



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

For the Regular Meeting of Wednesday
July 1, 2015

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday July 1, 2015

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

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

C. AREA AGENCIES REPORTS / PRESENTATION

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

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

**These meetings are held Quarterly

E. PRESENTATIONS

F. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of regular meeting for June 17, 2015
2. Approve Register of District Invoices
3. Annual Conference of the California Special District Association
4. Adoption of Resolution No. 2015-09 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors
5. Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2015-2016, Accept Engineer's Report and Adopt Resolution No. 2015-12

G. PUBLIC HEARING to Consider the Following

1. Proposal to Amend Ordinance No. 25 Pertaining to Emergency Drought Regulations

H. BUSINESS AND ACTION ITEMS

1. Authorize Water Rate Study with Bartle Wells Associates in an amount not to exceed \$25,000.00
2. Authorize Wastewater Rate Study with Bartle Wells Associates in an amount not to exceed \$15,000.00

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

K. MANAGER'S REPORT – Discussion and Possible Action

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

M. DISTRICT LEGAL COUNSEL REPORT

N. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance
2. Communications
3. Parks and Recreation
4. Water and Wastewater
5. Waterways

O. CORRESPONDENCE – Discussion and Possible Action

P. PUBLIC RECORD REQUESTS RECEIVED

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT

1. Adjourn to the next regular meeting dated July 15, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

No Back Up
Documentation
For Agenda Item E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday June 17, 2015
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele
Pledge of Allegiance – Led by Director Graves
Roll Call – All Present

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

None

C. PRESENTATIONS

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

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

1. Approval of DRAFT minutes of special meeting on May 27, 2015
2. Approval of DRAFT minutes of budget workshop on May 27, 2015
3. Approval of DRAFT minutes of regular meeting on June 3, 2015
4. Approve Register of District Invoices

Motion by: Vice-President Pease to approve the Consent Calendar

Second by: Director Simon

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

F. BUSINESS AND ACTION ITEMS

1. Consideration of Annual Fiscal Year 2015-16 and Fiscal Year 2016-17 Operating, Capital and Revenue Budgets and Adoption of Resolution No. 2015-10

General Manager Howard – Provided details of item F-1. There was discussion between the General Manager, the Finance Manager, and the Board.

Motion by: Director Graves to adopt the FY 2015-16 Operating, Capital and Revenue Budgets and Adopt Resolution 2015-10

Second by: President Steele

Vote: Motion Carried – AYES 3 – President Steele, Vice-President Pease, Director Graves, NOES: Director Leete, Director Simon

2. Policy for Naming of Town Facilities and Adoption of Resolution No. 2015-11

General Manager Howard – Provided the details of item F-2. There was discussion between the General Manager and the Board. There were 3 Public Comment Speakers. The discussion continued between the General Manager, Legal Counsel, and the Board.

Motion by: Director Graves to accept option 2 on the as described on the Agenda Report and move forward with the name change to Darryl Weeden Field at Cornell Park

Second by: Director Simon

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

The discussion continued regarding changing the Policy page 2, item 3 – adding staff/employees

Motion by: Director Leete to have the wording changed on the Policy – page 2, item 3 – adding staff/employees

Second by: Director Graves

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

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report for the Period ending March 31, 2015

General Manager Howard – Provided the details of item G-1. There was discussion between the General Manager, the Finance Manager, and the Board.

H. VEOLIA REPORT

1. May 2015 Veolia Report – Will be provided at the July 15, 2015 meeting

I. MANAGER'S REPORTS – Discussion and Possible Action

None

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

1. Update on Network Computer Breach

General Manager Howard – Provided the details of item J-1. Other details were provided by Big Dog Computers. There was discussion between the General Manager, Big Dog Computers, and the Board.

General Manager Howard – Provided a brief presentation of the new Website.

General Manager Howard – Financing Options meeting at 5:30 p.m. – scheduled before the July 15, 2015 Regular meeting

General Manager Howard – Reminder of the Dog Park Grand Opening on June 30, 2015 from 5:00 p.m. to 6:30 p.m.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

President Steele – Provided the details of the LAFCO meeting on June 10, 2015

President Steele – Provided the details of the Byron Union School District meeting on June 16, 2015

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes April 9, 2015

2. R – East Contra Costa County Fire Protection District meeting minutes May 4, 2015

3. R – Contra Costa County Aviation Advisory Committee meeting minutes May 14, 2015

4. R – Delta Stewardship Council Notice of Preparation DRAFT EIR for Delta Levee Investment Strategy May 28, 2015

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

1. Employee Benefits

P. ADJOURNMENT

The meeting adjourned at 8:14 p.m. to the next Regular meeting dated July 1, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-23-15

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 01, 2015

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 167,311.37

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 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: F-2

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 01, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
County Clerk - CCC	8	NOE Ravenswood (Z9)	06/22/15	\$50.00
			Administration	Sub-Total
				\$50.00
Water				
Aflac	705776	Supplemental Insurance June 2015	06/25/15	\$202.37
Bill Pease	JUNE 2015	Expense Report June 2015	06/24/15	\$92.00
Brentwood Press & Publishing	173918	Advertising	06/12/15	\$376.00
CCSDA	2	Annual Dues 2015-2016	06/09/15	\$40.00
Chris Steele	JUNE 2015	Expense Report June 2015	06/24/15	\$193.31
DC Real Estate	3602 Yacht Dr	Closed Account, Refund Overpayment	06/11/15	\$17.45
Discovery Locks & More, Inc.	12768	Hardware	06/08/15	\$75.52
Flat Top Custom Carts	1	Refurbished GEM Passenger Cart	06/17/15	\$6,917.31
Freedom Mailing Service, Inc	26898	Drought Conservation Notice	06/12/15	\$735.42
Gemini Group L.L.C.	115-12328	Water Quality Report	05/29/15	\$1,196.56
J.W. Backhoe & Construction, Inc.	2354	Water Leak Newport Court	06/16/15	\$2,748.55
J.W. Backhoe & Construction, Inc.	2355	Water Leak Shell Court	06/16/15	\$2,626.88
J.W. Backhoe & Construction, Inc.	2356	Water Leak Drakes Drive	06/16/15	\$1,550.20
J.W. Backhoe & Construction, Inc.	2358	Replace Hydrant Riverlake Road	06/16/15	\$1,781.45
Mark Simon	JUNE 2015	Expense Report June 2015	06/24/15	\$92.00
National Meter & Automation, Inc.	S1061658.001	Badger Meters	06/05/15	\$9,134.19
Neopost (Postage Account)	7900044908384658/615	Postage	06/07/15	\$133.12
Office Depot	774389371001	Office Supplies	06/04/15	\$23.91
Pacific Gas & Electric	2943721807-5/061115	Electric & Gas Bill 05/12/15-06/10/15	06/11/15	\$28,281.06
R & B Company	S1487908.001	Concrete Lids	06/11/15	\$40.69
ReliaStar Life Insurance Company	#JR 457(B) 06/30/15	457(b) 06/15/15-06/30/15	06/30/15	\$558.04
Robert Leete	JUNE 2015	Expense Report June 2015	06/24/15	\$46.00
Some Gave All	JUNE 2015	Expense Report June 2015	06/24/15	\$248.20
Stephen And Holly Adams	3324 Lookout Point	Closed Account, Refund Overpayment	06/12/15	\$7.27
TASC	450775312003/071515	Flexible Spending July 2015	07/01/15	\$241.66
Univar	SJ687545	Chemicals Delivered 06/07/15	06/07/15	\$293.97
Upper Case Printing, Ink.	9556	Drought Conservation Notice	06/12/15	\$701.10
Upper Case Printing, Ink.	9515	Water Bills and Envelopes	06/02/15	\$937.92
			Water	Sub-Total
				\$59,292.15
Wastewater				
Aflac	705776	Supplemental Insurance June 2015	06/25/15	\$303.55
Big Dog Computer	BDC33133	Email Set Up	06/08/15	\$50.00
Bill Pease	JUNE 2015	Expense Report June 2015	06/24/15	\$138.00
Brentwood Press & Publishing	173918	Advertising	06/12/15	\$564.00
CCSDA	2	Annual Dues 2015-2016	06/09/15	\$60.00
Chris Steele	JUNE 2015	Expense Report June 2015	06/24/15	\$289.97
Cintas	185514343	Uniforms	06/10/15	\$29.77
Cintas	185515166	Uniforms	06/17/15	\$25.60
Discovery Locks & More, Inc.	12768	Hardware	06/08/15	\$113.27
Gemini Group L.L.C.	115-12328	Water Quality Report	05/29/15	\$1,794.84
Mark Simon	JUNE 2015	Expense Report June 2015	06/24/15	\$138.00
Neopost (Postage Account)	7900044908384658/615	Postage	06/07/15	\$199.67
Office Depot	774389371001	Office Supplies	06/04/15	\$35.86
Pacific Gas & Electric	1181942262-4/061015	Electric & Gas Bill 05/11/15-06/09/15	06/10/15	\$7,974.94
Pacific Gas & Electric	7312115758-7/061515	Electric & Gas Bill 05/13/15-06/11/15	06/15/15	\$30,274.44
ReliaStar Life Insurance Company	#JR 457(B) 06/30/15	457(b) 06/15/15-06/30/15	06/30/15	\$837.06
Robert Leete	JUNE 2015	Expense Report June 2015	06/24/15	\$69.00
Some Gave All	JUNE 2015	Expense Report June 2015	06/24/15	\$372.30
Stantec Consulting Services Inc	919091	RWD	06/09/15	\$181.00
TASC	450775312003/071515	Flexible Spending July 2015	07/01/15	\$362.48
			Wastewater	Sub-Total
				\$43,813.75
Community Center				
			Community Center	Sub-Total
				\$0.00

Grand Total **\$103,155.90**

Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 1, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33134	Internet Phone Repair	06/20/15	\$142.50
Big Dog Computer	BDC33134	Community Center-Internet Phone Repair	06/20/15	\$142.50
Cintas	185514343	Uniforms	06/10/15	\$37.12
Cintas	185514343	Community Center-Mats	06/10/15	\$30.38
Cintas	185515166	Uniforms	06/17/15	\$36.52
Cintas	185515166	Community Center-Mats	06/17/15	\$30.38
Department of Justice	104758	Community Center-Fingerprinting	06/03/15	\$147.00
Express Labs	52547	Pre-Employment Screening	05/31/15	\$27.50
Future Stars 2000's, Inc.	7	Community Center-Program Fees	06/19/15	\$192.00
Pacific Gas & Electric	0869258994-1/061015	Electric & Gas Bill 05/12/15-06/10/15	06/10/15	\$441.74
Pacific Gas & Electric	5702839598-6/061115	Community Center-Electric & Gas Bill 05/12/15-06/10/15	06/11/15	\$2,332.83
Pacific Gas & Electric	5939734421-5/061715	Electric & Gas Bill 05/19/15-06/17/15	06/17/15	\$6,760.82
Town of Discovery Bay, CSD	385	Payroll Reimbursement April 2015	06/17/15	\$23,820.69
Town of Discovery Bay, CSD	389	Payroll Reimbursement May 2015	06/18/15	\$21,933.42
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 05/01/15-05/31/15	05/31/15	\$451.90
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 05/01/15-05/31/15	05/31/15	\$14.53
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 05/01/15-05/31/15	05/31/15	\$736.30
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 05/01/15-05/31/15	05/31/15	\$66.88
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 05/01/15-05/31/15	05/31/15	\$179.42
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 05/01/15-05/31/15	05/31/15	\$90.14
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 05/01/15-05/31/15	05/31/15	\$15.99
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 05/01/15-05/31/15	05/31/15	\$114.86
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 05/01/15-05/31/15	05/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 05/01/15-05/31/15	05/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 05/01/15-05/31/15	05/31/15	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 05/01/15-05/31/15	05/31/15	\$12.21
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 05/01/15-05/31/15	05/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 05/01/15-05/31/15	05/31/15	\$42.74
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 05/01/15-05/31/15	05/31/15	\$195.41
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 05/01/15-05/31/15	05/31/15	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 05/01/15-05/31/15	05/31/15	\$34.89
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 05/01/15-05/31/15	05/31/15	\$5.81
			Total	\$58,070.18

Request For Authorization To Pay Invoices (RFA)
For The Meeting On July 01, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33134	Internet Phone Repair	06/20/15	\$142.50
Cintas	185514343	Uniforms	06/10/15	\$36.52
Cintas	185515166	Uniforms	06/17/15	\$37.12
Express Labs	52547	Pre-Employment Screening	05/31/15	\$27.50
J.W. Backhoe & Construction, Inc.	2337	Ravenswood Park Swing	05/23/15	\$510.30
Pacific Gas & Electric	0403377952-3/061015	Electric & Gas Bill 05/11/15-06/09/15	06/10/15	\$63.89
Town of Discovery Bay, CSD	391	Ravenswood NOE Reimbursement	06/22/15	\$50.00
Town of Discovery Bay, CSD	386	Payroll Reimbursement April 2015	06/17/15	\$2,876.18
Town of Discovery Bay, CSD	390	Payroll Reimbursement May 2015	06/18/15	\$1,717.82
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 05/01/15-05/31/15	05/31/15	\$141.03
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 05/01/15-05/31/15	05/31/15	\$346.63
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 05/01/15-05/31/15	05/31/15	\$135.80
			Total	\$6,085.29



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

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

Agenda Title

Annual Conference of the California Special District Association (CSDA)

Recommended Action

Authorize Members of the Board of Directors attendance at the Annual California Special District Association (CSDA) Conference

Executive Summary

This year's Annual CSDA Conference is taking place in Monterey, California from September 21, 2015 to September 24, 2015. The Annual CSDA Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed of issues and trends facing Special Districts.

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

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

Fiscal Impact:

Amount Requested \$550.00 Early Bird (On or Before August 14, 2015) Conference Registration, Est. \$169.00 for Hotel, plus taxes and plus misc. reimbursable expenses, Stipend/ Board Member
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

CSDA-Conference-Brochure 2015

AGENDA ITEM: F-3



[fresh content]



CSDA

**California Special
Districts Association**

Districts Stronger Together

Ingredients: 100% California Special Districts Association Annual Conference, keynote speakers, breakout sessions, networking, large exhibit hall, receptions, beautiful location, many learning opportunities, no preservatives

ATTENDEE REGISTRATION

The Leadership Conference for Special Districts

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Join 600-plus special district professionals and industry experts for a three-day, must-attend education and networking extravaganza.

Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections and innovative ideas to move your district forward.

who SHOULD ATTEND?



- Board Members/Trustees
- General Managers
- Fire Chiefs
- Police Chiefs
- Department Managers
- Supervisors
- Administrative Staff
- Finance Managers
- HR Managers
- Board Secretaries
- Legal Counsel
- Consultants
- Suppliers
- Support Staff

why

SHOULD I
ATTEND?

- Interact with industry experts
- Hear success stories from colleagues
- Learn about challenges and solutions from special district case studies
- Be the first to hear about special district trends
- Gain knowledge and inspiration from nationally recognized speakers
- Specialized workshops and sessions designed to address your needs
- Meet one-on-one with industry suppliers who understand your needs
- Attend numerous networking opportunities
- Make new contacts and maintain key relationships
- Earn SDRMA Credit Incentive Points



where

IS IT
HELD?

Monterey, California

Monterey Marriott Hotel

350 Calle Principal
Monterey, CA 93940
877.901.6632

Monterey Conference Center

One Portola Plaza
Monterey, CA 93940

September 21 – 24, 2015



WOW GROWTH OVER THE YEARS

The CSDA Annual Conference & Exhibitor Showcase has seen significant growth in each aspect of the conference for over a decade!

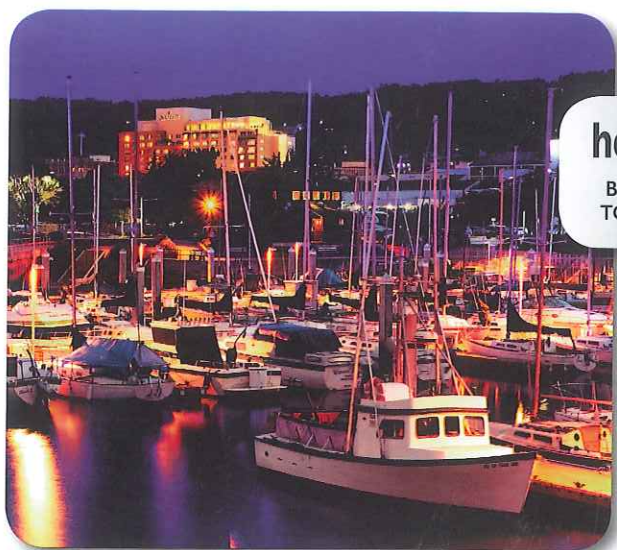
MORE
EXHIBITORS

MORE
ATTENDEES

MORE
PRE-CON
EVENTS

MORE
BREAKOUT
SESSIONS

2015 ANNUAL
CONFERENCE
 SEPTEMBER 21-24
CSDA
 Monterey, CA
 15



hotel
 BOOK
 TODAY



Hotel & Location
 Monterey Marriott Hotel
 350 Calle Principal
 Monterey, CA 93940
 877.901.6632



Room reservations are available at the Marriott Monterey at the CSDA rate of \$169 plus tax single or double occupancy, which includes complimentary wireless guestroom internet access. Call 877-901-6632 and ask for the California Special Districts Association rate. **The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of September 4, 2015.**

what
 TO DO?

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



Pre-Conference WORKSHOPS, EVENTS & TOURS - Sept. 21

pre-registration/payment required for these events

8:00 a.m. – 3:45 p.m.

So You Want to Be A General Manager?

\$100 includes continental breakfast and lunch.

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on: the journey, roles and skill sets of a general manager; identifying general manager opportunities, including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices. Limited class size, register early!

Sponsored by CSDA and the Special District Leadership Foundation (SDLF)

9:00 a.m. – 3:00 p.m.

Building Confidence in Public Speaking

CPS HR CONSULTING

\$225 Member • \$375 Non-member

This workshop is designed to help employees improve their public speaking skills in a supportive and non-threatening environment. As a result of this workshop, students will learn how to: deal with nervousness about speaking in public; improve their presentation skills; prepare the best introduction for their audiences; fine tune their messages; deal with difficult questions; and develop a positive outlook for their next public speaking opportunities.

SDLA 9:00 a.m. – 3:00 p.m. Special District Leadership Academy Module 1: Governance Foundations - Earn SDRMA CIPs

\$225 Member • \$375 Non-member

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

12:00 – 3:00 p.m.

Communication Strategies for Board Members & General Managers

BHI MANAGEMENT CONSULTING

\$125 Member • \$175 Non-member

Communication is the fluid of any organization. Poor communications can grind the "heels" of an agency to a halt and are cause for most of the greatest challenges in the work of public agencies. This is why this particular pre-conference workshop is critical for both districts that know they have organizational challenges and those who know enough to believe that good communications are an absolute best practice. The class will deal with the most commonly overlooked and complicated areas of public agency communications. This class is a must for both board members and GMs/administrators who want to drive their agency to the top and avoid unnecessary trouble.

SDLF

Special District Administrator (SDA) Exam

9:00 – 11:00 a.m.

Special District Leadership Foundation

(optional – must be scheduled prior to conference)

SDRMA
Credit Incentive Points

What are SDRMA Credit Incentive Points?

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

"The CSDA Conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues and legislation. Kudos to CSDA for a job well done."

Kimberly Thorner, SDA
Olivenhain Municipal Water District



10:00 a.m. – 3:00 p.m.
CSDA Annual Golf Tournament
 PACIFIC GROVE GOLF LINKS
 \$95 includes golf with cart, lunch, and prizes!
 Transportation to/from on your own
 Join special district elected officials, staff and business affiliates at this optional fun event.
 Great golf skills are not necessary!



10:00 a.m. – 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tour
 \$48 per person includes transportation to/from the hotel.
 Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand. These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.



12:00 – 3:00 p.m.
Pure Water Monterey
 MONTEREY PENINSULA WATER MANAGEMENT DISTRICT AND MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY
 \$45 includes transportation and lunch.
 Pure Water Monterey is a multi-benefit, integrated, regional solution that will provide a water recycling model for other regions in California. Using proven, advanced, multi-stage treatment to provide a safe, reliable and sustainable drinking water supply that will comply with or exceed strict state and federal drinking water standards, the project will reduce water taken from the Carmel River and the Seaside Basin. In doing so, it will help meet regulatory orders and enhance water supply reliability by diversifying local water sources. Visit www.purewatermonterey.org for more information.



Your network discussions!

4:00 – 5:00 p.m.
District NetWorks Meetings
 Designed by local special district leaders to connect and interact with other leaders from throughout the state, come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district network. Share challenges, solutions and opportunities with your neighboring districts. Learn how you can take part in CSDA's Grassroots Advocacy efforts, meet your new public affairs field coordinator, connect with special district leaders and grow your network!

Visit www.csdanet/about-csda/district-networks/ for more information.

CSDA Annual CONFERENCE BEGINS

5:30 – 7:30 p.m.
President's Reception with the Exhibitors
(all registered attendees welcome)
 Join us as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with CSDA's current Board President Steve Perez and board members from around the state.



Entertainment will feature a CSDA Annual Conference & Exhibitor Showcase favorite - guitarist John Sherry.

Conference Keynote Presenters

PETER SHEAHAN & MICHAEL BAZZELL



Opening Keynote Presentation
Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*.

FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage

The fact that special districts face major change is not new to anyone. The more important question is what do we need to do in the face of this change? Whether you are dealing with legislation, new technology

related to service delivery, or changing constituent expectations - it is crucial that as a leader you take the time to understand the changes and have an approach designed to generate a constructive outcome.

In Peter Sheahan's case-study rich session, he will explore best practices from multiple industries that have experienced similar transformative change, and unpack the key insights from those who benefited from the change compared to those that became victims to it. Specifically, he will discuss:

- The role our assumptions, biases, and beliefs play in blinding us to new opportunities.
- The need to take manageable, intelligent risks to enable new approaches.
- The importance of building a narrative to shape stakeholder perception and drive influence.
- Embracing collaboration to drive transformation through partnerships and community engagement.

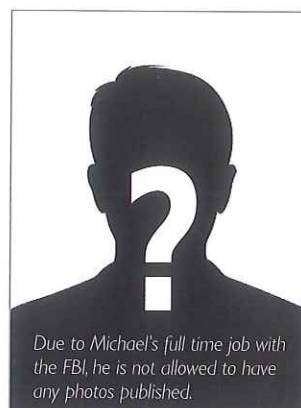
Peter Sheahan will be presenting

Tuesday, September 22

9:00 – 10:45 a.m.

Opening Keynote Presentation

FLIP! Creative Strategies for Turning Challenges into Opportunity, and Change into Advantage



SDRMA General Session, Safety Awards, Keynote Presentation **Michael Bazzell**

Computer Security Specialist & Privacy Consultant, author of *Hiding from the Internet: Eliminating Personal Online Information* and *Personal Digital Security: Protecting Yourself from Online Crime*

Due to Michael's full time job with the FBI, he is not allowed to have any photos published.

Hiding from the Internet

This presentation will demonstrate the need to protect yourself from the numerous data brokers who make millions of dollars from your private life. Among other techniques, you will learn to: remove your personal information from public databases and people search websites; create free anonymous mail addresses, email addresses, and telephone numbers; control your privacy settings on social networks and remove sensitive data, use a credit freeze to eliminate the worry of financial identity theft and fraud; and change your future habits to promote complete privacy and anonymity.

Sponsored by
Special District Risk Management Authority (SDRMA)



Michael Bazzell will be presenting

Wednesday, September 23

9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards and Keynote Presentation
Hiding from the Internet

"I had a great experience. The education and information gathered will help me make better and more informed decisions for the citizens in my special district."

Henry Miller, Trustee
Temecula Public Cemetery District

Recognitions and Scholarships

TWO GREAT EVENTS AT CONFERENCE



"My overall impression was that the event was very well organized. Probably the best I have ever attended."

George Emerson, Director
Goleta Sanitary District

Submit for Awards!

RECOGNIZE YOUR PEERS

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

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit conference.csdanet.net for more information. If you have any questions regarding the awards or process, please contact Charlotte Lowe, executive assistant, toll-free at 877.924.2732 or by email at charlottel@csda.net. Additional information and forms can be found at www.conference.csdanet.net.

Deadline for submissions is Friday, August 7, 2015. All applicants will be notified prior to the Annual Conference as to the winner. Winners will be awarded at the CSDA Annual Conference & Exhibitor Showcase during the Awards Luncheon on Wednesday, September 23.

CSDA Annual Awards Luncheon will be held

Wednesday, September 23
12:30 – 2:00 p.m.

Awards include: Board President, General Manager and Chapter of the Year; the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) awards and more!



"As a new member, we couldn't be more pleased with the CSDA Annual Conference & Exhibitor Showcase."

Felix Hernandez III, General Manager
Bodega Bay Public Utility District

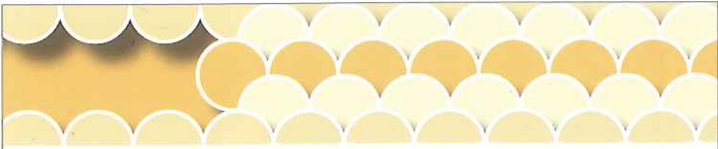
Fundraising for Scholarships

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs.

SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority. SDLF offers a number of scholarships for districts, designed to help special district elected/appointed officials and staff participate in the Foundation's programs and other educational offerings. These scholarships include: Dr. James Kohnen Scholarship, John Yeakley Special District Administrator Scholarship and the Education Allowance Fund. More information can be found at www.sdlf.org

**Taste of the City
BBQ, Blues & Brews will be held**
Wednesday, September 23
6:00 – 8:00 p.m.





7:30 a.m. – 6:00 p.m.

Exhibitor Showcase Open

7:30 – 8:45 a.m.

Continental Breakfast with the Exhibitors (RAFFLE)



9:00 – 10:45 a.m.

Opening Keynote Presentation

Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*.

FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage

11:00 a.m. – 12:00 p.m. (BREAKOUT SESSIONS)

Required Ethics AB 1234 Compliance Training (part 1)

MEYERS NAVE

This two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflict of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria; financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Political Reform Act; the Brown Act open meeting law and the California Public Records Act. *Must attend both sessions in order to receive your certificate.*

Ongoing Drought and California's New Sustainable Groundwater Management Act Creates New Challenges for Local Agencies

KRONICK, MOSKOVITZ, TIEDEMAN & GIRARD

With ongoing drought and last year's passage of the Sustainable Groundwater Management Act (SGMA), California special districts are being forced to navigate uncharted legal and technical territory. This session will provide the latest updates on drought management and provide a comprehensive review of the SGMA, which sets an aggressive multi-year timeline for local agencies in groundwater basins throughout the State to coordinate and develop groundwater management plans to achieve sustainability.

The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District

DAVID ARANDA

Districts of all shapes and sizes face the difficult task of being efficient, effective leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to service excellence.

(BREAKOUT SESSIONS CONTINUED)

Smooth Sailing: Navigating an Audit by the State or Federal Government

ALESHIRE & WYNDER LLP

Following an audit from the State Controller on two special districts, the Controller has called for more oversight of California special districts. The controller cited serious failures of the audited districts with respect to financial internal control procedures, comparing such failures to the serious failures in Bell. Learn what they are looking for and how best to navigate through an audit successfully.

New Developments in the Brown Act: What Special Districts Need to Know

LIEBERT CASSIDY WHITMORE

Agencies must know how to comply with the complex set of laws found in the Brown Act, which governs how boards must meet in public. In this session, we will go over common mistakes districts make with the Brown Act, including the intricacies involved with closed sessions, administrative decisions, litigation and settlements. This workshop will also explain the new amendments to the Brown Act addressing transparency, which can pose a challenge for districts.

Design-Build Delivery and Beyond—Alternate Delivery or Alternate Reality in CA Public Works Construction

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Law has been revised in the past several months to allow, under certain conditions, local agencies and public entities to contract using the design-build method. The goal of this workshop is to educate about the design-build delivery method and the qualifications and legal requirements to implementing such a project in the state of California. Design-build is recognized as an alternative to traditional design-bid-build and this workshop will educate the audience as to the pros and cons of choosing design-build over other delivery methods.

Lunch with the EXHIBITORS

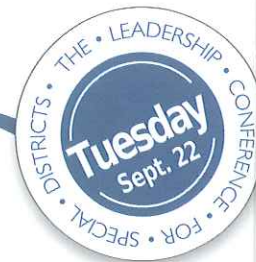


12:00 – 1:45 p.m.

Lunch with the Exhibitors

(all registered attendees welcome)

Attend lunch in the exhibit hall where a deli buffet will be served along with the chef's award winning clam chowder.



2:00 – 3:15 p.m. (BREAKOUT SESSIONS)

Required Ethics ABI234 Compliance Training (part 2)
MEYERS NAVE

Description can be found on Tuesday, Sept. 22 in the 11:00 am time slot.
Must attend both sessions in order to receive your certificate.

Water and Sewer Rates: From Defensibility to Tailor-Made Rate Design
NBS

Setting fair and defensible water and sewer rates requires utility managers to carefully balance a number of competing requirements and objectives. This session will cover how to go through the rate-setting process and develop a defensible rate structure.

Public Records Pitfalls and How to Avoid Them

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Come away with an understanding of the basic requirements of the California Public Records Act. The discussion will focus on practical approaches to difficult situations public officials and employees may face in responding to requests for information and records from the public, particularly when controversial or potentially damaging information is requested.

CEQA: What Special Districts Need to Know in 2015 and Beyond

BEST BEST & KRIEGER LLP AND DUDEK AND ASSOCIATES

Most actions taken by special districts need to comply with CEQA. But in the fast-changing world of CEQA litigation, it is difficult to keep up. This panel will address recent changes to CEQA from legislation and 2015 cases.

CalPERS: Strategic Issues Update

CalPERS

Deputy Executive Officer of External Affairs Robert Glazier will share an update on key pension, health, and investment issues that will help guide the way special districts plan for retirement and health care. This session will include a description of CalPERS business functions, customer service and opportunities to engage at all levels before, during and after a policy is set.

Peak GM Performance: Three Perspectives

BHI MANAGEMENT CONSULTING

This seminar presents the results of a broad survey that asks just that question, "What Makes a Great General Manager?" The survey, sent to over 2,000 special district individuals throughout the country, will be presented by Brent Ives and David Aranda of BHI Management Consulting. They will relate their findings to their organizational consultancy with districts in California.

3:30 – 4:30 p.m. (BREAKOUT SESSIONS)

Advanced Media Relationships: When the Going Gets Tough, Step it Up!

COMMUNICATION ADVANTAGE

This session will help special districts elevate their public outreach and media relations skills beyond merely answering questions and stating the facts. We will explore strategically planning messaging for longer-term issues, projects and crises, and proven techniques to handle controversial issues.

Furious 7 (Hundred). A Fast Class on FPPC Compliance

ATKINSON, ANDELSON, LOYA, RUDD & ROMO

The attendee will learn the various ethics and conflict of interest requirements, including legal prohibitions and mandated disclosure obligations under California Law. This breakout will be useful for public officials and employees who are required to file Form 700s.

Negotiating with Employee Organizations – How to Avoid Disasters

BEST BEST & KRIEGER LLP

A summary of legislative changes related to public sector labor relations over the past year and a review of recent decisions from the Public Employment Relations Board affecting how special districts must interact with employee organizations.

Is Your District as Good as it Could Be? What Your Board and Staff Can Do to be Even Better

RAUCH COMMUNICATION CONSULTANTS

How your board, manager and staff can work together as a team to improve every aspect of your district through smart planning, clear internal communication and adherence to proper roles and relationships.

Payments for State Mandates & What Programs are Still Available

NICHOLS CONSULTING

With the State's fiscal outlook improving, the State began making payments for the outstanding programs in October 2014. More programs are expected to be paid this fall with additional and final payments possible in 2016. At this session attendees will learn what payments have been made, what they represent and what payments are likely to be paid in the fall of 2015 and 2016.

Mix & Mingle in the EXHIBIT Hall

4:30 – 6:00 p.m.

Mix & Mingle in the Exhibit Hall: Grand Prize Drawings

(all registered attendees welcome)

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you head out to dinner. Be sure to enter for one more chance to win one of our fabulous prizes!



Entertainment by jazz duet Dizzy Burnett and Grover Coe, covering jazz, blues, and popular standards with pizzazz.

8:15 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast



9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards, and Keynote Presentation Michael Bazzell, Computer Security Specialist & Privacy Consultant, author of *Hiding from the Internet: Eliminating Personal Online Information and Personal Digital Security: Protecting Yourself from Online Crime*
Hiding from the Internet

11:00 a.m. – 12:15 p.m.

CSDA Finance Corporation Board and Annual Meeting

11:00 a.m. – 12:15 p.m. (BREAKOUT SESSIONS)

Liability - What Exactly is a Dangerous Condition of Public Property?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)
This workshop will discuss the legal issues relating to the public entity's statutory duty regarding premises/operations liability exposures. Is every condition dangerous? Does there have to be a physical "defect" to be dangerous? What is a trivial defect? We will discuss current California law and recent court decisions affecting public entity liability.

Rock the Vote without Rocking the Boat: Election Laws

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
This topic covers laws applicable to special district elections, including but not limited to the restriction on the use of district resources for campaigning, validation actions, and ballot measure elections. It will cover the latest cases and statutes that impact such elections.

Informing Solid Board Decisions

KAMPA COMMUNITY SOLUTIONS LLC
This session will provide district board members and managers with the tools necessary to optimize the amount and type of agenda-supporting information provided to the board and public in advance of each meeting so they can prepare to make knowledge-based decisions while providing a solid public record to increase transparency and accountability.

Stop Fraud Before it Starts: Internal Controls and Fraud Prevention for Those Charged With Governance

ROGERS ANDERSON MALODY & SCOTT LLP
This session will cover internal controls and fraud prevention. Attendees will become familiar with internal controls and the control environment, policies and procedures and the evaluation of internal controls, learn causes of fraud and preventing fraud, and learn common types of fraud.

(BREAKOUT SESSIONS CONTINUED)

Building Relationships in the Capitol: A Panel Discussion
CSDA

Do new laws imposed at the Capitol keep impacting your district's budget and operations? How can your district start impacting the State Capitol? Learn some simple steps for building successful relationships with decision-makers in the Capitol and how those relationships can benefit your district! You will be sure to come away from this session with some new dos and don'ts and tips and tricks. We will cover everything from the basics to the more advanced efforts, like branding your district in the Capitol and identifying surrogates.

Affordable Care Act – Planning to Deal with the Pay-or-Play Penalties Effective 1/1/15

HANSON BRIDGETT LLP
Effective 2015, significant tax penalties will apply to large employers who do not offer qualifying health coverage to substantially all full-time employees. Join us for a comprehensive overview of the employer-shared responsibility rules, and what you need to do to comply with the new law to avoid these penalties. Learn what you need to know about how these rules may affect both the financial and administrative aspects of your business operations. We will also discuss the new information reporting requirements that apply beginning in 2016 for coverage offered in 2015.

Strategies to Lower Both Your OPEB and Pension Liabilities
PARS

This session will address the latest funding strategies and trends to reduce both OPEB and pension liabilities. Our expert panel will address questions your district needs to know such as: How can my district reduce its retiree health care obligations? What benefit and funding strategies should my district consider? What options do I have available to lower my pension liabilities and improve my NPL (GASB 68)?

CSDA Annual AWARDS LUNCHEON



12:30 – 2:00 p.m.

CSDA Annual Awards Luncheon

(all registered attendees welcome)

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



2:15 – 3:30 p.m. (BREAKOUT SESSIONS)

Building Better Buildings: What to do Before you Begin Construction

CSDA FINANCE CORPORATION, LIEBERT CASSIDY WHITMORE AND WARD YOUNG ARCHITECTURE & PLANNING

Join finance, legal and architecture experts who will help you plan for a successful building project. Attendees will learn: how to select an architect; the process for design; about arranging financing sources and entering into finance agreements; preparing for bidding; an overview of the bidding process including authorization from the board to obtain bids and the notice to proceed; and contractor requirements. Don't put on your hard hat until you attend this session!

Liability – Employment Law Update

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the current status of California Employment Law. Between the Legislature and the courts, employment law is subjected to constant change. We will discuss pregnancy disability leave laws; the good faith interactive process; reasonable accommodations and protected leave (FMLA/CFRA).

Workers' Compensation – The Clock is Ticking

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the specific statutory time limits involving the notification of a workers' compensation claim and the provision of medical treatment and disability benefits to the injured employee. When does Temporary Disability start? And when does it stop? How long do Permanent Disability payments last?

Financial Leadership: A Guide to Special District Fiscal Health

JAMES MARTA & COMPANY LLP, CPAs

Special district best practices identify specific policies and procedures as contributing to improved special district management. This session aims to promote and facilitate positive change rather than merely codify current accepted practice. We will discuss and share current and best practices for: accounting, auditing and financial reporting, budgeting and fiscal policy, long-term fiscal management, reserves, information technology, and financial leadership. This session is designed to be interactive so participants can share what works and what doesn't given current economic conditions, staffing and management.

SB 854: Administration of Prevailing Wage Requirements on Public Projects

CONTRACTOR COMPLIANCE AND MONITORING

SB 854 is requiring new contract clauses, new registration of public works projects by agencies, new requirements for contractors and new rules and regulations relating to the implementation and delivery of certified payrolls. The DIR will roll out its new eCPR program in May with lots of "new improvement" throughout the year. Come learn about the new requirements and best practices in managing new prevailing wage obligations for agencies.

Can't We All Just Get Along? Keys to Understanding and Working with Your LAFCo

CALAFCO AND MONTEREY LAFCo

Do you ever wonder who LAFCo really is and why they make the decisions they do? As a special district are you represented on your region's LAFCo and a part of that decision-making process? Join us for this fun and informative session in which you will be given the keys to understanding and working with your LAFCo. We will discuss LAFCo authority (the can-do and the cannot-do), share insights on why decisions are made the way they are, and explore the changing landscape of LAFCos and special districts.

Onboarding the Board: Properly Preparing New Board Members for Service

BHI MANAGEMENT CONSULTING

New board members need a good start. Proper and comprehensive orientation to public service, decision making, communications, roles and responsibilities and authorities is crucial as they begin their service to the public. The instructor will provide you with what you ought to know as a new board member, as well as what you should do as an agency to properly prepare for effectively onboarding your new members.

"This conference gave me insight and solutions to issues that my district is seeking to overcome."

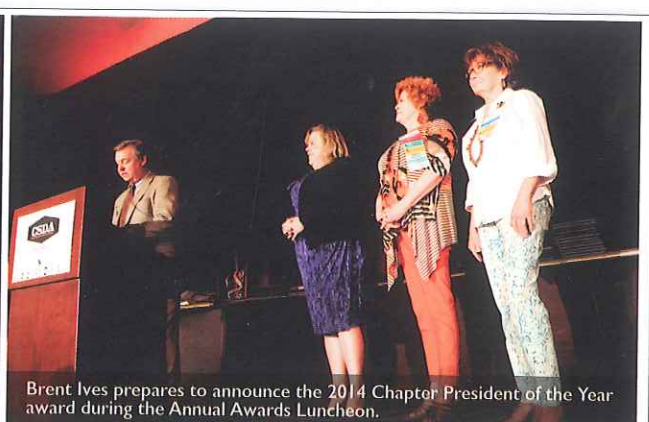
Al Morrissette
Phelan Pinon Hills Community Services District



2014 Chapter President of the Year Presented by Brent Ives to Kathleen Coates Hedberg.



2014 Innovative Program Award Presented by Marty Boyer (left) to Administrative Support Supervisor Becky Aguilar, Monterey Regional Waste Management District.



Brent Ives prepares to announce the 2014 Chapter President of the Year award during the Annual Awards Luncheon.

3:45 – 4:45 p.m. (BREAKOUT SESSIONS)

Brown Act Update – Can We Talk?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will focus on how and when board members communicate in order to comply with the Brown Act. Is every communication, regardless of the form or type, subject to the Brown Act? Is an agenda really necessary? Is every document a public record? What is a privileged statement?

GASB Reporting Requirements and Their Impact on Your Special District

MANN URRUTIA NELSON CPAs

The governmental accounting and financial reporting landscape gets more complex each year. Some of the more complex GASB pronouncements have been issued in recent years can have a major impact on your district's finances. This course will provide you with an update of GASB requirements and provide relevant steps you can take to minimize their impact on your district.

Welcome to the Fishbowl: An Interactive Government Ethics Workshop

HANSON BRIDGETT LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training.

(BREAKOUT SESSIONS CONTINUED)

Special District Financing and Ballot Measures from A to Z
RICHARDS WATSON GERSHON

Economically-challenging environments call for effective financing solutions. A team of professionals will walk you through the various types of special district financing measures, including special ballot measures, and provides insight into the legal challenges and pitfalls to avoid, as you work through the process of seeking needed revenue to support your work.

Coaching for Performance

CPS HR CONSULTING

The three keys to successful leadership are knowing your people, getting results and establishing a positive work environment. Coaching is the leadership competency that creates development and growth within all three keys. Coaching is a process that enables learning and development to occur and performance to improve. We will explore this process and how you can improve performance and overcome barriers.

Get the Most Out of Your Board Committees

KAMPA COMMUNITY SOLUTIONS, LLC

Using committees of the board can be one of the most effective time management strategies to keep regular board meetings focused and on task. Committees inform the decisions of the full board by engaging the public in discussions, providing a venue for sharing thoughts and ideas in a less formal setting, and reviewing options and staff recommendations. This session will provide methods to guide management and the board in establishing proven effective committees, defining their roles and responsibilities, and creating operating procedures that really work.



SDLF



Special District Leadership Foundation (SDLF)

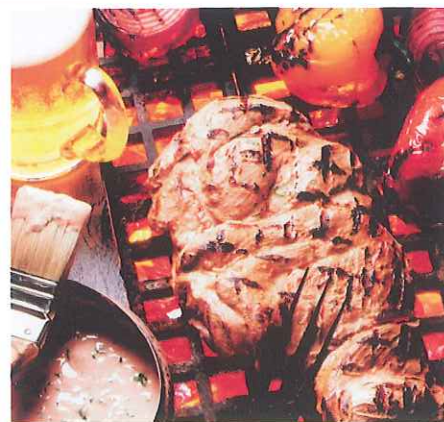
TASTE OF THE CITY

6:00 – 8:00 p.m.

BBQ, Blues & Brews

Join us for an evening of all things awesome...BBQ, Blues and Brews! Sample local BBQ and craft brews while we enjoy the band Bleu, featuring a soulful set list of vintage blues, gospel and Americana music.

This party has a purpose. Attendees at this reception will have the opportunity to participate in the SDLF silent auction to raise funds for scholarships for the Special District Leadership Foundation programs. A special wine raffle will also be held at 7:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully-stocked - almost a \$1,000 value. You must be present to win!



8:30 – 10:00 a.m. (BREAKOUT SESSIONS)

Community Engagement without Breaking the Bank

SCI CONSULTING GROUP

Positive, consistent engagement forms the basis for strong ongoing community support of special districts. There are easy ways to make outreach and education part of the standard operating procedures without hurting a budget.

Chapter Roundtable Discussion

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

Generations in the Workplace

PLACER COUNTY WATER AGENCY

For the first time in history, four and perhaps five generations may be working side-by-side in our organizations. The differing values, beliefs and perspectives that result from this multi-generational workforce can create challenges among employees and for managers. This session will explain generational differences and provide strategies to recruit, retain and engage a productive and motivated workforce.

Disruptive Behavior at Board Meetings: Balancing the Constitutional Rights of Citizens with the Duty to Conduct Meetings in an Orderly Manner

COTA COLE LLP

Board members and district staff are occasionally required to address the disruptive behavior of citizens during board meetings. In addressing disruptive behavior, districts must carefully balance their duty to preserve order and decorum with the constitutional rights of their citizens. This session will address what pitfalls to avoid in dealing with disruptive parties and what the more legally defensible options are for maintaining order at meeting.

Drought Discourse: A Panel Discussion:

KAMPA COMMUNITY SOLUTIONS (MODERATOR), CALIFORNIA STATE WATER RESOURCES CONTROL BOARD – DIVISION OF FINANCIAL ASSISTANCE, METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA AND CALIFORNIA WATER COMMISSION

Join us for a lively panel discussion regarding all things related to the California drought. Learn more about emergency drought legislation, including where the money is dedicated, how to apply for it, and how agencies can be successful in the application process, how drought conditions are affecting all types of special districts, new conservation requirements and more.

Uh-Oh! How to Steer the Ship Back to Safety in Emergency Situations

MEYERS NAVE

Natural disasters, political dramas, personnel issues, and capital projects gone awry are just some possibilities that could plunge a district into emergency mode. We'll provide the tools to navigate these crises with composure, in both short- and long-terms.

10:15 a.m. – 12:00 p.m. (CLOSING BRUNCH)

2015 Legislative Update:

The Impact on Your Special District

CSDA's advocacy team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2015, as well as a sneak peak of what to expect in 2016. This year included major proposals on property taxes, new "green" local revenue opportunities, mandates, mandates, and the continued implementation of public employee pension reforms. Get all the latest legislative results and learn what they mean for special districts going forward.



Kyle Packham



Christina Lokke



Dillon Gibbons



Jimmy MacDonald

"These conferences are a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."

Joe Barget, SDA
Vandenberg Village Community Services District

2015 Conference

SCHEDULE AT A GLANCE

MONDAY, SEPTEMBER 21, 2015	
Registration	8:00 a.m. - 5:00 p.m.
So You Want to Be A General Manager?*	8:00 a.m. - 3:45 p.m.
SDLF: Special District Administrator (SDA) Exam	9:00 - 11:00 a.m.
Building Confidence in Public Speaking*	9:00 a.m. - 3:00 p.m.
Special District Leadership Academy Module I: Governance Foundations*	9:00 a.m. - 3:00 p.m.
Communication Strategies for Board Members and General Managers*	12:00 - 3:00 p.m.
CSDA Annual Golf Tournament*	10:00 a.m. - 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tours*	10:00 a.m. - 3:00 p.m.
Pure Water Monterey Tour*	12:00 - 3:00 p.m.
District NetWorks Meetings	4:00 - 5:00 p.m.
President's Reception with the Exhibitors	5:30 - 7:30 p.m.
TUESDAY, SEPTEMBER 22, 2015	
Registration	7:30 a.m. - 5:00 p.m.
Exhibitor Showcase Open	7:30 a.m. - 6:00 p.m.
Continental Breakfast with the Exhibitors	7:30 - 8:45 a.m.
Opening Keynote Presentation: Peter Sheahan - FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage	9:00 - 10:45 a.m.
Breakout Session Options	11:00 a.m. - 12:00 p.m.
Lunch with the Exhibitors	12:00 - 1:45 p.m.
Breakout Session Options	2:00 - 3:15 p.m.
Breakout Session Options	3:30 - 4:30 p.m.
Mix and Mingle in the Exhibit Hall + Grand Prize Drawing	4:30 - 6:00 p.m.
Exhibit Hall Closes	6:00 p.m.
WEDNESDAY, SEPTEMBER 23, 2015	
Registration	All day
SDRMA sponsored full plated breakfast	8:15 - 9:00 a.m.
SDRMA General Session, Safety Awards and Keynote Presentation: Michael Bazzell - Hiding from the Internet	9:00 - 10:45 a.m.
CSDA Finance Corporation Board Meeting	11:00 a.m. - 12:15 p.m.
Breakout Session Options	11:00 a.m. - 12:15 p.m.
CSDA Annual Awards Luncheon	12:30 - 2:00 p.m.
Breakout Session Options	2:15 - 3:30 p.m.
Breakout Session Options	3:45 - 4:45 p.m.
SDLF Taste of the City Event: BBQ, Blues and Brews	6:00 - 8:00 p.m.
THURSDAY, SEPTEMBER 24, 2015	
Registration	8:00 a.m. - 12:00 p.m.
Breakout Session Options	8:30 - 10:00 a.m.
Closing Brunch: 2015 Legislative Update	10:15 a.m. - 12:00 p.m.

* pre-registration/payment required



2015 Conference ATTENDEE REGISTRATION FORM

one form per attendee, please print

Three Ways to Register:

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

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership contact Cathrine Lemaire at cathrine1@csda.net or call toll-free 877-924-2732.

Registration fee includes:

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

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Emergency Contact:			
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees		Early Bird (on or before Aug. 14)	Regular (after Aug. 14)
<input type="checkbox"/> CSDA Member - Full Conference		\$550.00	\$600.00
<input type="checkbox"/> Non-member - Full Conference		\$750.00	\$800.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$260.00	\$300.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$260.00 each day	\$275.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$375.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 21		\$225.00	\$375.00
<input type="checkbox"/> Pre-Conference Workshop: Building Confidence in Public Speaking - Sept. 21		\$225.00	\$375.00
<input type="checkbox"/> Pre-Conference Workshop: Comm. Strategies for Board Members & Gen. Man. - Sept. 21		\$125.00	\$175.00
<input type="checkbox"/> Pre-Conference Workshop: So You Want to Be A General Manager? - Sept. 21		\$100.00 (includes breakfast and lunch) (limited to 20 attendees)	
<input type="checkbox"/> Tour: Moss Landing Harbor District and Elkhorn Slough Safari™ - Sept. 21		\$ 48.00 (includes transportation) (limited to 21 attendees)	
<input type="checkbox"/> Tour: Pure Water Monterey, Monterey Peninsula Water Management District and Monterey Regional Water Pollution Control Agency - Sept. 21		\$ 45.00 (includes transportation and lunch)	
<input type="checkbox"/> CSDA Golf Tournament - Sept. 21		\$ 95.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 23		\$ 40.00	
<input type="checkbox"/> SDLF "Taste of the City" Reception (Guests only) - Sept. 23		\$ 55.00	
TOTAL			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA not later than August 28, 2015. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 28, 2015. Substitutions are acceptable and must be done in writing no later than September 4, 2015. Please submit any cancellation notice or substitution request to sharonf@csda.net or fax to 916-520-2465.

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



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

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MAY 19 2015

*****SCH 5-DIGIT 94505
Carol McCool
Town of Discovery Bay Community Services District
Support
1800 Willow Lake Rd
Discovery Bay, CA 94505-9376



conference.csdanet • #csdaconf2015

GET  **HOOKED
ON PROFESSIONAL
DEVELOPMENT
WITH CSDA!**



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adoption of Resolution No. 2015-09 of the Governing Body of the Town of Discovery Bay Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

Recommended Action

It is recommended that the Board of Directors adopt Resolution Number 2015-09 and to authorize the President of the Board to cast three votes for SDRMA Board of Directors Candidates Gray, Seifert-Raffelson and Wright.

Executive Summary

The Town of Discovery Bay is a member of the Special District Risk Management Authority (SDRMA). The SDRMA is a California Joint Powers Authority that provides a variety of casualty, liability and health care insurances services for its member agencies.

On May 18, 2015 the Town received an Official Ballot calling for the election of members to the SDRMA Board of Directors. There are presently three available seats. Two incumbent members of the Board are seeking reelection to their respective positions.

Mr. Swan has been a member of the Governing Board of the Groveland Community Services District since June 2013 and has served as Board President since January 2014 (See attached SDRMA Election Materials for additional experience).

(I) Mr. Gray currently serves on the Board of Directors of SDRMA and serves as Secretary, also, has been elected Director of the Chino Valley Independent Fire District since 2004. (See attached SDRMA Election Materials for additional experience).

Mr. Wright is currently the President of the Los Osos Community Services District (See attached SDRMA Election Materials for additional experience).

(I) Ms. Seifert-Raffelson is currently a Board Member of SDRMA (See attached SDRMA Election Materials for additional experience). She is associated with the Herlong Public Utility District.

After evaluating the qualifications of the candidates, staff recommends that both incumbent candidates, as well as Mr. R. Michael Wright receive the vote of the Town of Discovery Bay. Both incumbents possess significant experience and have served on the SDRMA Board in what appears to be a very positive manner. Mr. Wright currently serves as the president of the Los Osos CSD and is a professional insurance agent, which would serve well for the position on the SDRMA Board of Directors.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

- 1) Resolution Number 2015-09
- 2) SDRMA Election Materials

AGENDA ITEM: F-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2015-09

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 – Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2011-02 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2011-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

- Robert Swan**
Director/President, Groveland Community Services District
- Ed Gray (Incumbent)**
Director/President, Chino Valley Independent Fire District
- R. Michael Wright**
Director/President, Los Osos Community Services District
- Sandy Seifert-Raffelson (Incumbent)**
Director Clerk, Herlong Public Utility District

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF July 2015.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 1, 2015, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard, Board Secretary

TownOfDiscoveryBay GSD
Received
MAY 18 2015



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2015 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Resolution Ballot (Action Required)
- Candidate's Statements of Qualifications (4)
- Self-addressed, Stamped Envelope

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.



**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District
- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District
- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District
- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

ADOPTED this ____ day of _____, 2015 by the Town of Discovery Bay Community Services District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Town of Discovery Bay Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Discovery Bay Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Robert Swan
District/Agency Groveland Community Services District
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone 209-962-7161 Home Phone 209-962-6535

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

What is your overall vision for SDRMA? (Response Required)

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robert J. Duran Date 4-9-15

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive, Chino Hills, CA 91709
Work Phone 909 902-5260 Home Phone 909 9627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

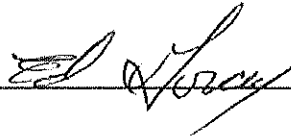
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

3-30-2015

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate R MICHAEL WRIGHT
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
Work Address 2122 9th STREET, LOS OSOS CA 93402
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? **(Response Required)**

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) **(Response Required)**

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977, OVER 730 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

This Information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA

Nominee/Candidate: Sandy Seifert-Raffelson
District/Agency: Herlong Public Utility District
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: _____

Sandy Infort-Rappalson

Date: _____

4/2/15



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2015-2016, Accept Engineer's Report and Adopt Resolution No. 2015-12

Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2015-12 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2015-2016

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2015-06, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft of the Final Assessment Engineer's Report to District Staff on June 24, 2015. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$606.94 which is the maximum allowable assessment for Zone 9.

Factors leading to the increased assessment (\$602.92 in FY 14/15, an increase of \$4.02) include increased maintenance and utilities costs. In order to maintain our reserve amount, and cover the increased cost of operations, the recommended assessment is set at the maximum allowable limit.

Staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the Levy of the annual assessment will be held on July 15, 2015 at the next regularly scheduled Board meeting.

Fiscal Impact:

Amount Requested - None

Sufficient Budgeted Funds Available?: N/A

Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2015--06 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – May 6, 2015

Approval and Adoption of the 2015-2015 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 17, 2015

Attachments

Resolution 2015-12

Draft of the Final Assessment Engineer's Report by HERWIT Engineering, dated June 2015

AGENDA ITEM: F-5



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2015-12

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9
FOR THE FISCAL YEAR 2015-2016**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineers have prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2015-2016 year will be held at 7:00 p.m., on July 15, 2015 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF JULY 2015

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 1, 2015, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

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

For Fiscal Year 2015-2016

**Prepared by
HERWIT Engineering**

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

JULY 2015

Town of Discovery Bay Community Services District

Director and President

Chris Steele

Director and Vice President

Bill Pease

Director

Kevin Graves

Director

Robert Leete

Director

Mark Simon

General Manager

Rick Howard

Water and Wastewater Manager

Virgil Koehne

Parks & Landscape Manager

Brian Miller

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: July 2015

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

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2015-2016 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

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

PART B. Estimate of Cost

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

PART C. Method of Apportionment of Assessment

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

PART D. District Diagram of Assessment

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

PART E. Property Owner List & Assessment Roll

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

Engineers Assessment Report for 2014-2015 year

During this time period the DB L&L #9, Zone #1 District financial report is as follows:

\$ 128,132	Annual assessments & investment revenue was received
\$ 139,419	Annual expenses grounds maintenance, capital improvements, and administrative expenses.

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

\$ 130,191 Fund total after 2014-2015 annual expenses.

Note: The expenses were higher for the 2014-2015 fiscal year than the previous fiscal year due to increases in maintenance and utility costs. The expenses for the 2014-2015 were greater than the assessment and revenue collected, resulting in an decrease in the District's reserve account.

Current Assessment

The 2014-2015 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$602.92 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2015, the same CPI index is reported as 257.6. Based upon the change in the CPI, the new maximum assessment allowed for the 2015-2016 fiscal year is \$617.78.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2015-2016 fiscal year is \$ 617.78. This assessment is equally assessed to 203 parcels for an annual total of \$125,409.34. Therefore, the maximum Reserve Account Balance is \$ 250,818.68. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2015-2016 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for capital improvements construction projects this fiscal year. The estimated budget for 2015-2016 is \$ 123,209. This equates to \$ 606.94 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 617.78 per parcel, or \$ 125,409.34 maximum assessment.

Based on this report, the assessment for 2015-2016 tax year should be \$ 606.94 to maintain the balance in the reserve fund. The assessment for the 2015-2016 fiscal year is then \$ 606.94 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

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

Agenda Title

Proposal to Amend Ordinance No. 25 Pertaining to Emergency Drought Regulations

Recommended Action

That the Board introduce amendments to Emergency Drought Regulations Ordinance No. 25 as drafted; and set July 1, 2015 for the adoption of Ordinance No. 25 amending Emergency Drought Regulations in the Town of Discovery Bay.

Executive Summary

On September 3, 2014 the Town's Board of Directors adopted Ordinance No. 25 establishing Emergency Drought Regulations throughout Discovery Bay. On October 4, 2014 Ordinance No. 25 became effective implementing emergency drought regulations.

Water year 2014/15 is shaping up to be the driest year on record in California. As a result, the Governor issued an Executive Order calling for mandatory water restrictions throughout California.

In addition to the emergency regulation passed by the state in 2014, and based upon the Governor's Executive Order, the State Water Board adopted new regulations on May 5, 2015. It is recommended that those new regulations be amended and incorporated into Ordinance No. 25. Those new regulations are underlined, as follows:

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
 - a) Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;
 - b) Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
 - c) All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.
 - d) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
 - e) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

"Continued to the next page"

f) The irrigation with potable water of ornamental turf on public street medians.

6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.

A copy of Ordinance No. 25 is attached, as is a Draft Amended Ordinance No. 25 that would bring Ordinance No. 25 in compliance with state law. Also included is the new language from the state that was adopted on May 5, 2015.

If adopted by the Board at a Public Hearing on July 1, 2015, Amended Ordinance No. 25 will become effective thirty days later, on August 1, 2015.

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

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the state of California

September 3, 2014 - Adoption of Ordinance No. 25

May 20, 2015 - Report to the Board to introduce amendments and set date for July 1, 2015 for adoption

Attachments

1. September 3, 2014 adoption of Ordinance No. 25 - Agenda Report and Ordinance No. 25 Proposed Emergency Drought Regulations
2. Draft Amended Ordinance No. 25
3. State Water Board Emergency Water Conservation Regulations Fact Sheet
4. Office of Administrative Law final Regulations



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

September 3, 2014

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Ordinance No. 25 Establishing Emergency Drought Regulations in the Town of Discovery Bay

Recommended Action

That the Board enacts Emergency Drought Regulations Ordinance No. 25 as drafted and that all public noticing requirements shall be complied with.

Executive Summary

The Board of Directors considered the enactment of this Ordinance at their regular meetings of August 6 and 20, 2014, respectively.

The emergency drought rules include a prohibition on certain classes of water use, an order for all urban water suppliers to implement mandatory conservation measures, and an order for water suppliers with 3,000 or more service connections to provide monthly data on water production. Subsequently, proposed Ordinance No. 25 is drafted to fully comply with the new state Emergency Drought Regulations that became effective on July 28, 2014.

At the August 20 Board meeting public testimony was taken and the Board requested that consideration of that testimony be incorporated if allowed under the new state regulations. Staff contacted State Water Board staff in an effort to determine the legality of those possible considerations. The questions posed to the State Water Board staff (as requested by public testimony taken on August 20), and that response, are as follows:

- Q.** "A new home builder closes escrow on a newly constructed home. Due to the construction process, the driveway, walkway and sidewalk require a pressure washing prior to delivery. Is this acceptable under the new regulations?"

A. *Only if needed to address a health and safety need.*
- Q.** "That same home builder is required by County Ordinance, and the conditions of approval for the project stipulate that new front yard landscaping be installed prior to the certificate of occupancy being issued. The builder has chosen new sod to accomplish this task. Does the Town have the authority to allow for irrigation of new sod if it is for a limited period of time? For example, 4x/week for 4 weeks to establish the new sod (after the four weeks, it reverts back to the emergency regulations in place)?"

A. *This would depend on the conservation measures that city has in place. Since you don't have an UWMP plan the City can comply with the regulation by limiting outdoor irrigation to 2 days a week, in which case the contractor would only be able to irrigate 2 days per week. However, the regulations also allow the City to implement another mandatory conservation measure or measures intended to achieve a comparable reduction in water consumption by the persons it serves relative to the amount consumed in 2013. So the answer depends on how the City decides to comply with the regulation.*

Based upon the responses to question #1, above, pressure washing driveways is strictly prohibited under the new state regulations. Based upon the response to Question #2, above, the Town of Discovery Bay has not contemplated other mandatory conservation measures that would provide additional savings elsewhere and allow for the installation of new sod and necessary irrigation, as posed by the public on August 20. Subsequently, staff recommends that the ordinance be enacted as presented and as attached as a part of this report.

-Continued-

The Board also discussed and sought to increase the maximum penalty amount from \$100.00 to \$500.00. The proposed Ordinance has amended language that complies with the direction of the Board.

To promote water conservation statewide, the emergency regulations adopted by the State and proposed by this Ordinance prohibit each of the following, except in case of health or safety needs or to comply with a term or condition in a permit issued by a state or federal agency:

- The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- The application of potable water to driveways and sidewalks; The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system; and
- Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.

Violations of the proposed Ordinance may result in a Notice of Violation issued by the Town of Discovery Bay to any person, business, association or other parties who fail to comply with any conditions of this Ordinance. Violations of this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25.00 for a first violation, a fine of \$50.00 for a second violation, and a fine of \$100.00 for each additional violation. After the third violation, fines in the amount of \$500.00 per day will be imposed until the violation is corrected.

The proposed Town of Discovery Bay Emergency Drought Regulations Ordinance conforms to the new state mandates.

This Ordinance will become effective on October 4, 2014.

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

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the state of California

August 20, 2014 – First Reading of Ordinance 25

Attachments

Ordinance No. 25 Emergency Drought Regulations

State Water Board Emergency Water Conservation Regulations Fact Sheet

Office of Administrative Law final Regulations





**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Emergency Regulation Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District; to respond to the current drought crisis and other possible crises in the future; to authorize the Board of Directors to declare a water shortage emergency; and to regulate water usage with the District for the purpose of conserving severely limited water resources.

SECTION 3. Water Shortage Emergency Declaration

The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

A water shortage emergency declaration shall remain in effect until the Board of Directors finds and declares by resolution that the water shortage emergency condition has abated, has changed in degree, or no longer exists.

SECTION 4. Regulations

While a water shortage emergency declaration is in effect, the following activities shall be prohibited except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:
 - a. Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;

- b. Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
- c. All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.

SECTION 5. Enforcement

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any condition of this Ordinance. Failure to comply with any condition of this Ordinance after the issuance of a Notice of Violation shall be punishable by a fine of \$25 for a first violation, a fine of \$50 for a second violation, a fine of \$100 for a third violation, and a fine of \$500 for a fourth violation and any subsequent violation thereafter. Each day upon which any condition of this Ordinance is violated shall constitute a separate violation.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 3rd day of September, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

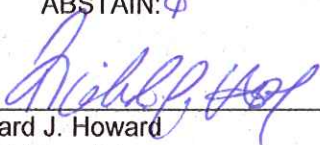
CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on September 3, 2014 by the following vote:



Mark Simon
Board President

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 25**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING EMERGENCY DROUGHT REGULATIONS**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

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The Board of Directors may declare a water shortage emergency by resolution and upon finding that additional water use restrictions are necessary for the immediate protection of health and safety or are required by State law.

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3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
5. Outdoor irrigation of lawns, ornamental landscapes, or turf with potable water, except as follows:

- a) Dwellings or establishments with odd numbered street addresses may use outdoor water before 1 p.m. and after 7 p.m. on Wednesdays and Sundays only;
 - b) Dwellings or establishments with even numbered street addresses may use outdoor water before 1p.m. and after 7 p.m. on Tuesdays and Saturdays only.
 - c) All dwellings, establishments, businesses, associations, parks or open spaces that are connected to an outdoor irrigation system which provides outdoor irrigation to multiple addresses, units and/or areas with or without an address may use outdoor water not more than two days per week for each zone or area controlled by that irrigation system.
 - d) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
 - e) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
 - f) The irrigation with potable water of ornamental turf on public street medians.
6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.

SECTION 5. Enforcement

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

SECTION 6. Violation

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any conditions of this Ordinance. Any person, business, association or other ~~parties-party~~ violating this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25 for a first violation, a fine of \$50 for a second violation in any 6-month period, and a fine of \$100 for each additional violation in any 6-month period. Fines assessed pursuant to this Ordinance may be included in the offending party's water service bill or, for unmetered accounts which do not receive a water service bill, with the water service charges collected on the county tax roll on behalf of the District. Non-payment of water service bills or water service charges collected on the county tax roll on behalf of the District, including the non-payment of any fine included therein-a water service bill, may result in termination of service and disconnection from the water system pursuant to District Ordinance. In addition to any other action taken by the District, the District may utilize an outside collection agency to recover unpaid fines.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

SECTION 7. Appeals

Any party subject to a Notice of Violation or fine issued pursuant this Ordinance may appeal for reconsideration. Appeals for reconsideration shall be processed as follows:

1. A party appealing for reconsideration a Notice of Violation or fine issued pursuant to this Ordinance shall do so in writing to the General Manager by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal.

2. The General Manager shall review all appeals for consideration and shall within fifteen (15) days of receipt of the written appeal notify the appealing party of his or her decision to deny or sustain the appeal, or to modify the Notice of Violation or fine based on the evidence presented.

3. If the appealing party disagrees with the General Manager's decision, the decision may be appealed to the Board of Directors. An appeal to the Board of Directors shall be submitted in writing to the Clerk of the Board by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal. Each appeal to the Board of Directors shall be accompanied by the payment of an appeal fee of \$25.00, or as set by resolution of the Board of Directors, to defray the costs of the appeal.

4. If an appeal to the Board of Directors is made, the appealing party shall be notified of a hearing date by mail. Such hearing shall be scheduled within thirty (30) days of receipt of the written appeal. A decision shall be forwarded to the appealing party within fifteen (15) days after completion of the hearing. Decisions by the Board of Directors are final.

SECTION 8. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION ~~8~~9. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 1st day of July, 2015, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on July 1, 2015 by the following vote:

V. Chris Steele
Board President

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

Mandatory Water Conservation Regulation Go Into Effect

An [emergency regulation](#) to increase conservation practices for all Californians became effective July 29, 2014. The new conservation regulation targets outdoor urban water use. In some areas of the State, 50 percent or more of daily water use is for lawns and outdoor landscaping. This regulation establishes the minimum level of activity that residents, businesses and water suppliers must meet as the drought deepens and will be in effect for 270 days unless extended or repealed.

Prohibitions for ALL urban water users in California:

- The application of potable water to any driveway or sidewalk.
- Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots or structures.
- Using a hose that dispenses potable water to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle.
- Using potable water in a fountain or decorative water feature, unless the water is recirculated. Recycled water is not mandated, but encouraged for fountain use.

Requirements for Urban Water Suppliers (serving >3000 connections):

- Implement water shortage contingency plans to a level where restrictions on outdoor irrigation are mandatory.
- Urban water suppliers without a plan, or without an adequate plan, must either mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.
- Report monthly water production beginning August 15. Include an estimate of the gallons per capita per day used by residential customers beginning with the October 15 report.

Requirements for Other Water Suppliers (serving <3000 connections):

- Mandate that outdoor irrigation be reduced to no more than twice a week or implement other mandatory use restrictions that provide a comparable level of savings.

Assessing Compliance

- Individual Prohibitions – evaluating alleged violations and taking enforcement action is primarily a local discretionary action.
- Water Suppliers – compliance will be evaluated based on multiple factors including implementation of the required actions, the content of the monthly reports (Urban Water Suppliers), and other relevant information.

Tips for Implementing the New Regulations

- Notify and educate staff, ratepayers and the community at large about the prohibitions.
- Inform ratepayers of the requirements of the stage of the Water Shortage Contingency Plan required by the regulations.
- Access the water conservation resources clearinghouse, a partnership of the State of California and the Association of California Water Agencies at either <http://www.saveourh2o.org/> or <http://saveourwater.com/>

Contact Information

- Report State Agency water waste at <http://www.saveourh2o.org/report-water-waste>
- Contact the State Water Board's drought hotline for questions on drought-related activities including general questions on the emergency regulations: (916) 341-5342.

More information on the emergency regulation can be found at the [Conservation Regulation Portal](#).

(This fact sheet was last updated July 29, 2014)

**State of California
Office of Administrative Law**

In re:
State Water Resources Control Board

Regulatory Action:

Title 23, California Code of Regulations

Adopt sections: 863, 864, 865, 866

Amend sections:

Repeal sections:

**NOTICE OF APPROVAL OF EMERGENCY
REGULATORY ACTION**

**Government Code Sections 11346.1 and
11349.6; Water Code Section 1058.5**

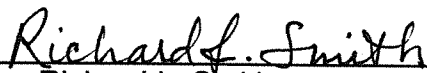
OAL File No. 2015-0506-02 EE

The State Water Resources Control Board submitted this action to readopt and further amend three sections, adopted in OAL file no. 2014-0718-01E and readopted in OAL file no. 2015-0320-01EE, and to adopt a new section in title 23 of the California Code of Regulations pertaining to drought emergency water conservation. The updated regulations are intended to safeguard urban water supplies in the event of continued drought, minimize the potential for waste and unreasonable use of water, and achieve the 25 percent statewide potable water usage reduction ordered by Governor Brown in his April 1, 2015 executive order.

OAL approves this emergency regulatory action pursuant to sections 11346.1 and 11349.6 of the Government Code and section 1058.5 of the Water Code.

This emergency regulatory action is effective on 5/18/2015 and will expire on 2/13/2016. The Certificate of Compliance for this action is due no later than 2/12/2016.

Date: 5/18/2015



Richard L. Smith
Senior Attorney

For: DEBRA M. CORNEZ
Director

Original: Thomas Howard
Copy: David Rose

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER	EMERGENCY NUMBER 2015-0506-02EE
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	
<p style="text-align: center;">2015 MAY -6 PM 4:13</p> <p style="text-align: center;">OFFICE OF ADMINISTRATIVE LAW</p>			
AGENCY WITH RULEMAKING AUTHORITY State Water Resources Control Board			AGENCY FILE NUMBER (if any)

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

MAY 18 2015
2:03 PM

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE	
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)	
OAL USE ONLY		ACTION ON PROPOSED NOTICE <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Drought Emergency Water Conservation		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) OAL File No. 2014-0718-01-E; 2015-0320-01EE	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)		ADOPT 863, 864, 865, 866 per agency request	
TITLE(S) 23		AMEND	
TITLE(S) 23		REPEAL	
3. TYPE OF FILING			
<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input checked="" type="checkbox"/> Emergency Redoat (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))		<input checked="" type="checkbox"/> Other (Specify) <u>Emerg. Redoat (Wat. Code 1058.5(c))</u>	
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
<input type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input checked="" type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> §100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
<input type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal	
<input type="checkbox"/> Other (Specify)			
7. CONTACT PERSON David Rose	TELEPHONE NUMBER 916-341-5196	FAX NUMBER (Optional) 916-341-5199	E-MAIL ADDRESS (Optional) david.rose@waterboards.ca.gov

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Thomas Howard</i>	DATE 5/6/15
TYPED NAME AND TITLE OF SIGNATORY Thomas Howard, Executive Director, State Water Resources Control Board	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

MAY 18 2015

Office of Administrative Law
Agenda Item G-1

ADOPTED TEXT OF EMERGENCY REGULATION

Article 22.5. Drought Emergency Water Conservation.

Sec. 863. Findings of Drought Emergency.

(a) The State Water Resources Control Board finds as follows:

(1) On January 17, 2014, the Governor issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

(2) On April 25, 2014, the Governor issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions;

(3) On April 1, 2015, the Governor issued an Executive Order that, in part, directs the State Board to impose restrictions on water suppliers to achieve a statewide 25 percent reduction in potable urban usage through February, 2016; require commercial, industrial, and institutional users to implement water efficiency measures; prohibit irrigation with potable water of ornamental turf in public street medians; and prohibit irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems;

(34) The drought conditions that formed the basis of the Governor's emergency proclamations continue to exist;

(45) The present year is critically dry and has been immediately preceded by two or more consecutive below normal, dry, or critically dry years; and

(56) The drought conditions will likely continue for the foreseeable future and additional action by both the State Water Resources Control Board and local water suppliers will likely be necessary to prevent waste and unreasonable use of water and to further promote conservation.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, and 105, and 275, Water Code; Light v. State Water Resources Control Board (2014) 226 Cal.App.4th 1463.

Sec. 864. End-User Requirements in Promotion of Water Conservation.

(a) To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

(1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

(2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

(3) The application of potable water to driveways and sidewalks;

- (4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
- (5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall; ~~and~~
- (6) The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased; ~~;~~
- (7) The irrigation with potable water of ornamental turf on public street medians;
and
- (8) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
- (b) To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.
- (c) Immediately upon this subdivision taking effect, all commercial, industrial and institutional properties that use a water supply, any portion of which is from a source other than a water supplier subject to section 865, shall either:
- (1) Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or
- (2) Reduce potable water usage supplied by sources other than a water supplier by 25 percent for the months of June 2015 through February 2016 as compared to the amount used from those sources for the same months in 2013.
- ~~(ed) The taking of any action prohibited in subdivision (a) or the failure to take any action required in subdivisions (b) or (c), in addition to any other applicable civil or criminal penalties,~~ is an infraction; punishable by a fine of up to five hundred dollars (\$500) for each day in which the violation occurs. The fine for the infraction is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, and 105, 275, 350, and 10617, Water Code; Light v. State Water Resources Control Board (2014) 226 Cal.App.4th 1463.

Sec. 865. Mandatory Actions by Water Suppliers.

- (a) As used in this section:
- (1) "Distributor of a public water supply" has the same meaning as under section 350 of the Water Code, except it does not refer to such distributors when they are functioning solely in a wholesale capacity, but does apply to distributors when they are functioning in a retail capacity.
- (2) "R-GPCD" means residential gallons per capita per day.
- (3) "Total potable water production" means all potable water that enters into a water supplier's distribution system, excluding water placed into storage and not

withdrawn for use during the reporting period, or water exported outside the supplier's service area.

~~(a)(4) The term "Urban water supplier," when used in this section, refers to means a supplier that meets the definition set forth in Water Code section 10617, except it does not refer to suppliers when they are functioning solely in a wholesale capacity, but does apply to suppliers when they are functioning in a retail capacity.~~

~~(b)(1) To promote water conservation, each urban water supplier shall implement all requirements and actions of the stage of its water shortage contingency plan that includes mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, or shall amend its water shortage contingency plan to include mandatory restrictions on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed and implement these restrictions within forty five (45) days. Urban water suppliers with approved alternate plans as described in subdivision (b)(2) are exempted from this requirement.~~

~~(2) An urban water supplier may submit a request to the Executive Director for approval of an alternate plan that includes allocation based rate structures that satisfies the requirements of chapter 3.4 (commencing with section 370) of division 1 of the Water Code, and the Executive Director may approve such an alternate plan upon determining that the rate structure, in conjunction with other measures, achieves a level of conservation that would be superior to that achieved by implementing limitations on outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~(c) To promote water conservation, each urban water supplier that does not have a water shortage contingency plan that restricts the number of days that outdoor irrigation of ornamental landscapes and turf with potable water is allowed, or has been notified by the Department of Water Resources that its water shortage contingency plan does not meet the requirements of Water Code section 10632 shall, within forty five (45) days, limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week.~~

~~(db) In furtherance of the promotion of water conservation each urban water supplier shall:~~

~~(1) Provide prompt notice to a customer whenever the supplier obtains information that indicates that a leak may exist within the end-user's exclusive control.~~

~~(2) Prepare and submit to the State Water Resources Control Board by the 15th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the amount of potable water the urban water supplier produced, including water provided by a wholesaler, in the preceding calendar month and shall compare that amount to the amount produced in the same calendar month in 2013. The monitoring report shall specify the population served by the urban water supplier, the percentage of water produced that is used for the residential sector, descriptive statistics on water conservation compliance and enforcement efforts, and the number of days that outdoor irrigation is allowed, and monthly commercial, industrial and institutional sector use. The monitoring report shall also estimate the gallons of water per person per day used by the residential customers it serves.~~

(c)(1) To prevent the waste and unreasonable use of water and to meet the requirements of the Governor's April 1, 2015 Executive Order, each urban water supplier shall reduce its total potable water production by the percentage identified as its conservation standard in this subdivision. Each urban water supplier's conservation standard considers its service area's relative per capita water usage.

(2) Each urban water supplier whose source of supply does not include groundwater or water imported from outside the hydrologic region in which the water supplier is located, and that has a minimum of four years' reserved supply available, may submit to the Executive Director for approval a request that, in lieu of the reduction that would otherwise be required under paragraphs (3) through (10), the urban water supplier shall reduce its total potable water production by 4 percent for each month as compared to the amount used in the same month in 2013. Any such request shall be accompanied by information showing that the supplier's sources of supply do not include groundwater or water imported from outside the hydrologic region and that the supplier has a minimum of four years' reserved supply available.

(3) Each urban water supplier whose average July-September 2014 R-GPCD was less than 65 shall reduce its total potable water production by 8 percent for each month as compared to the amount used in the same month in 2013.

(4) Each urban water supplier whose average July-September 2014 R-GPCD was 65 or more but less than 80 shall reduce its total potable water production by 12 percent for each month as compared to the amount used in the same month in 2013.

(5) Each urban water supplier whose average July-September 2014 R-GPCD was 80 or more but less than 95 shall reduce its total potable water production by 16 percent for each month as compared to the amount used in the same month in 2013.

(6) Each urban water supplier whose average July-September 2014 R-GPCD was 95 or more but less than 110 shall reduce its total potable water production by 20 percent for each month as compared to the amount used in the same month in 2013.

(7) Each urban water supplier whose average July-September 2014 R-GPCD was 110 or more but less than 130 shall reduce its total potable water production by 24 percent for each month as compared to the amount used in the same month in 2013.

(8) Each urban water supplier whose average July-September 2014 R-GPCD was 130 or more but less than 170 shall reduce its total potable water production by 28 percent for each month as compared to the amount used in the same month in 2013.

(9) Each urban water supplier whose average July-September 2014 R-GPCD was 170 or more but less than 215 shall reduce its total potable water production by 32 percent for each month as compared to the amount used in the same month in 2013.

(10) Each urban water supplier whose average July-September 2014 R-GPCD was 215 or more shall reduce its total potable water production by 36 percent for each month as compared to the amount used in the same month in 2013.

(d)(1) Beginning June 1, 2015, each urban water supplier shall comply with the conservation standard specified in subdivision (c).

(2) Compliance with the requirements of this subdivision shall be measured monthly and assessed on a cumulative basis.

(e)(1) Each urban water supplier that provides potable water for commercial agricultural use meeting the definition of Government Code section 51201, subdivision (b), may subtract the amount of water provided for commercial agricultural use from its

potable water production total, provided that any urban water supplier that subtracts any water provided for commercial agricultural use from its total potable water production shall:

(A) Impose reductions determined locally appropriate by the urban water supplier, after considering the applicable urban water supplier conservation standard specified in subdivision (c), for commercial agricultural users meeting the definition of Government Code section 51201, subdivision (b) served by the supplier;

(B) Report its total potable water production pursuant to subdivision (b)(2) of this section, the total amount of water supplied for commercial agricultural use, and shall identify the reduction imposed on its commercial agricultural users and each recipient of potable water for commercial agricultural use;

(C) Certify that the agricultural uses it serves meet the definition of Government Code section 51201, subdivision (b); and

(D) Comply with the Agricultural Water Management Plan requirement of paragraph 12 of the April 1, 2015 Executive Order for all commercial agricultural water served by the supplier that is subtracted from its total potable water production.

(2) Submitting any information pursuant to subdivision (e)(1)(B) or (C) of this section that is found to be materially false by the board is a violation of this regulation, punishable by civil liability of up to five hundred dollars (\$500) for each day in which the violation occurs. Every day that the error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(ef)(1) To prevent waste and unreasonable use of water and to promote water conservation, each distributor of a public water supply, as defined in Water Code section 350, that is not an urban water supplier shall, within forty five (45) days, take one or more of the following actions:

(4A) Limit outdoor irrigation of ornamental landscapes or turf with potable water by the persons it serves to no more than two days per week; or

(B) Reduce by 25 percent its total potable water production relative to the amount produced in 2013.

(2) Implement another mandatory conservation measure or measures intended to achieve a 20 percent reduction in water consumption by the persons it serves relative to the amount consumed in 2013.

(2) Each distributor of a public water supply that is not an urban water supplier shall submit a report by December 15, 2015, on a form provided by the Board, that either confirms compliance with subdivision (f)(1)(A) or identifies total potable water production, by month, from June through November, 2015, and total potable water production, by month, for June through November 2013.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 102, 104, 105, 275, 350, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.

Sec. 866. Additional Conservation Tools.

(a)(1) To prevent the waste and unreasonable use of water and to promote conservation, when a water supplier does not meet its conservation standard required by section 865 the Executive Director, or the Executive Director's designee, may issue conservation orders requiring additional actions by the supplier to come into compliance with its conservation standard.

(2) A decision or order issued under this article by the board or an officer or employee of the board is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code.

(b) The Executive Director, or his designee, may issue an informational order requiring water suppliers, or commercial, industrial or institutional properties that receive any portion of their supply from a source other than a water supplier subject to section 865, to submit additional information relating to water production, water use or water conservation. The failure to provide the information requested within 30 days or any additional time extension granted is a violation subject to civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1846.

Authority: Section 1058.5, Water Code.

References: Article X, Section 2, California Constitution; Sections 100, 102, 104, 105, 174, 186, 187, 275, 350, 1051, 1122, 1123, 1825, 1846, 10617 and 10632, Water Code; *Light v. State Water Resources Control Board* (2014) 226 Cal.App.4th 1463.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Authorize Water Rate Study with Bartle Wells Associates in an amount not to exceed \$25,000.00

Recommended Action

Approve contract with Bartle Wells Associates to conduct the necessary Water Rate Studies in an amount not to exceed \$25,000.00 and authorize the General Manager to execute all contract documents

Executive Summary

On March 20, 2013 the District entered into a contract with Bartle Wells Associates to conduct a four-year water and wastewater rate study. The March 2013 study covered the period from FY 2013-14 through FY 2016-17.

At the time the current study was implemented, the Board had not made a decision to roll out system-wide installation of water meters. However, due to current drought conditions and the need to conserve 20% by 2020 (per state mandate), the Board directed staff to begin system wide water-meter phase-in implementation. The updated water rate study will evaluate the impacts of meter installation on the Town's entire network and will evaluate financial impacts on the Town's water enterprise program.

The Water and Wastewater Rate Studies are being done separately but concurrently, and later on this agenda the Board will be presented with an update on the Wastewater Rate Study. Subsequently, wastewater is not the subject of this action.

The updated study will cover a period not to exceed five-years (legal limits per Proposition 218), and will guide the Town through the outreach and implementation phases of the system. The transition from property tax to monthly billing for those receiving meters for the first time will also be addressed in the study.

The proposed Rate Study will include the development of customer and expense projections for each year period that is covered by the study, including the preparation of water rate structures for the as yet to be determined coverage period. The study will encompass both metered, non-metered, and transition rates that comply with the requirements of Proposition 218. A copy of the Scope of Work is attached.

The budget for this project is \$25,000.00.

Fiscal Impact:

Amount Requested \$25,000.00

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

Prog/Fund # Category: Pers. Optg. 7210 Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

March 20, 2013 – Current Four-year rate study approved.

Attachments

Bartle Wells Associates Scope of Work – Water Rate Study

AGENDA ITEM: H-1



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

May 19, 2015

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

Dear Rick,

We are pleased to submit our proposal to assist the Town of Discovery Bay with the Town's water rates and charges. We have very much enjoyed working with the Town over the past several years on the water and sewer rate study, capacity fee studies, and Community Center financial plan. We understand the Town's concerns are 1) water rate revenues under drought conditions and 2) implementation of water meters across the full service area.

The most pressing concern of the water system is financial stability during drought conditions. As customers conserve water, the utility loses volume rate revenue. Over the past few years, we have worked with many agencies to modify their existing rate structures and evaluate the financial impacts of a drought and/or water supply cutbacks. We often recommend agencies phase in and phase out water shortage/drought rates in response to escalating or decreasing drought conditions and water demands. BWA will work with the Town to develop drought surcharges to recover lost revenue. BWA will also review the water utility's target fund balance. It may be prudent to increase the reserve target over time to have a greater financial "cushion" during drought conditions.

A secondary concern of the water utility is the rollout of water meters across the currently unmetered service area. BWA will evaluate the equity between metered and unmetered customers comparing the typical bill and water use of each group. The study will also evaluate the financing the water meters including conservation rebates and grants, and/or on-bill financing for the customer. In finalizing the rates, BWA will estimate the future water use for the currently unmetered customers based on lot size and possibly family size and determine an appropriate volume rate for all customers. Recently, Bartle Wells Associates assisted the Denair Community Services District and the Malaga County Water District in transitioning from unmetered to metered water service.

We are very interested in working with the Town on this project and hope this proposal provides a suitable basis for our selection. If you have any questions, please contact me at (510) 653-3399 ext. 115.

Sincerely,

Alison Lechowicz, Vice President
Bartle Wells Associates

BARTLE WELLS ASSOCIATES

Since 1964, we have served over 500 public agency clients in the western United States on over 2,500 financing assignments. Our clients have ranged from small cities and special districts to large cities, joint powers authorities, counties, and state agencies. We have extensive experience in formulating financial plans and in developing revenue sources to meet a public agency's capital and operating requirements. We also have supervised the procurement of billions of dollars of funding for California infrastructure projects through municipal bond issues, private placement loans and state and federal grants and loans.

For this assignment Tom Gaffney will serve as Partner-in-Charge and Alison Lechowicz will serve as Financial Analyst.

SCOPE OF WORK

Bartle Wells Associates will work closely with Town staff, the Board of Directors, developers, and interested members of the public to develop the water rate update and projections. This section presents a proposed scope of services that we believe forms a sound basis for completing this assignment. We propose to perform the following services:

1. Investigation and Data Collection

Assemble the information necessary to understand the utility's water cutback requirements and current financial position. Also collect information to understand the status of the water meter rollout program.

Key data includes:

- Water usage and billing data since 2013
- Water cutback requirements from the State Water Board
- Meter installation costs
- Background information on the unmetered service area (lot size? Family size?)
- Availability of water conservation grants and loans
- Town audits and up to date budget
- Water utility current balance

The assistance of Town staff will be required during this task to collect and research relevant information.

2. Develop Revenue and Expense Projections

Develop revenue and expense projections for the water enterprise over the next 5 years under drought and non-drought conditions. Project customer growth and annual revenue requirements over the study period. Evaluate the financial impact of growth on revenues. Compare recent actuals with 2013 study projections, and test updated projections for sufficient revenue coverage. Reevaluate prudent fund reserve targets in light of drought conditions.

3. Evaluate Water Meter Rollout

Estimate the cost of the water meters and evaluate options for covering the cost of the meters including grants and loans, and/or on-bill financing for the customer. Estimate the future water use of unmetered

customers. BWA will review the customer characteristics of the metered and unmetered service areas and determine an appropriate water use projection. Unmetered customers will likely reduce their water use following the installation of the meter and transition to the metered rate. BWA will evaluate how the meter rollout may help the Town achieve its water cutback goal.

4. Develop Preliminary Volume Water Rate Structure Recommendations

Determine an equitable allocation of costs to applicable water usage parameters (i.e. fixed meter charges and volume rates). Work with the project team to identify customer and usage profiles to use in the rate analysis. Model the impacts of the total fixed and volume rates on various customer classes. It may be prudent to increase the fixed charges to provide greater revenue stability.

5. Drought Pricing

In addition to a review of the base water rates and charges, BWA will recommend a new drought rate structure. The drought rate could be a % increase to all bills, a \$ increase to the volume rate, or a penalty charged to water users over a specified threshold of use. BWA envisions emergency conservation rates that could be implemented and later repealed based on the severity of drought conditions. We will work with Town staff to incorporate scenarios that are financially sustainable and legally justifiable.

6. Draft and Final Report

BWA will deliver a draft and final report outlining the methodology and recommendations of the study. BWA will circulate a draft with Town staff for feedback and comments. Meet with Town staff to review all assumptions and variables for approval and reasonability. Based on Town input, BWA will develop a final report.

7. Proposition 218 and Public Hearing

BWA will present the findings and recommendations to Town Board to begin the Prop 218 45-day notification process, if needed. Additionally, BWA will be present to answer questions at the public hearing at the end of the 45-day period.

AVAILABILITY AND PROPOSED FEE

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. Bartle Wells Associates will perform all work. Tom Gaffney will serve as Partner-in-Charge and Alison Lechowicz will serve as Financial Analyst. Our project team will devote the time and effort to the project as needed.
3. BWA will be compensated for the proposed services on a time and expenses basis. The not-to-exceed fee for the water rate update, based on our Billing Rate Schedule 2015 is **\$25,000**, including direct expenses.
4. The fee is based on the following assumptions:
 - a. Availability of all necessary information, in a timely manner, from the Town, its staff, attorneys, engineers, and other consultants.
 - b. One draft submittal of the water rate study. Time and expenses in revising tables and assumptions due to changes in data from the Town, or in preparing additional draft reports, constitute additional services.
 - c. Four meetings at the Town:
 - i. Kick-off meeting,
 - ii. A meeting for Town comment and input on assumptions and preliminary results,
 - iii. Presentation of recommendations to Town Board
 - iv. Final public hearing
 - d. Completion of the work by December 31, 2015.
5. BWA will bill the Town as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2015.
6. In addition to the services provided under this proposal, the Town may authorize BWA to perform additional services for which the Town will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2015) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
 - Attendance at additional meetings or presentations
 - Changes in project scope
 - Any other services not specified
7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.
8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

BARTLE WELLS ASSOCIATES

BILLING RATE SCHEDULE 2015

Rates Effective 1/1/2015

Professional Services

Financial Analyst I	\$95 per hour
Financial Analyst II	\$135 per hour
Senior Financial Analyst	\$165 per hour
Senior Consultant	\$195 per hour
Principal Consultant.....	\$235 per hour

The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for secretarial support services and internal computer time. Expert witness, legal testimony or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2015 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at \$60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

July 1, 2015

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

Agenda Title

Authorize Wastewater Rate Study with Bartle Wells Associates in an amount not to exceed \$15,000.00

Recommended Action

Approve contract with Bartle Wells Associates to conduct the necessary Wastewater Rate Study in an amount not to exceed \$15,000.00 and authorize the General Manager to execute all contract documents

Executive Summary

On March 20, 2013 the District entered into a contract with Bartle Wells Associates to conduct a four-year water and wastewater rate study. The March 2013 study covered the period from FY 2013-14 through FY 2016-17.

At the time the current study was implemented, a number of wastewater capital projects were not contemplated due to the fact that they were unknown at the time. Since the study was adopted and eventually implemented, the state has required the town to construct Title 22 tertiary treatment and denitrification facilities. The initial study included filtration at an estimated cost of \$5.0M. Due to the combining and removal of other projects included in the Master Plan (adopted by the Board in 2012), the new combined project cost is estimated at \$7.07M. Denitrification is an additional \$6.75M, for a total of \$13.82M. Subsequently, it is important that all of our capital costs are allocated system wide. This study will utilize the Capacity Fee rate structure implemented in 2014 as a component of the new rates for both existing and new customers.

The Water and Wastewater Rate Studies are being conducted separately but concurrently, and earlier on this agenda the Board was presented with an update on the Water Rate Study. Subsequently, water is not the subject of this action.

The updated study will cover a period not to exceed five-years (legal limits per Proposition 218), and will provide a rate structure to effectively provide the Board with sustainable rates for the period (from 1-5 years).

The proposed Rate Study will include the development of customer and expense projections for each year period that is covered by the study, including the preparation of water rate structures for the as yet to be determined coverage period. The study will encompass both metered, non-metered, and transition rates that comply with the requirements of Proposition 218. A copy of the Scope of Work is attached.

The budget for this project is \$15,000.00.

Fiscal Impact:

Amount Requested \$15,000.00

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

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

Previous Relevant Board Actions for This Item

March 20, 2013 – Current Four-year rate study approved.

Attachments

Bartle Wells Associates Scope of Work - Wastewater Rate Study

AGENDA ITEM: H-2



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

June 15, 2015

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

Dear Rick,

We are pleased to submit our proposal to update the Town of Discovery Bay's wastewater rates and charges. We have very much enjoyed working with the Town over the past several years on the water and sewer rate study, capacity fee studies, and Community Center financial plan. We understand the Town's concerns are to gradually increase wastewater rates over time to keep up with the cost of service and to provide cash flow to support the filtration and denitrification projects.

BWA last reviewed the wastewater rates July of 2013. Since then, the Town has received a new wastewater permit that requires more expensive capital improvement projects than what were originally envisioned in the 2013 study. BWA will review the finances of the wastewater enterprise and ensure that the Town has adequate cash flow to fund the capital projects. Moreover, it is fiscally prudent to implement small inflationary increases over time to cover costs and avoid rate spikes. We will work closely with the Town to develop a rate report that fully captures all the wastewater utility costs, provides a financing plan for improvements, and minimizes impacts on the ratepayers.

We are very interested in working with the Town on this project and hope this proposal provides a suitable basis for our selection. We envision streamlined workflow with combined water and wastewater data requests, meetings, and presentations. If you have any questions, please contact me at (510) 653-3399 ext. 115.

Sincerely,

Alison Lechowicz, Vice President
Bartle Wells Associates

BARTLE WELLS ASSOCIATES

Since 1964, we have served over 500 public agency clients in the western United States on over 2,500 financing assignments. Our clients have ranged from small cities and special districts to large cities, joint powers authorities, counties, and state agencies. We have extensive experience in formulating financial plans and in developing revenue sources to meet a public agency's capital and operating requirements. We also have supervised the procurement of billions of dollars of funding for California infrastructure projects through municipal bond issues, private placement loans and state and federal grants and loans.

For this assignment Tom Gaffney will serve as Partner-in-Charge and Alison Lechowicz will serve as Financial Analyst.

SCOPE OF WORK

Bartle Wells Associates will work closely with Town staff, the Board of Directors, developers, and interested members of the public to develop the wastewater rate update and projections. This section presents a proposed scope of services that we believe forms a sound basis for completing this assignment. We propose to perform the following services:

1. Investigation and Data Collection

Assemble the information necessary to understand the wastewater utility's current financial position and any updates since 2013. Key data includes:

- Billing data since 2013
- Town audits and up to date budget
- Capital improvement costs
- Wastewater utility current balance

The assistance of Town staff will be required during this task to collect and research relevant information.

2. Develop Revenue and Expense Projections

Develop revenue and expense projections for the wastewater enterprise over the next five years. Project customer growth and annual revenue requirements over the study period. Evaluate the financial impact of growth on revenues. Compare recent actuals with 2013 study projections, and test updated projections for sufficient revenue coverage. Review up to date capital improvement expenses including filtration and denitrification costs. Evaluate financing options for these projects and review the adequacy of the capacity fee to recover these costs from growth.

3. Develop Rate Recommendations

Determine an equitable allocation of costs to single family, multiple family, businesses, restaurants, schools, and other customer groups based on their wastewater flow and pollutant loading characteristics. Model the impacts of any rate changes on the typical bill of each customer type.

4. Draft and Final Report

BWA will deliver a draft and final report outlining the methodology and recommendations of the study. BWA will circulate a draft with Town staff for feedback and comments. Meet with Town staff to review all assumptions and variables for approval and reasonability. Based on Town input, BWA will develop a final report.

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BWA will present the findings and recommendations to Town Board to begin the Prop 218 45-day notification process, if needed. Additionally, BWA will be present to answer questions at the public hearing at the end of the 45-day period.

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 - b. One draft submittal of the wastewater rate study. Time and expenses in revising tables and assumptions due to changes in data from the Town, or in preparing additional draft reports, constitute additional services.
 - c. Four meetings at the Town concurrent with the water rate study: 1) Kick-off meeting, 2) Progress meeting for Town comment and input on assumptions and preliminary results, 3) Presentation of recommendations to Town Board, 4) Final public hearing
 - d. Completion of the work by September 30, 2015.
5. BWA will bill the Town as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2015.
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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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A COMMUNITY SERVICES DISTRICT



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