



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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

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

**Regular Board Meeting
Wednesday, October 18, 2017**

7:00 P.M. Regular Board Meeting

**Community Center
1601 Discovery Bay Boulevard**



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

**Wednesday October 18, 2017
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 and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for October 4, 2017.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of August 2017 and the Month of September 2017.

F. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding County's Draft Urban Farm Animal Ordinance.
2. Discussion and possible action regarding the Diffuser Inspection and Engineer's Report.

G. INFORMATIONAL ITEMS ONLY

H. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

1. Received East Contra Costa Fire Protection District meeting minutes for September 11, 2017.
2. Received State Water Resources Control Board regarding information and future updates on the Phase II Update of the Bay-Delta Plan dated October 4, 2017.

L. FUTURE AGENDA ITEMS

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7).

N. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case).
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a). Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District.
Contra Costa County Sup. Ct. No, C-13-00274

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1).

P. ADJOURNMENT

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

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

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



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

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

Wednesday October 4, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

Public Comment Regarding:

- Traffic concerns on Discovery Bay Boulevard and additional report from CHP that includes a breakdown.

C. CONSENT CALENDAR

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

1. Approve DRAFT minutes of regular meeting for September 6, 2017.
2. Approve Register of District Invoices (Invoices prepared for September 20, 2017 meeting that was cancelled).
3. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Graves

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

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report - Contra Costa County Staff Report regarding an update on Urban Farm Animal Ordinance.

Alicia Nuchols Field Representative provided an update regarding flyers for the Free Composting Workshop, Saturday, November 18, 2017 from 10:00 a.m. to 12:00 p.m., P6 meeting on October 11, 2017 at 6:00 p.m. Contra Costa County Department of Conservation & Development Stan Muraoka provided the details of the Urban Farm Animal Ordinance. There was discussion regarding the Ordinance and the Board directed staff to send a letter to oppose any efforts to allow small farm animals, including but not limited to honeybees, chickens and goats in the Town of Discovery Bay's sphere of influence.

2. Sheriff's Office Report
3. Lieutenant Steve Borbely – Provided the details of the September 2017 Sheriff Report, also provided a reminder that Deputy Sarah Ballard is our new Resident Deputy and she is now Radar Certified.
4. CHP Report – No report.

E. LIAISON REPORTS

None

F. PRESENTATIONS

1. District Water Engineer Shobe – Update regarding the Water Meter Project.
District Water Engineer Shobe – Provided a PowerPoint presentation regarding the Water Meter Project.
There was discussion regarding meter boxes, lids and the receivers.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action to approve the Capacity Fee Charge Report for Fiscal Year 2016-2017.
General Manager Davies – Provided the details regarding the Capacity Fee Charge Report for Fiscal Year 2016-2017. There was discussion regarding the total CIP Budget.

Public Comment Regarding:

- Total fund balance

General Manager Davies – Provided the total fund balance on collecting fees that we have so far is \$3,157,773. 22.

Motion by: Director Pease to approve the Capacity Fee Charge Report for Fiscal Year 2016-2017.

Second by: Vice-President Graves

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

H. MANAGER'S REPORT

None

I. INFORMATIONAL ITEMS ONLY

None

J. DIRECTORS' REPORTS

1. Standing Committee Reports

- Director Pease – Parks and Landscape Committee Special meeting on September 13, 2017 – regarding repairs for the Front Entrance.
- Vice-President Graves – Water and Wastewater Committee meeting on September 21, 2017 – regarding the tour at Wastewater Treatment Plant No. 2 related to the UV Line and the Filtration Project,
- Director Mayer – East Contra Costa Fire Protection District meeting on October 2, 2017 regarding upcoming vote for the number of Board Members; election coming up in the next year (2018).
- President Leete – California Special District Association Annual Conference – very productive conference with finance seminars (financial dashboards),
- Director Pease – California Special District Association Annual Conference – many educational opportunities
- Director Mayer – California Special District Association Annual Conference – great ideas from other Districts
(Entire Board and General Manager attended)

2. Other Reportable Items – None.

K. GENERAL MANAGER'S REPORT

1. CPR Training for Staff – Held at the Community Center, Tuesday, October 17, 2017.

General Manager Davies – Provided details regarding the CPR Training for Staff.

Lion's Club Vice-President Bryon Gutow – Provided the details regarding the highlights of Summer Jam.

General Manager Davies – Outstanding event and our Parks and Recreation Assistant Monica Gallo was instrumental in planning and organizing the event.

Also, provided an explanation of the current Property Tax Bill; details of the charges for Wastewater and a Water Account Charge. There was discussion regarding the Property Tax Bill. The Board requested that the details be placed on our website along with sending out an Email Blast.

L. CORRESPONDENCE RECEIVED

1. Received East Contra Costa Fire Protection District meeting minutes for August 7, 2017.
2. Received Contra Costa County Department of Conservation and Development; Zoning Administrator for September 18, 2017.
3. Received Letter from Frank Visintin regarding Smart Meter Installation on September 15, 2017.

M. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 7:58 p.m. to the Closed Session.

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7).

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items O-1, O-2 and O-3.

O. CLOSED SESSION

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Cases).
2. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a). Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District.
Contra Costa County Sup. Ct. No, C-13-00274
3. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a). Name of Case and Case Number: Town of Discovery Bay Community Service District v. Veolia Water West Operating Services Inc.
Contra Costa County Sup. Ct. No, C-15-00421

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1).

Legal Counsel Attebery – Reporting from Closed Session on items O-1, O-2, and O-3, there is no reportable action.

Q. ADJOURNMENT

1. The meeting adjourned at 8:40 p.m. to the next regular meeting of October 18, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 10-09-17

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 18, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

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

Fiscal Impact:

Amount Requested \$ 1,167,979.37

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

AGENDA ITEM: C-2

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

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Brentwood Ace Hardware	808/093017	Landscape Reimb (Z61)	09/30/17	\$181.80
U.S. Bank Corporate Payment System	4246044555703473/917	Landscape Reimb (Z35,Z57,Z61)	09/25/17	\$401.38
Watersavers Irrigation Inc.	1898549-00	Landscape Reimb (Z57)	10/03/17	\$74.32
		Contra Costa County	Sub-Total	\$657.50
Water				
Alhambra	13710019 092917	Bottle Water Service	09/29/17	\$12.66
Badger Meter	80014611	Beacon Cellular Data Sept 2017	09/29/17	\$4,207.92
Big Dog Computer	BDC33337	IT Support-Software Application	09/28/17	\$56.00
Bill Pease	SEPT 2017	Expense Report Sept 2017	10/02/17	\$638.06
Brentwood Ace Hardware	808/093017	General Repairs	09/30/17	\$77.76
Brentwood Ace Hardware	808/093017	Safety Supplies	09/30/17	\$37.98
California Consulting, LLC	2437	Grant Consulting Services	09/30/17	\$190.00
Cintas	185622672	Mats, etc.	09/13/17	\$13.59
Cintas	185623731	Mats, etc.	09/20/17	\$13.59
Cintas	185624782	Mats, etc.	09/27/17	\$23.58
Cintas	185625840	Mats, etc.	10/04/17	\$13.59
Charles And Eva Glass	Goleta Pl	Closed Account, Refund Overpayment	10/02/17	\$30.58
Chris Steele	SEPT 2017	Expense Report Sept 2017	10/02/17	\$276.00
Contra Costa County Treasurer-Tax Collect	004-075-007-700/1718	Property Tax 2017-2018 DB Blvd	09/15/17	\$14.64
Contra Costa County Treasurer-Tax Collect	008-200-018-300/1718	Property Tax 2017-2018 Willow Lake	09/15/17	\$59.61
Contra Costa County Treasurer-Tax Collect	011-220-036-500/1718	Property Tax 2017-2018 Well 7	09/15/17	\$77.34
Core & Main LP	H824848	Water Meter Project, Solid Cover With Probe	09/28/17	\$4,040.65
Denalect Alarm Company	R51183	Quarterly Alarm Charge	10/02/17	\$44.40
J.W. Backhoe & Construction, Inc.	9	Water Meter Installation Project	09/20/17	\$173,827.30
Kevin Graves	SEPT 2017	Expense Report Sept 2017	10/02/17	\$769.29
Michael Davies	OCT 2017	Expense Report 10/02/17	10/02/17	\$59.38
Michael Davies	OCT 2017 (2)	Expense Report 10/09/17	10/09/17	\$73.83
Office Depot	964196325001	Office Supplies	09/20/17	\$86.14
Office Depot	964196485001	Office Supplies	09/20/17	\$8.66
ReliaStar Life Insurance Company	#JRS2 457(B) 101517	457(b) 10/01/17-10/15/17	10/15/17	\$393.02
Robert Leete	SEPT 2017	Expense Report Sept 2017	10/02/17	\$462.42
Stephanie Cockrill	Fern Ridge Cir	Closed Account, Refund Overpayment	10/02/17	\$16.22
U.S. Bank	2017/1 2017	Debt Service Installment 2017 Bond	10/10/17	\$35,951.67
U.S. Bank	2017/2 2012	Debt Service Installment 2012 Bond	10/06/17	\$60,347.26
U.S. Bank Corporate Payment System	4246044555703473/917	Travel & Meetings	09/25/17	\$161.09
U.S. Bank Corporate Payment System	4246044555703473/917	Training & Education	09/25/17	\$218.00
U.S. Bank Corporate Payment System	4246044555703473/917	Telephone General	09/25/17	\$411.74
U.S. Bank Corporate Payment System	4246044555703473/917	Telecom Networking	09/25/17	\$401.46
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle & Equipment Fuel	09/25/17	\$575.89
U.S. Bank Corporate Payment System	4246044555703473/917	Automotive Repair & Maintenance	09/25/17	\$281.83
U.S. Bank Corporate Payment System	4246044555703473/917	Equipment Maintenance	09/25/17	\$26.10
U.S. Bank Corporate Payment System	4246044555703473/917	Misc. Small Tools	09/25/17	\$526.68
U.S. Bank Corporate Payment System	4246044555703473/917	Computer Software	09/25/17	\$69.99
U.S. Bank Corporate Payment System	4246044555703473/917	Office Supplies	09/25/17	\$45.81
U.S. Bank Corporate Payment System	4246044555703473/917	Building Maintenance	09/25/17	\$37.10
U.S. Bank Corporate Payment System	4246044555703473/917	Safety Supplies	09/25/17	\$22.47
Univar	SJ840500	Chemicals Delivered 09/21/17	09/25/17	\$232.50
Univar	SJ840501	Chemicals Delivered 09/21/17	09/25/17	\$279.00
Univar	SJ841903	Chemicals Delivered 09/29/17	09/29/17	\$344.10
Univar	SJ841905	Chemicals Delivered 09/29/17	09/29/17	\$241.80
Upper Case Printing, Ink.	12387	Office Supplies	09/28/17	\$39.60
Veolia Water North America	90124269	Monthly O&M Fee Oct 2017	10/02/17	\$52,597.21
Verizon Wireless	9793499720	Cell Phone Bill Sept 2017	09/26/17	\$321.18
William Mayer	SEPT 2017	Expense Report Sept 2017	10/02/17	\$508.42
Zee Medical Service Company	724602559	Safety Supplies	10/06/17	\$16.71
		Water	Sub-Total	\$339,181.82
Wastewater				
Alhambra	13710019 092917	Bottle Water Service	09/29/17	\$18.99
Big Dog Computer	BDC33337	IT Support-Software Application	09/28/17	\$84.00
Bill Pease	SEPT 2017	Expense Report Sept 2017	10/02/17	\$957.10
Brentwood Ace Hardware	808/093017	General Repairs	09/30/17	\$138.37

Cintas	185622672	Mats, etc.	09/13/17	\$20.38
Cintas	185622672	Uniforms	09/13/17	\$10.31
Cintas	185623731	Mats, etc.	09/20/17	\$20.38
Cintas	185623731	Uniforms	09/20/17	\$10.31
Cintas	185624782	Mats, etc.	09/27/17	\$35.73
Cintas	185624782	Uniforms	09/27/17	\$10.31
Cintas	185625840	Mats, etc.	10/04/17	\$20.38
Cintas	185625840	Uniforms	10/04/17	\$10.31
Chris Steele	SEPT 2017	Expense Report Sept 2017	10/02/17	\$414.00
Comcast	8155400350232938/107	Internet Service WWTP#2	10/03/17	\$110.85
Comcast	8155400350232946/107	Internet Service WWTP#1	10/03/17	\$101.08
Contra Costa County Treasurer-Tax Collect	008-200-018-300/1718	Property Tax 2017-2018 Willow Lake	09/15/17	\$89.41
Contra Costa County Treasurer-Tax Collect	008-330-057-400/1718	Property Tax 2017-2018 WWTP#1	09/15/17	\$522.26
Contra Costa County Treasurer-Tax Collect	008-340-033-300/1718	Property Tax 2017-2018 WWTP#2	09/15/17	\$155.54
Contra Costa County Treasurer-Tax Collect	008-340-040-800/1718	Property Tax 2017-2018 WWTP#2	09/15/17	\$6,035.62
Contra Costa County Treasurer-Tax Collect	008-340-041-600/1718	Property Tax 2017-2018 WWTP#2	09/15/17	\$2,262.74
Contra Costa County Treasurer-Tax Collect	088-330-017-800/1718	Property Tax 2017-2018 WWTP#1	09/15/17	\$480.86
Denaelect Alarm Company	R51183	Quarterly Alarm Charge	10/02/17	\$66.60
Kevin Graves	SEPT 2017	Expense Report Sept 2017	10/02/17	\$1,153.94
Michael Davies	OCT 2017	Expense Report 10/02/17	10/02/17	\$89.08
Office Depot	964196325001	Office Supplies	09/20/17	\$129.21
Office Depot	964196485001	Office Supplies	09/20/17	\$12.98
ReliaStar Life Insurance Company	#JRS2 457(B) 101517	457(b) 10/01/17-10/15/17	10/15/17	\$589.53
Robert Leete	SEPT 2017	Expense Report Sept 2017	10/02/17	\$693.62
U.S. Bank	2017/1 2017	Debt Service Installment 2017 Bond	10/10/17	\$212,113.23
U.S. Bank	2017/2 2012	Debt Service Installment 2012 Bond	10/06/17	\$506,826.24
U.S. Bank Corporate Payment System	4246044555703473/917	Travel & Meetings	09/25/17	\$215.59
U.S. Bank Corporate Payment System	4246044555703473/917	Training & Education	09/25/17	\$327.00
U.S. Bank Corporate Payment System	4246044555703473/917	Telephone General	09/25/17	\$1,182.49
U.S. Bank Corporate Payment System	4246044555703473/917	Telecom Networking	09/25/17	\$602.19
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle & Equipment Fuel	09/25/17	\$316.01
U.S. Bank Corporate Payment System	4246044555703473/917	Automotive Repair & Maintenance	09/25/17	\$231.51
U.S. Bank Corporate Payment System	4246044555703473/917	Equipment Maintenance	09/25/17	\$39.14
U.S. Bank Corporate Payment System	4246044555703473/917	Office Supplies	09/25/17	\$68.72
U.S. Bank Corporate Payment System	4246044555703473/917	Building Maintenance	09/25/17	\$55.66
Veolia Water North America	90124269	Monthly O&M Fee Oct 2017	10/02/17	\$78,895.81
Verizon Wireless	9793499720	Cell Phone Bill Sept 2017	09/26/17	\$233.81
William Mayer	SEPT 2017	Expense Report Sept 2017	10/02/17	\$762.62
Zee Medical Service Company	724602559	Safety Supplies	10/06/17	\$25.06

Wastewater Sub-Total \$816,138.97

Grand Total \$1,155,978.29

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

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Zone 8				
Brentwood Ace Hardware	808/093017	Misc. Small Tools	09/30/17	\$513.04
Brentwood Ace Hardware	808/093017	Landscape Maintenance	09/30/17	\$187.06
California Consulting, LLC	2437	Grant Consulting Services	09/30/17	\$95.00
Cintas	185622672	Uniforms	09/13/17	\$55.53
Cintas	185623731	Uniforms	09/20/17	\$55.53
Cintas	185624782	Uniforms	09/27/17	\$55.53
Cintas	185625840	Uniforms	10/04/17	\$55.53
Contra Costa County Treasurer-Tax Collect	004-200-013-300/1718	Property Tax 2017-2018	09/15/17	\$633.08
Contra Costa County Treasurer-Tax Collect	008-010-042-300/1718	Property Tax 2017-2018	09/15/17	\$140.74
Contra Costa County Treasurer-Tax Collect	008-210-024-900/1718	Property Tax 2017-2018	09/15/17	\$13.18
Contra Costa County Treasurer-Tax Collect	008-330-065-700/1718	Property Tax 2017-2018	09/15/17	\$10.18
Contra Costa County Treasurer-Tax Collect	008-460-021-200/1718	Property Tax 2017-2018	09/15/17	\$91.70
Contra Costa County Treasurer-Tax Collect	008-510-033-700/1718	Property Tax 2017-2018	09/15/17	\$22.08
Denalect Alarm Company	R51215	Quarterly Alarm Charge	10/02/17	\$90.00
Mt. Diablo Resource Recovery	17-0001966/092917	Com 3 Yd Bin	09/29/17	\$318.35
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle & Equipment Fuel	09/25/17	\$483.49
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle Repair & Maintenance	09/25/17	\$80.47
U.S. Bank Corporate Payment System	4246044555703473/917	Misc. Small Tools	09/25/17	\$293.24
U.S. Bank Corporate Payment System	4246044555703473/917	Office Supplies	09/25/17	\$184.80
U.S. Bank Corporate Payment System	4246044555703473/917	Landscape Maintenance	09/25/17	\$234.22
Verizon Wireless	9793499720	Cell Phone Bill Sept 2017	09/26/17	\$132.64
Watersavers Irrigation Inc.	1896078-00	Landscape Maintenance	09/27/17	\$198.59
Watersavers Irrigation Inc.	1896693-00	Misc. Small Tools	09/28/17	\$49.96
Watersavers Irrigation Inc.	1898550-00	Landscape Maintenance	10/03/17	\$210.93
Total				\$4,204.87
Community Center				
Alhambra	13710019 092917	Community Center-Bottle Water Service	09/29/17	\$37.13
Brentwood Ace Hardware	808/093017	Community Center-Building Maintenance	09/30/17	\$15.18
California Consulting, LLC	2437	Community Center-Grant Consulting Services	09/30/17	\$95.00
California Park & Recreation Society	103485/2018	Community Center-Membership 2018	09/19/17	\$475.00
Cintas	185622672	Community Center-Mats, etc.	09/13/17	\$47.79
Cintas	185623731	Community Center-Mats, etc.	09/20/17	\$47.79
Cintas	185624782	Community Center-Mats, etc.	09/27/17	\$60.34
Cintas	185625840	Community Center-Mats, etc.	10/04/17	\$36.03
Contra Costa County Treasurer-Tax Collect	008-200-017-500/1718	Community Center-Property Tax 2017-2018	09/15/17	\$470.02
Karina Dugand	48	Community Center-Program Fees	09/28/17	\$1,153.50
Leslie's Pool Supplies, Inc.	27-371780	Community Center-Pool Chemicals	10/05/17	\$397.99
Lucia Peters	16	Community Center-Program Fees	10/03/17	\$315.00
Mt. Diablo Resource Recovery	17-0013218/092917	Community Center-Com 3 Yd Bin	09/29/17	\$444.66
Office Depot	964015582001	Community Center-Office Supplies	09/19/17	\$60.65
Safety Drivers Ed, LLC	51517C	Community Center-Program Fees	10/05/17	\$117.00
Shannon Gay Leyen	5	Community Center-Program Fees	09/28/17	\$210.00
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Events	09/25/17	\$57.85
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Telephone General	09/25/17	\$396.54
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Telecom Networking	09/25/17	\$197.67
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Monthly Software	09/25/17	\$363.38
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Landscape Maintenance	09/25/17	\$157.92
U.S. Bank Corporate Payment System	4246044555703473/917	Community Center-Building Maintenance	09/25/17	\$817.00
Total				\$5,973.44
Grand Total				\$10,178.31

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

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185622672	Uniforms	09/13/17	\$73.97
Cintas	185623731	Uniforms	09/20/17	\$73.97
Cintas	185624782	Uniforms	09/27/17	\$73.97
Cintas	185625840	Uniforms	10/04/17	\$73.97
U.S. Bank Corporate Payment System	4246044555703473/917	Telephone General	09/25/17	\$7.65
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle & Equipment Fuel	09/25/17	\$576.88
U.S. Bank Corporate Payment System	4246044555703473/917	Vehicle Repair & Maintenance	09/25/17	\$80.48
U.S. Bank Corporate Payment System	4246044555703473/917	Misc. Small Tools	09/25/17	\$321.03
U.S. Bank Corporate Payment System	4246044555703473/917	Office Supplies	09/25/17	\$184.80
U.S. Bank Corporate Payment System	4246044555703473/917	Personal Protective Equipment	09/25/17	\$223.43
Verizon Wireless	9793499720	Cell Phone Bill Sept 2017	09/26/17	\$132.62
			Total	\$1,822.77

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

MONTHLY OPERATIONS REPORT

August 2017

2925 Days of Safe Operations
138,919 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar(Cancelled)**
 - **Weekly Safety Topics**
 - **Crane & Hoist**
- **Operation**
 - **New export pump**
 - **New diversion valve**
 - **New flash mixer**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

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

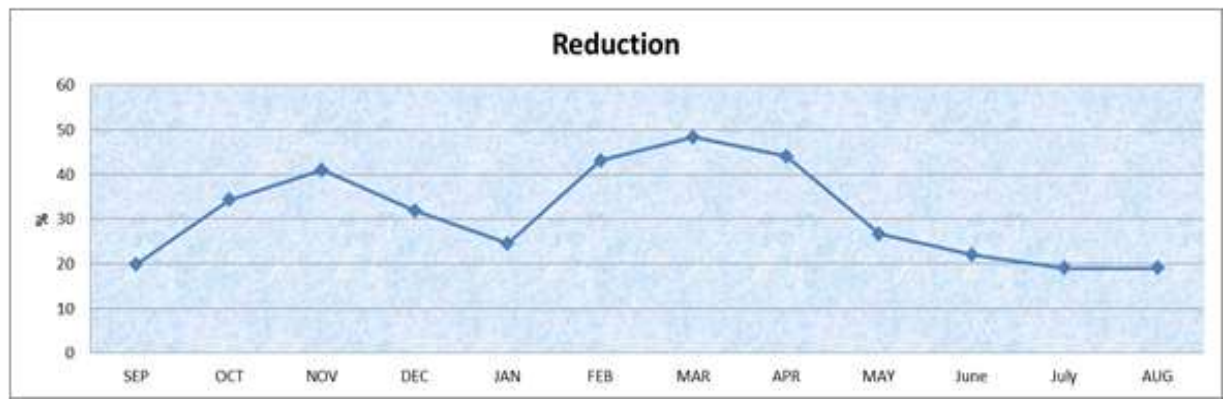
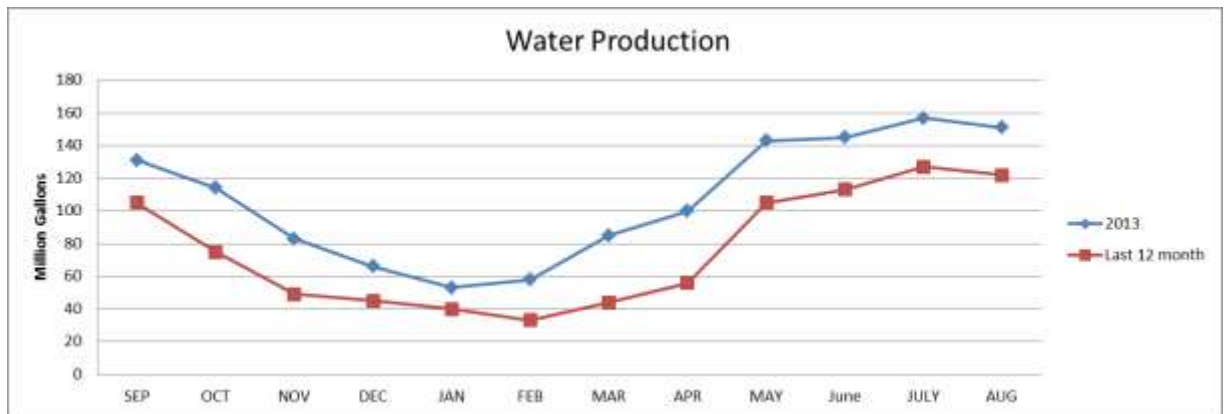
WATER SERVICES

Groundwater Well:

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

2017 Monthly Water Production Table (MG):

January	February	March	April	May	June
40	33	44	56	105	113
July	August	September	October	November	December
127	122				



Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 23	• 0	• 0	• 0	• 0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>July Lab Data</i>	<i>Aug Lab Data</i>
Flow, MG Effluent, monthly total		34	37
Flow, MG Daily Influent Flow, avg.	N/A	1.3	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.1	1.2
Effluent BOD ₅ , lbs/d, monthly avg.	350	19	16
Effluent TSS, lbs/d, monthly avg.	525	35	27
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	4	3
Total Coli form 7 day Median Max	23	0	3
Total Coli form Daily Maximum	240	2	14
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	97	94
Electrical Conductivity, umhos/cm annual avg.	2100	2071	2070

National Pollution Discharge Elimination System (NPDES):

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

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
• 15	• 0	• 0	• 0

COLLECTION

Lift Station Status:

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

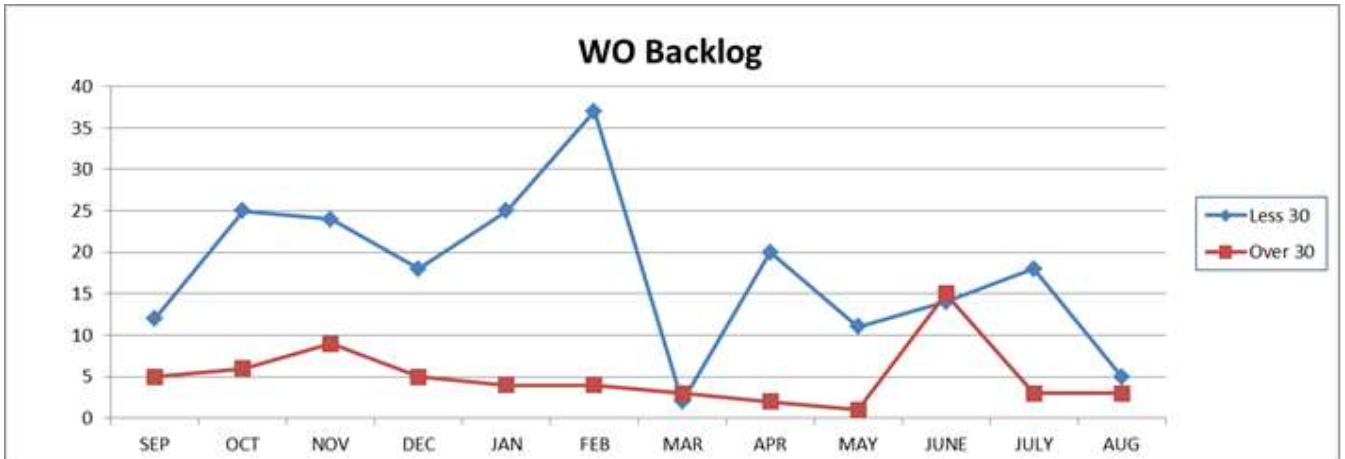
Performed weekly lift station inspections

Sewer System:

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

MAINTENANCE

Preventive and Corrective:



Work Order Back-Log:



Call & Emergency Responses

Call Outs	Emergencies
7	1 (Power Outage)

Personnel Hours & Overtime:

Regular Hours	Overtime
1840	25

TERMS

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

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

MONTHLY OPERATIONS REPORT

September 2017

2954 Days of Safe Operations

140,687 worked hours since last recordable incident

TRAINING:

- **Safety**
 - **West Monthly Regional Safety Webinar**
 - **Weekly Safety Topics**
 - **Respiratory Protection**
 - **International Safety Week Videos**

- **Operation**
 - **New Sand Filter**
 - **New Air Compressor**
 - **New Chemical system**
 - **Willow Lake Communication**

REPORTS SUBMITTED TO REGULATORY AGENCIES:

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

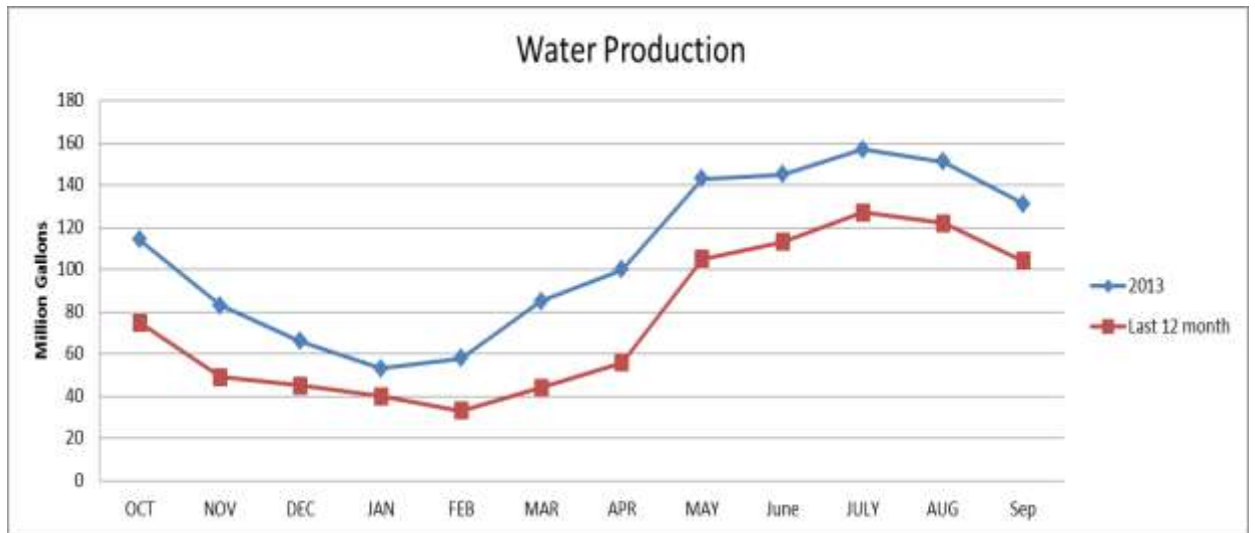
WATER SERVICES

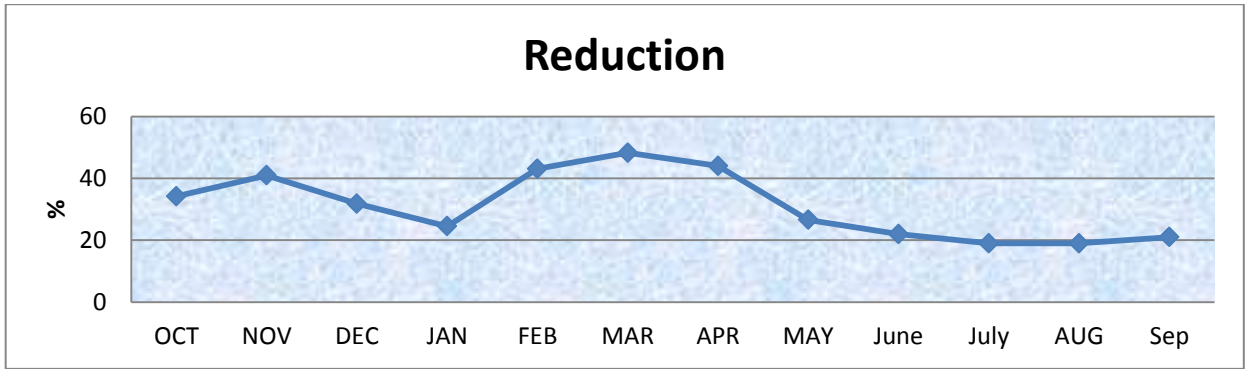
Groundwater Well:

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

2017 Monthly Water Production Table (MG):

January	February	March	April	May	June
40	33	44	56	105	113
July	August	September	October	November	December
127	122	104			





Chemical Usage:



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls	Fire Hydrant Flushing
• 12	• 0	• 0	• 0	• 0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>Aug Lab Data</i>	<i>Sept Lab Data</i>
Flow, MG Effluent, monthly total		37	34
Flow, MG Daily Influent Flow, avg.	N/A	1.3	1.3
Flow, MG Daily Discharge Flow, avg.	2.35	1.2	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	16	17
Effluent TSS, lbs/d, monthly avg.	525	27	30
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	3	3
Total Coli form 7 day Median Max	23	3	79
Total Coli form Daily Maximum	240	14	103
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	94	97
Electrical Conductivity, umhos/cm annual avg.	2100	2070	2090

National Pollution Discharge Elimination System (NPDES):

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
• 2*	• 7-day median	• 23 MPN	• 79(2)

- Accrued during startup of new sand filter. Under investigation with contractor, engineer & manufacture

COLLECTION

Lift Station Status:

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
• 15	• 0	• 1*	• 39

- ARV failed on Forcemain

Performed weekly lift station inspections

Sewer System:

- 51,071 ft. of collection sanitary sewer line has been assessed.
- 0 ft. flushed/CCTV
- 110 manhole & covers has been inspected.

MAINTENANCE

Preventive and Corrective:



Call & Emergency Responses

Call Outs	Emergencies
7 Aug 4 Sept	1 (Power Outage) AUG 0 Sept

Personnel Hours & Overtime:

Regular Hours	Overtime
1840 Aug 1680 Sept	25 Aug 28 Sept

TERMS

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



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 18, 2017

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

MRD

Agenda Title

Discussion and possible action regarding the County's Draft Urban Farm Animals Ordinance.

Recommended Action

Authorize the Board President to sign a letter to the County in opposition to the County's Draft Urban Farm Animals Ordinance.

Executive Summary

At the Regular Board Meeting on October 4, 2017 the Board received a presentation on a Draft Urban Farm Animals Ordinance. The Board took no official action at that time; however, general feedback from Board members indicated a strong opposition to an ordinance that would allow small farm animals on residential properties in Discovery Bay.

This is not the first time this matter has been presented to the Board. At the Regular Board Meeting held on January 21, 2015 the Board was asked for their feedback on a potential County Ordinance allowing farm animals on residential properties. On January 26, 2015, a letter was sent to the County expressing the Town's opposition to any ordinance that would allow for farm animals within the Town's sphere of influence (letter attached).

At the October 4, 2017 Board Meeting, a representative from Diane Burgess' office recommended that if the Board is still in opposition to the Draft Urban Farm Animal Ordinance, the Town should submit another letter for the record.

Previous Relevant Board Actions for This Item

January 21, 2015 Regular Board Meeting

Attachments

- 1) Prior opposition letter dated January 26, 2015
- 2) Draft Urban Farm Animals Ord Rev 10-04-17

AGENDA ITEM: F-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

January 26, 2015

Contra Costa County Department of Conservation & Development
Attn: Stan Muraoka
30 Muir Road, Community Development Division
Martinez, CA 94553

RE: Urban Farm Animal Questionnaire

Dear Mr. Muraoka:

The Town of Discovery Bay Community Services District Board of Directors took under consideration the above referenced matter at their regular meeting of January 21, 2015.

The Board of Directors was unanimous in their position (4-0-1 with one member absent) that they oppose any efforts to allow small farm animals, including but not limited to honeybees, chickens and goats in the Town of Discovery Bay's sphere of influence. The community is dense and residential lots are primarily 5,000-10,000 square feet in size.

The Board determined that the introduction of urban farm animals into Discovery Bay would be a nuisance and would conflict with the integrity of the community as water based and not a farm based community of single family residential neighborhoods. Lot sizes and proximity to neighbors would undoubtedly foster conflict between neighbors if this action was approved and permitted in Discovery Bay.

The Board would encourage the County to specifically exclude Discovery Bay and prohibit urban farm animals within the boundaries of the Town of Discovery Bay.

If you have any questions please feel free to contact the District directly.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay

C: Board of Directors
Supervisor Mary N. Piepho, District III, Contra Costa County

Attachment

RH//cmc

DRAFT URBAN FARM ANIMALS ORDINANCE

Revised October 4, 2017

DIRECTION FROM THE BOARD OF SUPERVISORS

On September 16, 2014, the Board authorized the Department of Conservation and Development to initiate a study for the raising and keeping of small farm animals for non-commercial purposes on smaller residential properties in unincorporated areas of the County. Subsequently, Department staff:

- Conducted a survey of farm animals generally kept on smaller lots in California and elsewhere in the U.S. and found that the animals commonly found include chickens, goats, and honeybees, which are referred to as the urban farm animals;
- Reviewed the relevant ordinances of the 19 cities in the County, and compiled the leading regulations pertaining to chickens, goats, and honeybees;
- Conducted a survey of community preferences related to urban farm animals on smaller residential lots that included the 13 advisory bodies (MACs, Knightsen TAC, and Town of Discovery Bay), and the Saranap Community Association.

On May 9, 2017, the Board gave staff the following direction on the proposed urban farm animals ordinance to allow the keeping of urban farm animals on smaller residential lots:

- (1) Proceed with a Countywide amendment.
- (2) Allow chickens, goats, and honeybees on single-family residential lots.
- (3) Set a maximum rate for chickens per 1,000 square feet and a minimum lot size of 6,000 square feet.
- (4) Set minimum setbacks for animal enclosures.

On December 6, 2016, the Board referred to the Internal Operations Committee (IOC) the development of an ordinance prepared by the Animal Services Department for barking dogs and other noisy animals, and to limit the number of roosters on private property. The IOC decided to separate the barking dog portion of the ordinance from the keeping of roosters, recommended that the Board adopt the barking dog ordinance, and deferred rooster keeping to the urban farm animals ordinance. The Board adopted the barking dog ordinance on June 6, 2017.

CURRENT STATUS OF KEEPING FARM ANIMALS

Small Farming: In unincorporated areas of the County, small farming is allowed on any lot in the R-20, R-40, R-65, and R-100 Single-Family Residential Districts, including keeping up to 24 fowl, rabbits, or other grain-fed rodents, primarily for home consumption.

Livestock: On a lot of at least 40,000 square feet in the R-20, R-40, R-65 or R-100 District, a property owner is permitted to keep two head of livestock such as horses, cows, sheep, and goats.

Honeybees: Honeybees are not permitted on any residentially-zoned lot.

Agricultural Property: On agriculturally zoned property, all farm animals are permitted with no restriction on the size of the lot or number of animals.

PROPOSED ADDITION OF URBAN FARM ANIMALS TO THE COUNTY CODE

Changes and Additions to Definitions

Definitions for “apiary”, “bird enclosure”, “farm animals”, “fowl”, “urban farm animal raising and keeping”, “poultry”, and “roosters” would be added.

“Apiary” would be defined per the California Food and Agricultural Code and would include bees and colonies (bee hives).

“Bird enclosure” would replace “aviary” and would be an enclosure to house birds other than fowl, poultry, roosters, peacocks, or guinea fowl.

“Farm animals” would be fowl, rabbits or other grain-fed rodents, bees, or livestock.

“Fowl” would be domesticated birds kept for eggs or meat, but would not include roosters, peacocks, or guinea fowl.

“Urban farm animal raising and keeping” would be raising and keeping farm animals in residential zones for non-commercial purposes.

“Poultry” would be domesticated birds or roosters kept for eggs or meat for commercial purposes.

“Rooster” would be defined as a male chicken six months or older, or has full adult plumage, or is capable of crowing.

Addition of Urban Farm Animal Raising and Keeping: Urban farm animal raising and keeping would be allowed on any lot in any single-family residential district (R-6, R-7, R-10, R-12, R-15, R-20, R-40, R-65, and R-100 Districts), a planned unit (P-1) district that includes single-family residences, or the two-family residential (D-1) district.

1. Keeping domesticated female chickens (hens) a rate of one hen per 1,000 square feet of lot area.
2. Keeping other fowl and rabbits or other grain-fed rodents would be allowed on lots that are 20,000 square feet or greater.
3. Keeping up to an aggregate total of 20 fowl and rabbits or other grain-fed rodents on a lot.
4. Keeping bees on lots that are 5,000 square feet or greater.

5. Keeping bees at a rate of one bee hive per 5,000 square feet of lot area, up to a total of two bee hives on a lot.
6. Keeping livestock on lots that are 40,000 square feet or greater.
7. Keeping livestock at a rate of two head of livestock per 40,000 square feet of lot area.

Changes to the County Code for Animal Structures

1. Structures for smaller animals: Chicken coops, rabbit hutches, and similar accessory structures provided for the housing of the animals, and bee hives, would be set back from the property lines by the following distances:

Average Lot Width	Minimum Distance From		
	Front Property Line	Side Property Line	Rear Property Line
Less than 80 feet	50 feet	15 feet	15 feet
80 feet or more but less than 120 feet	50 feet	25 feet	25 feet
120 feet or more	60 feet	40 feet	40 feet

These setbacks are consistent with average lot widths and minimum distances for primary structures (residences) from property lines in the R- districts. Setbacks in single-family residential P-1 districts and the two-family residential D-1 district conform to setbacks in the R-districts.

R-District	Average Lot Width	Minimum Distance of the Primary Structure From		
		Front Property Line	Side Property Line	Rear Property Line
R-6	60 feet	20 feet	5 feet	15 feet
R-7	70 feet	20 feet	5 feet	15 feet
R-10	80 feet	20 feet	10 feet	15 feet
R-12	100 feet	20 feet	10 feet	15 feet
R-15	100 feet	20 feet	10 feet	15 feet
R-20	120 feet	25 feet	15 feet	15 feet
R-40	140 feet	25 feet	20 feet	15 feet
R-65	140 feet	25 feet	20 feet	15 feet
R-100	200 feet	30 feet	30 feet	30 feet

2. Structures for Livestock: Barns, stables and other buildings or structures used to shelter livestock would be set back by at least 100 feet from the front property line or any street line, and would be at least 50 feet from any side or rear property line. Also, a fenced pasture, paddock, or other enclosed livestock area would be located at least ten feet from any property line.

3. Special Requirements for Honeybees: Honeybees have special requirements that are necessary in order to minimize bee-related nuisances, such as unwanted contact with human. Thus, staff proposes the following additional requirements for bee hives.

- (1) If a bee hive is located less than 25 feet from a property line, a six-foot tall solid barrier would be required to be placed ten feet from the bee hive in all directions such that the bees must fly at an elevation of at least six feet above the ground to access the hive.

Honeybees tend to fly in a straight line to and from the hive, and therefore, many local jurisdictions, including the cities of Lafayette and Oakley, have required six-foot tall flyway barriers to force the bees to fly at that elevation to access the hive, if the hive is located within a certain distance from the property line.

- (2) A fresh water source for bees would be required to be provided at all times on the lot in proximity to the hives.

Honeybees require fresh water, and therefore many jurisdictions, including Lafayette and Oakley, have required a convenient source of water available to the bees on the property.

PROPOSED ADDITIONS TO THE COUNTY CODE FOR ROOSTER KEEPING

Keeping of up to three roosters would be allowed on lots of five or more acres in any agricultural district (A-2, A-3, A-4, A-20, A-40-and A-80 Districts).

Keeping of more than three roosters would be allowed for:

- (1) Commercial poultry ranches registered with the California Department of Food and Agriculture.
- (2) Public or private schools registered with the California Department of Education.
- (3) FFA or 4-H sponsored projects.
- (4) Legitimate poultry hobbyists as approved in writing by the Animal Services Director.

Other provisions for rooster keeping would be created in the Animal Services Code, including a prohibition on using a tether on a rooster, and provision of water, shelter, sufficient room, and clean and sanitary premises.

Questions on the draft urban farm animals ordinance can be directed to:
 Stan Muraoka: 925-674-7781 (phone), stanley.muraoka@dcd.cccounty.us (email).



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

October 18, 2017

Prepared By: Gregory Harris, District Engineer, Herwit Engineering
Submitted By: Michael R. Davies, General Manager

MPD

Agenda Title

Diffuser Inspection and Engineer's Report.

Recommended Action

Authorize Bishop Diving to conduct the inspection of the diffuser to support the engineering study in an amount not to exceed \$6,000.00.

Authorize Advisian (WorleyParsons Group) to conduct the engineering study on the diffuser and prepare any costs estimates to the District of the required maintenance & repairs for \$33,582.00.

Authorize the General Manager to execute all contracts and up to 10% change orders if needed.

Executive Summary

The Town's wastewater effluent leaving Treatment Plant No. 2 is pumped approximately one mile to Old River where it is discharged through a diffusers with multiple diffuser ports to mix the effluent into Old River. The diffuser was constructed in December 2004 to comply with previous Notice of Violation by the Regional Water Quality Control Board.

In 2013 a diver was hired to inspect the diffuser and provide a full report of the inspection. The inspection report indicated several of the diffuser ports were missing and a portion of the diffuser had become plugged and no longer operated properly. This was apparent during the start-up of the filtration project, testing conducted of the effluent pump station indicated that the pump station no longer pumps 4 million gallons per day (MGD) of flow to Old River. The most likely cause of the poor performance of the export pump station is the plugged diffuser. When the pump was tested in 2004 after the diffuser installation, the pump station operated efficiently with a recorded flow of 4.3 MGD. The capacity of the effluent filtration and UV system is 4 MGD and the effluent pump station needs to be able to pump at least that much flow for the plant to properly handle peak wastewater flows.

Based on this information, Staff has obtained proposals from Advisian, the original firm that designed the diffuser, to review the design and recommend repair methods and costs. Their proposal is attached.

A separate proposal from Bishop Diving was obtained to update the original diffuser inspection report to support the engineering study. An allowance has been added to the original quote from Bishop Diving to accommodate prevailing wage under the new DIR guidelines.

HERWIT will assist the Town and coordinate activities for the project under their general services agreement with the Town.

Once the inspection and engineering analysis is complete, staff will bring final recommendations and costs estimates to the Board for approval.

The Diver's and Engineer's Report is a budgeted Capital Improvement Project for fiscal year 17/18 in the amount of \$45,000. The Repair and/or Maintenance work is scheduled to be completed in fiscal year 19/20 with a Capital Improvement budget amount of \$200,000.00

"Continued to the next page"

Bishop Diving not to exceed \$6,000
Advisian (WorleyParsons Group) \$33,582.00
Total Cost \$39,582.00

Fiscal Impact:

Amount Requested \$39,582

Sufficient Budgeted Funds Available?: Yes \$45,000

Prog/Fund # Wastewater Capital Project # 124

Previous Relevant Board Actions for This Item -

Authorization for construction of outfall diffuser in 2004

Attachments

Advisian Proposal, Bishop Diving Memo

AGENDA ITEM: F-2



Advisian

WorleyParsons Group

Advisian

Suite 500, 151 Canada Olympic Rd
SW
Calgary, AB T3B 6B7 CANADA
Phone: +1 403 247 0200
Toll-Free: 1 800 668 6772
Facsimile: +1 403 247 4811
www.worleyparsons.com

5 April 2017

Proposal No.:
File Loc.: Calgary

Herwit Engineering
6200 Center Street
Suite 310,
Clayton, CA 945117

Attention: Gregory Harris

Dear Mr. Harris:

RE: SANITARY OUTFALL ASSESSMENT FOR THE TOWN OF DISCOVERY BAY

1. INTRODUCTION

Herwit Engineering (Herwit) on behalf of the Town of Discovery Bay California (TDBC) has requested Advisian to provide a detailed scope of work and cost estimate to conduct an assessment of their Sanitary Sewer Outfall, used to discharge treated sanitary sewer from the TDBC wastewater treatment plant into the Old River. The assessment will include an evaluation of the existing conditions of the outfall structure and provide an evaluation of proposed repair measures.

2. BACKGROUND INFORMATION

On May 15, 2013 and underwater visual inspection was completed of the 216 ft. HDPE wastewater outfall comprised of an 18 in, 10 in and 6 in pipeline diameter segments. The result of the inspection revealed that out of the 36 pipeline diffusers 2 of them were missing and no flow was observed on any of the diffusers in the 6 in pipeline segment (16.5 ft. long). In addition concerns have been raised that discharge pumping capacity of the plant has been reduced, this could be either due to plugged sections of the outfall and/or reduced capacity of the pumps.

3. PROPOSED WORKPLAN

An assessment of the outfall will be completed to provide technical recommendation on how to repair the outfall diffuser system. This assessment will provide the basis to prepare the required design repairs/upgrades to the diffuser system. Detailed design of the proposed repairs are not included as part of this scope of work.

The proposed assessment would include the following tasks:

- Project Management
- Site visit and an optional CCTV camera inspection to assess the internal conditions of the diffuser components;



- Review of the hydraulics of the outfall and pumping system;
- Provide engineers cost estimates for the recommended repair options;
- Provide recommendations to prevent future damage of the outfall diffuser ports;
- Review of the existing scour at the outfall location and provide recommendations for increased protection;
- Review of the river and wastewater effluent water quality; and
- Report Document summarizing the assessment completed and an evaluation of the proposed repairs.

A general project management task has been included to provide effective project management and track costs accordingly. The project management task includes communication, meetings, reporting, budget reports and other actions that will be undertaken by the Project Manager, as well as the Cost Controller to monitor project status.

The site visit and optional CCTV camera inspection pipeline may provide information of the internal conditions of the diffuser. To complete this task flow through the outfall will be halted and access to the pipeline will be obtained by removing a nearby valve.

4. SCHEDULE AND COST

The estimated cost for the scope outlined above is \$33,582 (tax exclusive). Details pertaining to the estimated cost are provided in Table A. Note that Advisian only charges for work completed, any cost savings are passed on to the client. Any work outside the current scope will be communicated to the client as a change of scope and, upon approval, will be executed at the standard rates set out in the contract with Herwit Engineering.



Table A: Summary of Estimated Costs

Task	Cost
Project Management including procurement	\$2,400
Site Visit	\$3,474
Hydraulic review of outfall and pumping system, review of the existing scour and provide recommendations for increased protection, review of water quality	\$10,568
Cost estimate for repair options and recommendations for diffuser protection	\$5,968
Reporting and senior review	\$6,370
Optional CCTV camera sanitary sewer Inspection	\$2,500
Sub total	\$31,280
Office Support (8% of labour costs)	\$2,302
Total	\$33,582



Advisian

WorleyParsons Group

5. CLOSURE

We trust that this letter proposal satisfies your current requirements and provides suitable documentation for your record. This work plan is based on our current understanding of your requirements for a baseline assessment of three water wells. If you have any questions or require further details, please contact the undersigned at any time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Efrain Giron".

Efrain Giron, Ph.D., P.Eng.
Senior Water Resources Engineer

Senior Reviewed by

A handwritten signature in black ink, appearing to read "Jeff Crofton".

Jeff Crofton, M.A.Sc., P.Eng.
Director, Surface Water Engineering, Americas



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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

Memo

To: Mike Davies
From: HERWIT Engineering
Date: 10-11-2017
Re: **Quotes for Outfall Diffuser Engineering Analysis and Diver Inspection**

Dear , Mike Davies,

As directed by the wastewater committee, HERWIT engineering has obtained quotes to perform an engineering analysis and a diver inspection and of the Town's outfall diffuser system. The purpose of which is to prepare recommendations and costs for how to repair the diffuser.

The Original design firm for the outfall diffuser system was Komex. Komex became part of Advisian sometime after the original diffuser design. Advisian had provided a proposal for the engineering services to analyze options and prepare costs estimates for repairing the diffuser. Their cost is \$33,582 and their proposal is attached. Since this is such a specialty construction item, HERWIT knows of no other engineering firm with the knowledge of the existing system and experience with diffusers suitable for this task. HERWIT has confirmed that Advisian (Worley Parsons) is registered with the Department of Industrial Relations, DIR.

As part of the analysis, the Town needs a diver to physically inspect the diffuser and update the original diffuser inspection from 2013 that showed the initial damage to the diffuser system. HERWIT engineering contacted Bishop Diving and Salvage who performed the 2013 inspection and received a quote of \$4,450 for an updated inspection. See attached e-mail form Bishop Diving. HERWT also contacted Sweet water Construction and Alantis Diving. Neither of these firms would provide a cost proposal for the work. In reality this is a small project and not worth the effort for most diving companies.

Subsequent to receiving the cost proposal form Bishop diving, the Town asked HERWIT to verify Bishop Diving conforms to DIR rules for paying prevailing wage. Based on the size of the contract, Bishop diving does not need to register with the DIR. Bishop does need to pay prevailing wage. HERWIT is still trying to confirm Bishop pays prevailing wage and has not gotten confirmation of this yet. Therefore, HERIWT recommends budgeting \$6,000 for the div inspection until such time as prevailing wage is verified.

From: Rick Bishop [bishopdive@comcast.net]
Sent: Monday, August 07, 2017 12:25 PM
To: Gregory Harris
Cc: Virgil Koehne
Subject: Re: Dive request for Discovery Bay

We could do the dive inspection sometime between August 21 - August 30th.
The rate would be \$4450.00.
Thanks,
Rick Bishop

Sent from my iPhone

On Jul 31, 2017, at 2:52 PM, Gregory Harris <Gharris@herwit.com> wrote:

Rick,

The Town of Discovery Bay would like you to inspect our diffuser again. Here is the original request and a copy of the report you wrote. I have also included a set of drawings for the diffuser.

Please provide a scope, fee, and schedule for performing this work again.

Thank you.

Gregory Harris
HERWIT engineering

<Disco Bay Outfall Report.doc>

<Outfall Pipe Inspection.doc>

<Disco - 2004 - KOMEX - 18 in Sanitary Sewer Outfall.pdf>



Advisian

WorleyParsons Group

Advisian

Suite 500, 151 Canada Olympic Rd
SW
Calgary, AB T3B 6B7 CANADA
Phone: +1 403 247 0200
Toll-Free: 1 800 668 6772
Facsimile: +1 403 247 4811
www.worleyparsons.com

5 April 2017

Proposal No.:
File Loc.: Calgary

Herwit Engineering
6200 Center Street
Suite 310,
Clayton, CA 945117

Attention: Gregory Harris

Dear Mr. Harris:

RE: SANITARY OUTFALL ASSESSMENT FOR THE TOWN OF DISCOVERY BAY

1. INTRODUCTION

Herwit Engineering (Herwit) on behalf of the Town of Discovery Bay California (TDBC) has requested Advisian to provide a detailed scope of work and cost estimate to conduct an assessment of their Sanitary Sewer Outfall, used to discharge treated sanitary sewer from the TDBC wastewater treatment plant into the Old River. The assessment will include an evaluation of the existing conditions of the outfall structure and provide an evaluation of proposed repair measures.

2. BACKGROUND INFORMATION

On May 15, 2013 and underwater visual inspection was completed of the 216 ft. HDPE wastewater outfall comprised of an 18 in, 10 in and 6 in pipeline diameter segments. The result of the inspection revealed that out of the 36 pipeline diffusers 2 of them were missing and no flow was observed on any of the diffusers in the 6 in pipeline segment (16.5 ft. long). In addition concerns have been raised that discharge pumping capacity of the plant has been reduced, this could be either due to plugged sections of the outfall and/or reduced capacity of the pumps.

3. PROPOSED WORKPLAN

An assessment of the outfall will be completed to provide technical recommendation on how to repair the outfall diffuser system. This assessment will provide the basis to prepare the required design repairs/upgrades to the diffuser system. Detailed design of the proposed repairs are not included as part of this scope of work.

The proposed assessment would include the following tasks:

- Project Management
- Site visit and an optional CCTV camera inspection to assess the internal conditions of the diffuser components;



- Review of the hydraulics of the outfall and pumping system;
- Provide engineers cost estimates for the recommended repair options;
- Provide recommendations to prevent future damage of the outfall diffuser ports;
- Review of the existing scour at the outfall location and provide recommendations for increased protection;
- Review of the river and wastewater effluent water quality; and
- Report Document summarizing the assessment completed and an evaluation of the proposed repairs.

A general project management task has been included to provide effective project management and track costs accordingly. The project management task includes communication, meetings, reporting, budget reports and other actions that will be undertaken by the Project Manager, as well as the Cost Controller to monitor project status.

The site visit and optional CCTV camera inspection pipeline may provide information of the internal conditions of the diffuser. To complete this task flow through the outfall will be halted and access to the pipeline will be obtained by removing a nearby valve.

4. SCHEDULE AND COST

The estimated cost for the scope outlined above is \$33,582 (tax exclusive). Details pertaining to the estimated cost are provided in Table A. Note that Advisian only charges for work completed, any cost savings are passed on to the client. Any work outside the current scope will be communicated to the client as a change of scope and, upon approval, will be executed at the standard rates set out in the contract with Herwit Engineering.



Table A: Summary of Estimated Costs

Task	Cost
Project Management including procurement	\$2,400
Site Visit	\$3,474
Hydraulic review of outfall and pumping system, review of the existing scour and provide recommendations for increased protection, review of water quality	\$10,568
Cost estimate for repair options and recommendations for diffuser protection	\$5,968
Reporting and senior review	\$6,370
Optional CCTV camera sanitary sewer Inspection	\$2,500
Sub total	\$31,280
Office Support (8% of labour costs)	\$2,302
Total	\$33,582



Advisian

WorleyParsons Group

5. CLOSURE

We trust that this letter proposal satisfies your current requirements and provides suitable documentation for your record. This work plan is based on our current understanding of your requirements for a baseline assessment of three water wells. If you have any questions or require further details, please contact the undersigned at any time.

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Efrain Giron, Ph.D., P.Eng.
Senior Water Resources Engineer

Senior Reviewed by

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Jeff Crofton, M.A.Sc., P.Eng.
Director, Surface Water Engineering, Americas



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting
Monday September 11, 2017 6:30 P.M.

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

Teleconference Location: Comfort Suites Airport, "Club Room"
171 N 2100th, W. Salt Lake City, Utah 84116

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

6:30PM – Call to Order: (6:32 P.M.)

PLEDGE OF ALLEGIANCE: (6:32 P.M.)

ROLL CALL: (6:36 P.M.)

Directors Present: Benson, Bryant, Kenny, Langro, Morgan, Young
Directors Present at Teleconference Location: Oftedal
Directors Absent: Stonebarger

PUBLIC COMMENTS: (6:37 P.M.)

There were two (2) Public Speakers – Jessica LaChance-Mellan, Bryan Scott

CONSENT CALENDAR (6:37 P.M.)

C.1 Approve Minutes from August 07, 2017 Board of Directors Meeting

C.2 Approve Cal Fire Amador Contract for Fiscal Year 2017-18

Motion by: Director Young to approve consent items C.1 & C.2

Second by: Director Benson

Vote Carried: 7:0:0

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

Noes:

Abstained:

Absent: Stonebarger

Minutes September 11, 2017
Page 1 of 4

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Agenda Item K-1

DISCUSSION ITEMS

(6:46 P.M.)

D.1 Receive Memorandum Regarding "Correction of Previously Underreported Operating Funds Starting Balance Identified through External Audit and Budgeting Process"

There were two (2) Public Speakers -- Hal Bray, Vince Wells.

PUBLIC HEARING

(7:09 P.M.)

PH.1. Adopt Fiscal Year 2017-18 Operating, Development Fee and Other Fund Budgets

Chief Helmick presented the Fiscal Year 2017-2018 Operating, Development Fee and Other Fund budgets and a public hearing was held.

No public comments were submitted in advance of the hearing.

No Public Comment was made during the hearing.

Motion by: Director Young to Adopt Fiscal Year 2017-2018 Operating, Development Fee and Other Fund Budgets

Second by: Director Kenny

Vote: Motion carried: 7:0:0

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

Noes:

Abstained:

Absent: Stonebarger

DISCUSSION ITEMS

(7:40 P.M.)

D.2 Approve and Authorize Response to Contra Costa County Civil Grand Jury Report #1706, "Funding the East Contra Costa Fire Protection District"

There was no (0) Public Speaker.

Motion by: Director Mogan to Approve and Authorize Response to Contra Costa County Civil Grand Jury Report #1706, "Funding the East Contra Costa Fire Protection District"

Second by: Director Young

Vote Carried: 7:0:0

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

Noes:

Abstained:

Absent: Stonebarger

(7:42 P.M.)

D.3 Receive Legal Analysis of the District's Authority to Declare a State of Emergency

There was no (0) Public Speaker.

(7:45 P.M.)

D.4 Receive Legal Analysis of Proposed Property Tax Revenue Reallocation Measures

There were two (2) Public Speakers – Hal Bray, Mike Dupray

(8:03 P.M.)

D.5 Receive Legal Analysis of the District's Authority to Regulate Land Use and Development

There was no (0) Public Speaker.

(8:07 P.M.)

D.6 Receive Operational Update for August 2017

There was no (0) Public Speaker.

INFORMATIONAL STAFF REPORTS

(8:22 P.M.)

1. Receive Update on Aid Agreement with Contra Costa County Fire Protection District
2. Receive Update on Proposed Assembly Bills 898 and 899

DIRECTORS' COMMENTS: (8:27 P.M.)

Director Morgan met with Supervisor Burgis to discuss the District and would like for any Director who has not met with Supervisor Burgis to give the Supervisor's office a call to set a meeting to discuss the District.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (8:29 P.M.)

None

RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (8:29 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Glenn Berkheimer
Employee Organization: International Association of Fire Fighters, Local 1230
2. Conference With Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): 1 potential case
3. Closed session: Public Employee Performance Evaluation Pursuant to Government Code
Section 54957(b)(1)
Title: Interim Fire Chief

REPORT ON CLOSED SESSION: (10:27 P.M.)

No actions were taken in closed session

ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: October 02, 2017: (10:29 P.M.)

State Water Resources Control Board

October 4, 2017

Notice Regarding Information and Future Updates on the Phase II Update of the Bay-Delta Plan

The purpose of this notice is to advise interested persons how they can stay informed on Phase II of the State Water Resources Control Board's (State Water Board) current process to update the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta) (Bay-Delta Plan) related to Sacramento River, Delta flow, and water project operational requirements.

Background

The Bay-Delta is a critically important natural resource for California and the nation. It is both the hub of California's water supply system and the most valuable estuary and wetlands on the western coast of the Americas. The Bay-Delta is also an estuary in ecological crisis. The State Water Board is responsible for protecting fish and wildlife uses in the Bay-Delta so is taking actions to address the current ecological crisis. Specifically, state law requires the adoption of Water Quality Control Plans that identify beneficial uses of waters and establish water quality objectives to reasonably protect these uses and implementation and monitoring elements. The State Water Board is in the process of reviewing and updating the Bay-Delta Plan to ensure the reasonable protection of fish and wildlife beneficial uses of water in the Bay-Delta watershed in a balanced manner considering other uses of water including agriculture, municipal, hydropower, recreation and other uses.

The Bay-Delta Plan is being updated in two separate phases. Phase I addresses flow requirements in the San Joaquin River watershed for the protection of fish and wildlife and salinity requirements in the southern Delta for the protection of agriculture. Information regarding Phase I is available at: <http://www.waterboards.ca.gov/DeltaWQCP-Phase1>.

Phase II addresses the reasonable protection of fish and wildlife beneficial uses in the Sacramento River and its tributaries, the Delta, and the Mokelumne, Calaveras, and Cosumnes rivers (Delta eastside tributaries). Information regarding Phase II is available at: <http://www.waterboards.ca.gov/DeltaWQCP-Phase2>.

The proposed Phase II changes to the Bay-Delta Plan include: new inflow requirements for the Sacramento River, its tributaries, and Delta eastside tributaries; new and modified Delta outflow requirements; new requirements for cold water habitat; new and modified interior Delta flow requirements; recommendations for complementary ecosystem protection actions that others should take; and adaptive management, monitoring, evaluation, special study, and reporting provisions.

TOWN OF DISCOVERY BAY

1800 WILLOW LAKE RD
DISCOVERY BAY CA 94505

- 2 -

October 4, 2017

A Fact Sheet providing additional information on the State Water Board's Phase II update of the Bay-Delta Plan, including a description of the proposed changes to the Bay-Delta Plan's water quality objectives and implementation approach, is available on the State Water Board's website at:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/bay_delta/docs/201710_phaseII_factsheet.pdf.

To help inform potential Phase II implementation measures in the Bay-Delta Plan, State Water Board staff has posted a series of questions for public input on its website at:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/bay_delta/docs/201710_phaseII_input.pdf.

The questions provide an optional opportunity to provide early constructive and meaningful input to help develop effective and workable implementation measures for the Bay-Delta Plan. Responses to the questions are **due by November 9, 2017**. A formal public comment period on the environmental and other analyses supporting proposed changes to the Bay-Delta Plan will occur at a later date. If you would like to receive notice of that formal comment period and other notices regarding the Phase II update of the Bay-Delta Plan, please inform the State Water Board per the procedures described below.

Future Notice on the Phase II Update of the Bay-Delta Plan

The State Water Board is circulating this notice broadly to ensure that all interested parties are included on the State Water Board's distribution list for the project. To receive future State Water Board announcements about the Phase II update of the Bay-Delta Plan, please subscribe to the State Water Board's email list for "Bay Delta Notices" under the Water Rights category at: http://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.shtml. If you have already subscribed to this email distribution list, no additional action is needed.

To ensure timely delivery of updates and other information, the State Water Board encourages interested persons to sign up to receive notices via email. However, if you are unable to receive emails, you may request to be placed on a hard copy mailing list. If you do not request to be placed on this mailing list or to remain on the hard copy mailing list, you will not receive information via hard copy in the mail. To be placed on the hard copy mailing list, you must notify Ryan Babb at: P.O. Box 2000; Sacramento, CA 95812-2000, **by November 9, 2017**. If you do not request to be placed on the hard copy mailing list by November 9, 2017, you will not receive hard copy notices until such time as you request to be placed on the mailing list.

Questions and Additional Information

Please direct any questions regarding this correspondence to Jason Baker at: (916) 341-5354 or by email at: Jason.Baker@waterboards.ca.gov.