jo MacKenzie, Vista Irrigation District
- Vice President- Dewey Ausmus, North County Cemetery District
- Treasurer- Stan Caldwell, Mt. View Sanitary District
- Secretary- Phil Schoefer- Western Shasta RCD
- Past President- Mark Bryant, Garberville Sanitary District

District of the Quarter Recognition- Health Care Districts:

Grace Ellis, **Mt. Diablo Health Care District**, discussed the Districts mission of improving the health of people and communities within the Health Care District by funding needed health programs, engaging in health collaborations, and promoting and advocating for needed changes in health policies. Recently, the District distributed CPR training kits to 3,012 freshman students within the Mt. Diablo Unified School District. Ms. Ellis discussed the need for more Automatic Electronic Defibrillators (A.E.D.) available to the public. For the venues that already have A.E.D.'s the location of the device needs to be more visible, this will be a goal for the District next year.

Other Business:

- Contra Costa Chapter received the Chapter of the Year award at the CSDA annual conference.
- Chuck Beesley & Bob Berggren have agreed to be honorary co-chairs of the 20th anniversary event committee.
- The nominating committee will consist of Fred Granzella, Tom Williams and Dave Requa.

- The next CCSDA meeting will be held January 24, 2011 at 10:00 a.m. at the Pleasant Hill Community Center.

Adjournment:

There being no further business, Chairperson Boatman adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Allison Lewis



1-7-11
Emailed to Brockman
a

EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday December 6, 2010

BOARD OF DIRECTORS		
Pat Anderson	Erick Stonebarger-President	Jim Frazier
Chris Becnel	Kevin Romick-Vice President	Robert Kenny
Robert A. Brockman	Chris Finetti	Robert Taylor

Call to Order and Adjourn to Closed Session – (6:00 PM) 3231 Main Street, Oakley

- 1. CONFERENCE WITH LABOR NEGOTIATOR**
pursuant to Government Code Section 54957.6
Agency designated representative: Fire Chief
Employee Organizations: International Association of Fire Fighters, Local 1230,
East County Fire Fighters Association (Reserves), Unrepresented Management.

RECONVENE TO OPEN SESSION -- (6:30 PM) 3231 Main Street, Oakley
Report from closed session (if any)

NONE

PLEDGE OF ALLEGIANCE – Led by Chief Henderson

ROLL CALL – Directors Present: Anderson, Finetti, Frazier, Romick, Stonebarger, Taylor
Directors Absent: Becnel, Brockman, Kenny

PRESENTATIONS – (6:35 PM) International Association of Fire Fighters, Local 1230

PUBLIC COMMENTS - (7:00 PM)

At this time the public may address the District Board on subject matters pertaining to District business listed on the Consent Calendar, Closed Session, Future Agenda Items, or items *not* listed on the agenda. Remarks may be limited to 3-minutes subject to the discretion of the Board President and with the concurrence of the Board of Directors. Please complete and submit a "Public Comment Speaker Card" with the District Clerk.

NONE

CONSENT CALENDAR - (7:07 PM)

Consent Calendar items are considered routine in nature and will be enacted by the Board in one motion. If discussion or public comment is required, any Board Member may request the item be removed from the Consent Calendar and considered separately.

- C.1** Approved minutes from November 1, 2010, Regular Board of Directors Meeting.
- C.2** Adopted Resolution Number 2010-23 approving and authorizing the Fire Chief to execute a (1) Joint Exercise of Powers Agreement and (2) Project Operating Agreement with East Bay Regional Communications Systems Authority.
- C.3** Adopted Resolution Number 2010-24 approving and authorizing the Fire Chief to execute an Agreement for Information Technology Services with the City of Brentwood through June 30, 2012

Motion by Frazier to approve Consent Calendar Items C1 – C3, second by Romick

Vote: Motion carried 6:0

Ayes: Anderson, Finetti, Frazier, Romick, Stonebarger, Taylor

Absent: Becnel, Brockman, Kenny

PUBLIC HEARINGS

Members of the public wishing to address the Board on a listed item shall complete and submit a "Public Comment Speaker Card" with the District Clerk.

NONE

DISCUSSION ITEMS - (7:08 PM)

- D.1** Review of election process, options and cost for changing to an elected Board of Directors and tax revenue measure.

Board directed Staff to provide costs for a mail ballot election and return to the Board with details.

- D.2** Adopted Resolution Number 2010-25 appointing Director Stonebarger as President and Director Romick as Vice President for 2011 calendar year.

Motion by Anderson to continue President Stonebarger and Vice President Romick in their appointed officer positions for the 2011 calendar year, second by Taylor

Vote: Motion carried 6:0

Ayes: Anderson, Finetti, Frazier, Romick, Stonebarger, Taylor

Absent: Becnel, Brockman, Kenny

INFORMATIONAL STAFF REPORTS – (7:20 PM)

Chief Henderson announced Antonette Steffensen was retiring on January 5, 2011.

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

This portion of the agenda shall provide an opportunity for Board Members to report on activities, committee or event attendance pertaining to District business or to request a future item to be placed on the agenda.

1. Director Frazier requested that Staff research a District-wide assessment for new development and return to the Board with information at a later date.

ADJOURN - (7:37 PM)

**Motion by Romick to adjourn to the special Board of Directors meeting scheduled,
January 10, 2011, second by Frazier.**

Vote: Motion carried 6:0

Ayes: Anderson, Finetti, Frazier, Romick, Stonebarger, Taylor

Absent: Becnel, Brockman, Kenny

Submitted by Chief Henderson, Clerk of the Board

Date: 12/13/2010



Received 1/10/11

County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

1/11/11 Emailed to Bob #6M
KHP
G

COMMITTEES

Internal Operations Committee

Data Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

Scuit West Area Transportation

January 6, 2011

Dave Lennon, Senior Vice President
Hofmann Land Development Company
P.O. Box 758
Concord, CA 94522

Dear Mr. Lennon,

In regards to our mutual efforts last year to identify and evaluate a certain subject property in the Discovery Bay community that could in fact effectuate the completion of this important community improvement, I'd like to suggest that we reconvene a meeting and identify exactly where we are in this process.

I am mindful that the Town of Discovery Bay has acted in Good Faith by obtaining a bonafide appraisal of a certain property and are anxious to fulfill their efforts.

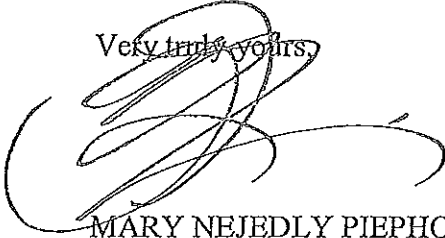
I am hopeful that the county and the Hofmann Land Development Company can find an opportunity to resolve in a meaningful and lasting way the mutual interests and significant community benefit to Discovery Bay by seeing the fruition of a long-awaited and well deserved Community Center for their community.

Please identify a time and place where county staff, Town representatives and I can reconvene and see if we can in fact move this process forward to everybody's mutual interest and benefit.

If you have any questions please feel free to contact me at (925) 240-7260.

All the best to you and Mr. Hofmann. As always it is an honor to serve you on the Contra Costa County Board of Supervisors.

Very truly yours,

A handwritten signature in black ink, appearing to read 'MARY NEJEDLY PIEPHO', written over the typed name below.

MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Kevin Graves, President, Town of Discovery Bay CSD ✓
Catherine Kutsuris, Director, CCC Dept. of Conservation and
Development



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

January 10, 2011

Kevin Graves, President
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear President Graves and Members,

Please find enclosed herewith correspondence recently presented to the Contra Costa County Board of Supervisors' Transportation Water & Infrastructure Committee regarding the Statewide Infrastructure Bonds that I believe will be of interest to the Town of Discovery Bay Community Services District.

Particularly note the areas highlighted in yellow which reflect projects in and around your community that have received funding from the Proposition 1B monies.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisors.

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

MNP: kc

AGENDA ITEM - K-5



CONTRA COSTA COUNTY
CONSERVATION AND DEVELOPMENT DEPARTMENT
651 Pine Street, North Wing - 4th Floor
Martinez, CA 94553
Telephone: (925) 335-1240 Fax: (925) 335-1300

TO: Members, Transportation Water & Infrastructure Committee

FROM: Steven L. Goetz, Committee Staff

DATE: December 20, 2010

SUBJECT: Report on Statewide Infrastructure Bonds.

California voters in November 2006 approved a package of four infrastructure bond measures, Propositions 1B through 1E, and Proposition 84, which authorizes \$42.7 billion in general obligation bonds for transportation, housing, education, flood control, and natural resource uses.

These propositions included a requirement for the state to maintain a database to ensure accountability for bond revenue expenditures.

Following a report to the Board on these measures in 2007, the Board asked the Transportation Water and Infrastructure Committee to monitor them. No action by the Committee occurred in 2008. In 2009, the Board approved a Committee recommendation to revise the project list for the County's Proposition 1B revenue. This report updates the Committee on how revenue from these bond measures has been spent in the unincorporated area. The table below summarizes the status of the funds available through the various propositions.

INFRASTRUCTURE BOND PROGRAMS (dollars in thousands)

Proposition	Total Bond	Amount Committed
Proposition 1B - Transportation	\$19,925,000	\$13,120,040
Proposition 1C - Housing	2,850,000	1,132,222
Proposition 1D - Education	10,416,000	7,079,347
Proposition 1E - Flood Control	4,090,000	2,669,403
Proposition 84 - Natural Resources	5,388,000	4,201,405
Total All Propositions	\$42,669,000	\$28,202,417

Proposition 1B - Transportation

Of the \$19.9 billion authorized in this category, \$2 billion is allocated by formula directly to cities and counties. The County has received all of the \$24 million allocated for Contra Costa County. Approximately \$14 million has been spent on the project development, preliminary engineering and construction of projects throughout the County including the construction of Alhambra Valley Road Pedestrian Path, Byron Highway Overlay, San Pablo Dam Road Rehabilitation, Vasco Road Safety Improvements, Bethel Island Bridge Replacement and Segment 3 (Marsh Creek Road) of the State Route 4 Bypass project. The funds have also been

our levees on Wildcat and San Pablo creeks. This work is being done to determine if the levees can be certified to meet Federal Emergency Management Agency standards. We had requested these funds prior to this year (in October 2008), but because the state froze bond funds for over a year we didn't receive the funds until this year.

Proposition 84 - Water Quality, Flood Control, Natural Resource Protection, Park Improvements.

Of the \$5.4 billion authorized in this proposition, \$800 million is allocated to flood control projects. A portion of this revenue is allocated to the Delta Levee Subventions and Special Projects Programs, which is administered by the Department of Water Resources. These programs provide funds to reclamation districts in the Delta for projects that maintain and improve levees. Two projects in the Delta, outside Contra Costa, are listed in the state's database as receiving funds under this program. Almost all Proposition 84 bond revenue available through this program has been committed.

G:\Transportation\Committees\TWIC\2010\packet information\December\Statewide Infrastructure Bond.doc

reworked to the board & GM by CMS 1/11/11

1/11/11

TRANSPLAN COMMITTEE
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES
December 9, 2010

The TRANSPLAN Committee meeting was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Robert Taylor at 6:30 P.M.

ROLL CALL

PRESENT: Jim Frazier (Oakley), Federal Glover (Contra Costa County), Brian Kalinowski (Antioch), Bruce Ohlson (Pittsburg), Nancy Parent (Pittsburg), Kevin Romick (Oakley), Joe Weber (Brentwood), and Chair Robert Taylor (Brentwood)

ABSENT: Gil Azevedo (Antioch), Carmen Gaddis (Alternate, Contra Costa County Board of Supervisors), and Duane Steele (Contra Costa County Planning Commission)

STAFF: John Cunningham, TRANSPLAN Staff

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Jim Frazier, seconded by Federal Glover, TRANSPLAN Committee members unanimously adopted the following items under the Consent Calendar, with the removal of Item 8.

3. Adopted Minutes from June 10, 2010 TRANSPLAN meeting
4. Accepted Correspondence
5. Accepted Recent News Articles
6. Accepted Status Report on Major Projects
7. Authorized 511 Contra Costa to Submit Grant Applications to CCTA, MTC, and BAAQMD and execute Agreements and Contracts as necessary to fund TDM Activities in the interest of TRANSPLAN
8. Adopt Calendar of Meetings for 2011 [REMOVED FROM CONSENT]

ADOPT CALENDAR OF MEETINGS FOR 2011

Joe Weber raised a discussion that had been raised some years ago related to whether or not TRANSPLAN Committee members were willing to consider a morning meeting schedule consistent with the morning schedule utilized by the other Regional Transportation Planning Committees (RTPCs).

Federal Glover suggested that a change in meeting pattern at this point would be problematic. He stated that an evening format had worked well for the TRANSPLAN Committee and he saw no reason to change it. He supported consistency.

Brian Kalinowski added that other transportation meetings had routinely occurred at the same time as the TRANSPLAN Committee meetings; i.e. the East Contra Costa Regional Fee and Financing Authority (ECCRFFA), the State Route 4 Bypass Authority, and the eBART Partnership Policy Advisory Committee (ePPAC), when needed. He suggested that a daytime meeting could occur at some point, if needed.

Kevin Romick expressed a preference for an evening format since that was easier for him with his job.

Chair Taylor suggested a 6:00 P.M. start time, although other members commented that with traffic there was sometimes a problem arriving prior to 6:00 P.M.

On motion by Joe Weber, seconded by Federal Glover, TRANSPLAN Committee members unanimously adopted the Calendar of Meetings for 2011 with the evening format to remain as is.

DISCUSS THE CITY OF PITTSBURG'S WITHDRAWAL FROM EAST CONTRA COSTA REGIONAL FEE AND FINANCING AUTHORITY AND ADVISE AS APPROPRIATE

John Cunningham, TRANSPLAN staff, advised that the City of Pittsburg in July had informed ECCRFFA of its withdrawal from the Joint Exercise of Powers Agency (JEPA) effective September 7, 2010. In October, the City had advised that it had adopted a Regional Transportation Mitigation Program (RTMP). He reported that with Measure J required participation in an RTMP and that the RTPC shall develop a RTMP for its respective region. As such, the Contra Costa Transportation Authority (CCTA) would have to make findings regarding the City of Pittsburg's compliance with Measure J and the City would need to approach the TRANSPLAN Committee and advise of its options as to how to address the matter.

Mr. Cunningham reported that last week the City of Pittsburg had submitted a letter to the TRANSPLAN Committee agreeing to work cooperatively without ECCRFFA. The matter had been submitted to the Committee for discussion in anticipation of working with CCTA and TRANSPLAN staff as well as the City of Pittsburg on the matter.

Mr. Cunningham advised that ECCRFFA, CCTA and City of Pittsburg staff were present to respond to comments.

Nancy Parent advised that while the City of Pittsburg was no longer a member of ECCRFFA, it was a member of the TRANSPLAN Committee which had the function of planning the work to be done. She explained that the City, in adopting its own fee, had also adopted a project list for the expenditure of fees collected. She emphasized that every item on the City's project list was also on the TRANSPLAN Committee's list. With a CCTA requirement for an agreement with the TRANSPLAN Committee, the City had suggested that the Committee instruct TRANSPLAN staff to discuss with Pittsburg staff an agreement to satisfy the CCTA. She noted that the funds had been given to the City for the first year.

Federal Glover asked if there had been any investigation of a regional fee by a local jurisdiction, reported by Mr. Cunningham that staff had no policy guidance on that issue and no practical experience as to how to proceed.

Mr. Cunningham referenced the Growth Management Program (GMP) of Measure J which had stipulated that the RTPC shall develop the regional fee program. In this case, the City of Pittsburg had adopted the regional fee program.

Mr. Glover sought assurance by an agreement or language to indicate that the contributions to be made to the various projects had been included in the agreement. He sought legal consistency to make sure that a local jurisdiction had the ability to establish its own regional fee to ensure consistency with CCTA guidelines through the GMP.

Dale Dennis, ECCRFFA staff, stated that a legal opinion could be sought as to the approach taken by the City of Pittsburg. He noted that a local jurisdiction administering a regional transportation fee in the context was unusual. He suggested that a legal opinion as to the sufficiency of the methodology taken by the City would have to be verified.

In response to Joe Weber to clarify the purpose of the discussion by the TRANSPLAN Committee, Mr. Cunningham explained that the question was before the Committee given the language in the GMP which stated that each RTPC shall develop a RTMP. It was the Committee's charge and responsibility to establish that program.

Mr. Weber verified with staff that the items the City of Pittsburg was prepared to commit to were the same that the TRANSPLAN Committee had committed to. He suggested that there were questions to be answered, that the meeting was not the place to do that, and that staff should resolve the questions and return a potential draft agreement to the extent that would be necessary to satisfy the CCTA, after which the TRANSPLAN Committee could determine if it was willing to accept that agreement.

If an agreement between the TRANSPLAN Committee and the City of Pittsburg was not required, he suggested that the CCTA could be notified that the City's proposal would adhere to the TRANSPLAN Committee plan, although given the history of the situation; he added that he would be more comfortable with an agreement.

Chair Taylor stated that the city council of each jurisdiction would have to make comment on the situation to advise of its position.

Brian Kalinowski noted that since the City of Pittsburg had elected to withdraw from ECCRFFA, and the TRANSPLAN Committee was involved with respect to an underfunding potential, the Committee needed to be diligent in monitoring that situation since there was nothing to keep any other member from withdrawing from ECCRFFA. He emphasized the need to ensure the proper funding of projects through ECCRFFA and the responsibility for all member jurisdictions to participate in the process and in the programs.

In response to Mr. Kalinowski as to whether or not there was anything to require the City of Pittsburg to remain a member of the TRANSPLAN Committee, Mr. Cunningham stated there was nothing other than what had earlier been advised, that the RTPC shall develop the fee program. He stated that ECCRFFA was the fee program. There was nothing specific as to membership. As to how to withdraw from the program, he added that the JEPA did not define how parties were to exit the JEPA. He advised, however, that he would check on that situation.

Brian Kalinowski agreed that the TRANSPLAN Committee held the sole discretion on the implementation and decision of the plan submitted to the CCTA. He saw no path that existed where the issue would go directly to the CCTA without a vote from the Committee Board. He agreed that TRANSPLAN staff should follow through on those details. From the City of Antioch's perspective, he stated that Antioch staff would be involved and part of the discussion would be the withdrawal of jurisdictions from the fee program. He sought professional input from each jurisdiction.

Nancy Parent commented that the City of Pittsburg's RTMP fee was almost the same as that being charged elsewhere.

Mr. Cunningham advised that staff would compile and review any material necessary for the TRANSPLAN Committee to come to a decision, which would be through the TRANSPLAN Technical Advisory Commission (TAC), with the assistance of TRANSPLAN and CCTA staff. As a result, each jurisdiction would be directly involved in that discussion.

Jim Frazier wanted to see and be clear about expenditure plan reimbursement for projects outside of the City of Pittsburg and how that would be funded, which was a matter of importance to the Board to know that projects, when in process, could be funded and to ensure that the City of Pittsburg would pay its fair share..

Martin Engelmann, CCTA staff, clarified that unlike ECCRFFA, there was no mechanism for a jurisdiction to withdraw from a RTPC. He noted that the CCTA had eleven members and 20 jurisdictions and there were four RTPCs; west, central, east, and southwest. Each appointed two members to the CCTA Board.

Each RTPC was made up of four or five jurisdictions and while there was a way to add a new jurisdiction there was no mechanism for removing a jurisdiction. Mr. Engelmann explained that RTPCs served as the forum for cooperative planning, and participating in cooperative planning was a requirement of Measure J.

Mr. Engelmann added that Measure J also included language that the intention of cooperative planning was to mitigate the cumulative impacts of regional planning. The RTPC was also to decide how to implement a regional fee with significant flexibility as to how to do that. The way the regional mitigation fee was designed was up to the RTPC which could be a combination of ECCRFFA and a City of Pittsburg program in this case, which could be done through a cooperative agreement. He recommended discussion to see how the programs could be connected to continue the funding of regional projects, which he explained to date had been one of the most successful programs in the Bay Area.

Mr. Engelmann added that the East County fee program had generated the major share of the \$250 million generated to date. He was ready to work with the TRANSPLAN Committee and with staff to look at the proposal offered by the City of Pittsburg to evaluate the proposal and develop language that could work. He stated that he would return to the Committee with findings.

Federal Glover asked about the City of Pittsburg's ability to establish its own fee in cooperation with an agreement with the TRANSPLAN Committee. He noted that a number of issues had been brought up that needed to be addressed in the agreement, an agreement needed to be established to identify the projects and the fees to be collected, and a system had to be put in place to monitor that situation. He wanted to move forward and urged staff to return with something that could be agreed on.

Brian Kalinowski agreed and requested a monthly follow-up related to the TRANSPLAN TAC and other issues. He saw issues related to the existing fee authority and its existence along with the agreements with the City of Pittsburg. He suggested there would be collateral damage as a result of the City of Pittsburg's action.

Chair Taylor noted the consensus to return the item to staff with regular updates to be provided to the Committee. He recognized that the issue was a concern to the City of Pittsburg because of return to source as well as a concern to the TRANSPLAN Committee. He urged a thorough analysis and legal opinion to be returned to the Committee so that the city councils of each jurisdiction could be informed of a regional issue that affected them all.

Jim Frazier emphasized the need for a clear understanding and documentation.

Brian Kalinowski urged clear penalties for any jurisdiction's failure to perform with more immediate responses and with maximum penalties, and he noted that the City of Antioch would not support an agreement without a penalty clause.

Chair Taylor urged that City staff in each jurisdiction be involved to ensure that all would be informed.

Mr. Cunningham clarified the Committee's direction with the TRANSPLAN TAC to be the lead assisted by TRANSPLAN and CCTA staff to ensure that all jurisdictions were represented; to develop an agreement for consideration by the TRANSPLAN Committee regarding the viability and consistency of the City of Pittsburg's fee program, with ECCRFFA to ensure the contribution of fees to certain projects, and with the detail to reflect those questions and comments heard during the TRANSPLAN discussion.

Mr. Engelmann clarified that Measure J was both a local and a regional fee. A local fee was one collected by a city and spent within its locality while a regional fee was collected by a city and expended within a group of cities and regional bodies. He stated that the CCTA would look at that.

Mr. Cunningham referenced a concern raised by Mr. Dennis as to the legality of the City of Pittsburg's fee program in terms of state statutes as they related to the district and the projects along with the legality of the fee program in local policy.

Brian Kalinowski verified with staff that County Counsel would look at that issue.

ACCEPT STAFF OR COMMITTEE MEMBERS' REPORTS

Mr. Cunningham advised that the Concord Naval Weapons Station (CNWS) project had moved to the General Plan Amendment (GPA) phase which was the best opportunity for the TRANSPLAN Committee to weigh in on that project. He would report back on that project as necessary. He added that the project was now known as the Los Medanos Area Plan.

Mr. Cunningham also reported that the TRANSPLAN Committee had few meetings this year and was considerably under budget, currently at 25 percent, although several projects were ramping up. A detailed budget report could be provided at the next meeting.

Joe Weber asked that a presentation on James Donlon Boulevard which had previously been made to the TRANSPAC Committee be made to the TRANSPLAN Committee in January or February 2011.

TRANSPLAN Committee Minutes
December 9, 2010
Page 7

ADJOURNMENT

On motion by Brian Kalinowski, seconded Jim Frazier and carried unanimously to adjourn the TRANSPLAN Committee meeting at 7:12 P.M. to January 13, 2011 at 6:30 P.M. or other day/time as deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

1-13-10

5.A

**STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County**

A JOINT EXERCISE OF POWERS AGENCY

MINUTES
December 9, 2010

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 7:15 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County), Brian Kalinowski (Antioch), Bob Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Kalinowski, seconded by Director Taylor, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED Minutes of November 18, 2010 special meeting (*November 11, 2010 meeting cancelled.*)
- B. THE BOARD WAS ASKED TO TAKE THE FOLLOWING ACTIONS
1. ADOPT Resolution No. 2010/02 to convey to the City of Brentwood real property identified in the Notice of Intention to Convey Real property.
 2. DIRECT the Real Property Division to cause the Grant Deed to be delivered to the grantee for acceptance and recording.

- C. APPROVED an amendment to the Consulting Services Agreement with Geocon Consultants Inc. in the amount of \$12,350 for a not-to-exceed amount of \$33,350 to perform additional sampling to determine the potential for chemical contamination east of the Kinder Morgan Pump Station to address Caltrans concerns, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

- D. APPROVED an amendment to the Consulting Services Agreement with Mark Thomas and Company in the amount of \$145,750 for a total not-to-exceed amount of \$16,663,826 to prepare an Addendum to the SR4 Bypass Final Environmental Impact Report to address minor changes for the Balfour Road interchange and complete associated planning and environmental studies, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.

DETERMINATION ITEMS

A. RECEIVE Status Report on the SR4 Bypass Projects

Program Manager Dale Dennis reported that construction had been completed with the Rubberized Asphalt Concrete (RAC) Overlay project in Segment 3 and the project was in the final construction closeout period.

Mr. Dennis provided a status report on the progress of the delivery of phase one and phase two of the SR4 Bypass, as well as a status of the transfer and relinquishment of the SR4 Bypass to Caltrans.

Mr. Dennis added that staff was working with the Contra Costa Transportation Authority (CCTA) to look at the financial plan for Highway 4 East to see how the funds could work out with that project and eBART, and potentially the SR4 Bypass.

Chair Frazier asked about the timing of the NEPA work, to which Mr. Dennis stated that documentation had been submitted two months ago for the cultural excavations and an update was expected in the next week or two.

When asked, Mr. Dennis stated that he and CCTA staff had met with the CCTA attorney specializing with the railroad and a Union Pacific Railroad (UPRR) representative. He characterized the meeting as positive and noted that the UPRR representative expressed caution regarding the timing of the issuance of the construction and management agreement and the 95 percent design plans.

Director Taylor thanked the Board for the permanent flashing speed limit signs and expressed his hope that would slow down traffic on the Bypass.

Mr. Dennis described the flashing signs as a more manageable and cost-effective way to make drivers aware of their speed.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 7:25 P.M. to the next meeting scheduled for January 13, 2011.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk