



TOWN OF DISCOVERY BAY CSD

1800 Willow Lake Road, Discovery Bay, CA 94505-9376
Telephone: (925) 634-1131 Fax: (925) 513-2705

Board Members

President-Kevin Graves
Vice President-Mark Simon
Treasurer-Brian Dawson
Director-David Piepho
Director-Ray Tetreault

NOTICE, CALL AND AGENDA OF A SPECIAL MEETING AND BOARD WORKSHOP OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday, August 25, 2010
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

SPECIAL MEETING at 6:30p.m.

A. ROLL CALL

1. Call business meeting to order 6:30 p.m.
2. Pledge of Allegiance

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

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

C. CONSENT CALENDAR

1. Various District Invoices

D. NEW BUSINESS AND ACTION ITEMS

1. Electronic/Digital Recording of Town of Discovery Bay CSD Board Meetings and adoption of Resolution 2010-11 authorizing the use of electronic recording devices to record meetings for public record, minutes and clarification and to produce action minutes of CSD board meetings

E. WORKSHOP TO DISCUSS VARIOUS BOARD POLICIES, BY-LAWS, AND RULES OF ORDER

1. Town of Discovery Bay CSD Bylaws
2. Town of Discovery Bay CSD Board Policy
3. Town of Discovery Bay CSD Website Policy
4. Town of Discovery Bay CSD Media Relations Policy
5. Town of Discovery Bay CSD Public Record Requests Policy

E. ADJOURNMENT

Adjourn to next Regular meeting of September 1, 2010 starting at 7:00pm at 1800 Willow Lake Road- Located in back of the Delta Community Presbyterian Church.

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

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

"The public may comment on any item on the agenda at the time the item is taken up by the Board of Directors."

Request for authorization to pay invoices
 For the Meeting on August 25, 2010
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	7002	Dan McKee Staff Mileage for August	\$65.00
2	7002	Frank Cramer Contruction Manager Expense Report for mileahe In July 2010	\$221.00
3	7005	Nuemiller & Beardslee Inv# 233591, dtd 8/5/10 General services performed through 7/31/10	\$7,909.39
4	7010	Eco Logic Inv# 6337, dtd 7/31/10 DB WWTP review of existing plant drawings hydraulic modeling data	\$1,004.00
5	7010	Herwit Engineering Inv# 10-05, dtd 6/1/10 Services for May 1-May 31	\$1,286.00
	0910-007	Herwit Engineering Inv# 10-05, dtd 6/1/10 Services for May 1-May 31	<u>\$2,380.00</u>
		Sub-Total	\$3,666.00
6	7010	Herwit Engineering Inv# 10-07, dtd 8/2/10 Services for July 1-July 31	\$5,022.00
	0910-007	Herwit Engineering Inv# 10-07, dtd 8/2/10 Services for July 1-July 31	<u>\$4,040.00</u>
		Sub-Total	\$9,062.00
7	7011	Veolia Inv# 2503359, dtd 8/1/10 Maintenance services for the month of August 2010	\$83,362.21
	7012	Veolia Inv# 2503359, dtd 8/1/10 Maintenance expense through August 2010	<u>\$3,560.42</u>
		Sub-Total	\$86,922.63
8	7012	Veolia Inv# 2503352, dtd 7/10 Maintenance expense through July 2010	\$4,902.94
9	7135	EnerPower Inv# 55276, dtd 7/26/10 Electric Energy Charges for 5/13/10 - 6/10/10	\$44.00
10	7137	EnerPower Inv# 55274, dtd 7/26/10 Electric Energy Charges for 5/11/10 - 6/9/10	\$90.00
11	7137	EnerPower Inv# 55275, dtd 7/26/10 Electric Energy Charges for 5/13/10 - 6/11/10	<u>\$292.00</u>
		Sub-Total	\$426.00
WATER			
12	7135	PG&E / Acct# 2943721807-5 Newport WTP	07/14-08/12/10 \$18,054.06
13	7135	PG&E / Acct# 2990602600-9 Willow Lake WWTP	05/13-07/12/10 \$11,293.74
14	7135	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	07/13-0/11/10 \$19.89
15	7135	PG&E / Acct# 6760524303-8 Iri. Controller (Newport @ Well 4A)	07/14-08/12/10 \$16.85
16	7135	PG&E / Acct# 7068319849-6 Well #5	07/12-08/10/10 \$10,522.21
17	7135	PG&E / Acct# 8351173112-3 Well #2	07/13-08/11/10 \$4,699.85
18	7135	PG&E / Acct# 8609981202-5 Well #1 (Gas)	07/13-08/11/10 \$17.59
19	7135	PG&E / Acct# 8651647866-5 Well #1	07/13-08/11/10 <u>\$6,454.98</u>
		Sub-Total	\$51,079.17
SEWER			
20	7137	PG&E / Acct# 0631986334-3 Newport Lift Station	07/14-08/12/10 \$2,909.88
21	7137	PG&E / Acct# 1182741894-5 Pump Station D	07/13-08/11/10 \$138.40
22	7137	PG&E / Acct# 1318320217-8 Pump Station A	07/13-08/11/10 \$67.95
23	7137	PG&E / Acct# 3016215915-3 Pump Station F	07/12-08/10/10 \$607.97
24	7137	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	07/13-08/11/10 \$174.78
25	7137	PG&E / Acct# 3497478293-9 Lakeshore Lift Station	07/12-08/10/10 \$632.16
26	7137	PG&E / Acct# 4193709211-6 Pump Station C	07/14-08/12/10 \$64.95
27	7137	PG&E / Acct# 4516230421-1 Pump Station H	07/13-08/11/10 \$17.66
28	7137	PG&E / Acct# 7234986505-4 Pump Station J	07/13-08/11/10 \$270.93
29	7137	PG&E / Acct# 7312115758-7 WWTP #2	07/14-08/12/10 \$19,973.95
30	7137	PG&E / Acct# 7630923070-4 Pump Station E	07/12-08/10/10 \$399.06
31	7137	PG&E / Acct# 8343916134-6 Fern Ridge Circle/Hofmann	07/09-08/09/10 \$748.68
32	7137	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	07/13-08/11/10 <u>\$21.45</u>
		Sub-Total	\$26,027.82
33	7210	Bay Area News Group Inv# 2005834, dtd 7/31/10 Classified Advertising-water rate increase	\$127.60
34	7210	CCC County Clerk Dtd 8/9/10 Usage rate increase for water/wastewtr services 2010-11 tax roll	\$50.00
35	7210	CCC County Clerk Dtd 8/5/10 Ravenswood Improvement District Annual Assessment	<u>\$50.00</u>
		Sub-Total	\$100.00
36	7280	Bay Area Quality Inv# 2MV49, dtd 7/29/10 Annual Permit Renewal	\$6,821.00
37	7300	American Retrofit Systems Inv# 4394, dtd 7/29/10 Supply labor PLC@ LS/H change touch pad	\$250.00
38	7300	American Retrofit Systems Inv# 4395, dtd 8/4/10 Labor to remove pump at Bio area & install loner pump	\$200.00
39	7300	American Retrofit Systems Inv# 4396, dtd 7/30/10 labor to clear elec system problem for filter B	\$300.00
40	7300	American Retrofit Systems Inv# 4397, dtd 8/4/10 Labor & materials to relocate chlor pump plug	\$600.00
41	7300	American Retrofit Systems Inv# 4400, dtd 8/10/10 labor/material install sealed box for chlor pump outlets	\$200.00
42	7300	American Retrofit Systems Inv# 4401, dtd 8/11/10 labor/material install new inline exhaust air comprs	\$415.00
43	7300	American Retrofit Systems Inv# 4402, dtd 8/11/10 Labor/materials to install new inline exhaust	\$415.00
44	7300	American Retrofit Systems Inv# 4403, dtd 8/11/10 Labor to work w/Telstar Veolia & elec contractr well 6	\$650.00
45	7300	American Retrofit Systems Inv# 4404, dtd 8/10/10 labor/materials to replace motion sensor for shop lights	\$225.00
46	7300	American Retrofit Systems Inv# 4405, dtd 8/12/10 labor to reset operair interface at Newport boostr bldg	\$100.00
47	7300	American Retrofit Systems Inv# 4406, dtd 8/13/10 labor/material to wire in rotor 4 motor	\$160.00

48	7300	American Retrofit Systems	Inv# 4407, dtd 8/13/10	labor/material to install new inline pan for chlor rm	\$415.00
49	7300	American Retrofit Systems	Inv# 4411, dtd 8/18/10	labor replace burned out wire for headworks	\$350.00
50	7300	American Retrofit Systems	Inv# 4413, dtd 8/18/10	install 2 sealed boxes w/outlets for chlor 1 & 2	\$400.00
51	7300	American Retrofit Systems	Inv# 4416, dtd 8/19/10	labor only to reprogram VFD control for export pump 3	<u>\$100.00</u>
				Sub-Total	\$4,780.00
52	7300	Aeromod	Inv# SO17683-1, dtd 8/3/10	Vertical bearing & pneumatic sensor for endless belt track	\$307.97
53	7300	Hach Company	Inv# 6834284, dtd 7/27/10	Colorimeter assy, 510NM, CL17, maint	\$996.17
54	7300	ITT Water & Wastewater	Inv# 07595518, dtd 8/13/10	For Bio solids Wet Well	\$2,660.67
55	7300	J.W. Backhoe & Constr.	Inv# 1373, dtd 8/4/10	Air Relief Valves for forced sewer line.	\$2,017.44
56	7300	J.W. Backhoe & Constr.	Inv# 1374, dtd 8/10/10	time/material dug up and raised 6 water valve cans	\$3,957.61
57	7300	J.W. Backhoe & Constr.	Inv# 1375, dtd 8/10/10	Emergency water leak at 780 Beaver Ct.	<u>\$6,687.15</u>
				Sub-Total	\$12,662.20
58	7300	Minyard Excavating, Inc	Inv# 3677, dtd 7/30/10	1917 Dolphin Place Misc. water leaks 7/20/10	\$2,083.80
59	7300	Minyard Excavating, Inc	Inv# 3678, dtd 7/30/10	5471 Beaver Ln Replace severed service	\$2,760.98
60	7300	Minyard Excavating, Inc	Inv# 3680, dtd 7/30/10	1742 Dolphin repair leaking angle meter stop	\$296.70
61	7300	Minyard Excavating, Inc	Inv# 3681, dtd 7/31/10	4820 Discovery Pt dugup service leak home owners side	\$445.05
62	7300	Minyard Excavating, Inc	Inv# 3682, dtd 7/31/10	Sewer plant misc. work	\$4,178.96
63	7300	Minyard Excavating, Inc	Inv# 3683, dtd 8/5/10	Sewer Plant #2 installed pump in wet well	\$296.70
64	7300	Minyard Excavating, Inc	Inv# 3685, dtd 8/5/10	4820 Discovery Point install 2 new 1" services	\$3,207.21
65	7300	Minyard Excavating, Inc	Inv# 3687, dtd 8/10/10	5465 Riverlake repair 3/4" domestic service	\$527.53
66	7300	Minyard Excavating, Inc	Inv# 3688, dtd 8/10/10	1168 Willow Lake Rd. replace 3/4" dual service w/1"	<u>\$826.40</u>
				Sub-Total	\$14,623.33
67	7300	Paul E Vaz Trucking, Inc	Inv# 09047, dtd 8/12/10	Materials and hauling rip rock for street repairs	\$430.65
68	7300	Paul E Vaz Trucking, Inc	Inv# 09048, dtd 8/12/10	Hauling rip rock for street repairs	<u>\$509.85</u>
				Sub-Total	\$940.50
69	7300	R & B Company	Inv# S1226655.001, dtd 8/10/10	Brass hex bushing low lead	\$56.58
70	7300	R & B Company	Inv# S1226809.001, dtd 8/17/10	Brass hex bushing low lead	<u>\$101.98</u>
				Sub-Total	\$168.56
71	7300	Radlant Industrial Solutions	Inv# 23062, dtd 8/4/10	Quartz, Domed, Nom. 63" Trojan 3000	\$669.28
72	7300	Radwell International	Inv# INV1271627, dtd 7/26/10	Groupe Schneider - keypad	\$96.00
73	7300	Sunstate Equipment	Inv# 4735305-001, dtd 7/23/10	Electric Scissor Lift & Environmentl charge	\$177.99
74	7320	Sunstate Equipment	Inv# 4737882-001, dtd 7/28/10	Electric Scissor Lift, Inverter & Envirnmntl charge	<u>\$177.99</u>
				Sub-Total	\$355.98
75	7330	BCS	Inv# SI5764265, dtd 7/30/10	Chemicals for 1800 Newport Drive	\$1,541.17
76	7330	BCS	Inv# SI5764266, dtd 7/30/10	Chemicals for 1800 Willow Lake Drive	\$852.32
77	7330	BCS	Inv# SI5766394, dtd 8/05/10	Chemicals for 1800 Newport Drive	\$1,374.18
78	7330	BCS	Inv# SI5766395, dtd 8/05/10	Chemicals for 1800 Willow Lake Drive	\$1,186.31
79	7330	BCS	Inv# SI5768928, dtd 8/11/10	Chemicals for 1800 Newport Drive	\$1,395.06
80	7330	BCS	Inv# SI5768935, dtd 8/11/10	Chemicals for 1800 Willow Lake Drive	<u>\$1,207.19</u>
				Sub-Total	\$7,556.23
81	7410	Ricoh	Inv# 409567698, dtd 7/27/10	Copier Maint	\$251.16
82	7420	Neopost	Inv# xxxx-xxxx-xxxx-4658, dtd 8/8/10	Postage	\$800.00
83	7300	UPS	Inv# 000012X417310, dtd 7/31/10	Datamatic FF	\$89.85
84	7420	UPS	Inv# 000012X417300, dtd 7/24/10	Contract/plans Willow Lake Rd.	\$5.27
85	7430	UPS	Inv# 000012X417320, dtd 8/7/10	Package sent to Mike McGrew	<u>\$10.55</u>
				Sub-Total	\$106.67
86	7430	Office Depot	Inv# 527232150001, dtd 07/23/10	Office Supplies	\$5.40
87	7430	Office Depot	Inv# 527232151001, dtd 07/28/10	Office Supplies	\$21.29
88	7430	Office Depot	Inv# 527433593001, dtd 07/27/10	Office Supplies	\$15.18
89	7430	Office Depot	Inv# 527434202001, dtd 07/27/10	Office Supplies	\$13.41
90	7430	Office Depot	Inv# 527505396001, dtd 07/27/10	Office Supplies	\$8.03
91	7430	Office Depot	Inv# 527505429001, dtd 07/27/10	Office Supplies	\$15.34
92	7430	Office Depot	Inv# 528633852001, dtd 08/05/10	Office Supplies	\$84.44
93	7430	Office Depot	Inv# 528465330001, dtd 08/04/10	Office Supplies	\$104.19
94	7430	Office Depot	Inv# 528466563001, dtd 08/04/10	Office Supplies	\$30.30
95	7430	Office Depot	Inv# 528697511001, dtd 08/05/10	Office Supplies	\$40.16
96	7430	Office Depot	Inv# 528697510001, dtd 08/12/10	Office Supplies	-\$40.16
97	7430	Office Depot	Inv# 528478664001, dtd 08/12/10	Office Supplies	\$222.91
98	7430	Office Depot	Inv# 529590561001, dtd 08/12/10	Office Supplies	\$18.62
99	7430	Office Depot	Inv# 529767717001, dtd 08/13/10	Office Supplies	<u>\$33.53</u>
				Sub-Total	\$572.64
100	7520	AT&T	Inv# 925-634-1733 675 3, dtd 8/5/10	Water/Sewer Well 1B office	\$15.00
	7550	AT&T	Inv# 925-634-1733 675 3, dtd 8/5/10	Water/Sewer Well 1B office	<u>\$44.86</u>
				Sub-Total	\$59.86

101	7550	AT&T Inv# 925 513-8682 198 8, dtd 7/26/10 Veolla office	\$120.57
102	7520	Verizon Wireless Inv# 571177035-00001, dtd 7/26/10 R Howard addition of phone	\$442.20
103	7665	Discovery Locks & More, Inc. Inv# 5963, dtd 7/29/10 Service call/repairs at plant #2 main door	\$75.93
104	7690	Brentwood Tire Company Inv# 19575, dtd 8/18/10 Tires for 2008 250 Ford Truck	\$848.90
105	7690	Interstate Truck Center Inv# 1202100120, dtd 7/29/10 Repairs to 2008 Intl 7400	\$355.70
106	7720	Kevin Graves Directors Expense Report for meetings in July 2010	\$400.00
107	7720	Ray Telreault Directors Expense Report for meetings & mileage in July 2010	\$300.00
108	7952	Gates & Associates Inv# 31152, dtd 7/27/10 Professional services for period ended 7/18/10 *** ***To be reimbursed by Zone 57	\$1,714.50
109	7952	Valley Crest Inv# 3601202, dtd 8/10/10 Repaired one irrigation valve at slifer park ***	\$100.00
110	7952	Valley Crest Inv# 3589543, dtd 7/27/10 Replaced 140 rotors on Clock C turf park/school ***	\$408.94
111	7952	Valley Crest Inv# 3590315, dtd 7/28/10 Labor spread mulch in island on DB Blvd ***	\$450.00
112	7952	Valley Crest Inv# 3590316, dtd 7/28/10 replaced one solenoid on valve Clock C station 24 ***	\$65.00
113	7952	Valley Crest Inv# 3594201, dtd 8/10/10 Landscape Maintenance ***	\$5,460.00
114	7952	Valley Crest Inv# 3591804, dtd 8/10/10 Completed replacemnt of solenoid on valve Clock C station 24 *** ***To be reimbursed by Zones 35, 57, & 61	\$65.00
		Sub-Total	\$6,548.94
115	7952	Yuckos Inv# 6644, dtd 4/16/10 Dogipot Litter Bags*** ***To be reimbursed by Zones 35, 57, & 61	\$492.00
116	0910-006	California Trenchless Inc. Inv# 1, dtd 8/13/10 Discovery point sewer p/pt replacemnt period 7/9-8/13/10	\$151,290.00
		TODB TOTAL...	\$408,509.51
	Acct Code	Community Center Fund	
		Discovery Bay Designs Inv# 620, dtd 8/12/10 Embroidered shirts	\$738.53
		Caselle Utility Account Total...	\$738.53
		Payroll for 7/1/10 - 7/31/10	
	7001	General Manager Payroll	\$10,734.65
	7002	District Staff Payroll and Payroll Processing Fees	\$46,568.68
		Payroll Total	\$57,293.33
		Sub-Total	\$57,293.33
		TODB GRAND TOTAL...	\$466,541.37

Acct. #	SEWER	TOWN OF DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011 Approved at 6/16/10 Meeting	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Jul 10 M-T-D Exp.	Aug 10 M-T-D Exp.	Sep 10 M-T-D Exp.	Oct 10 M-T-D Exp.	Nov 10 M-T-D Exp.	Dec 10 M-T-D Exp.	Plan to Approve 08/25/10	2010/2011		2010/2011 % of Budget YTD		
														YTD REIMB.	ACTUALS			
0910-004			Rehab Manholes	\$0	0%	\$15,000									\$0	\$0	0%	
0910-005			Landscape Plant #1	\$2,636	53%	\$5,000										\$0	\$0	0%
0910-006			Replace Sewer Main	\$0	0%								\$151,290			\$0	\$0	#DIV/0!
0910-007			UV System	\$457,297	114%		\$4,489	\$22,019					\$6,420			\$26,508	\$0	#DIV/0!
0910-008			Salinity Project	\$0	0%	\$200,000										\$0	\$0	0%
0910-009			Pumps / Motors Replacement	\$35,470	71%											\$0	\$0	0%
0910-010			Wetlands	\$8,304	1%											\$0	\$0	#DIV/0!
1011-001			By-Pass Pipeline	\$0		\$85,000										\$0	\$0	0%
1011-002			Replace PLC's	\$0		\$80,000										\$0	\$0	0%
1011-003			Bio-Solids Pumps (2) Wet Well	\$0		\$20,000										\$0	\$0	0%
1011-004			Rehab Lift Station W			\$22,000										\$0	\$0	0%
1011-005			Bypass Valve Lift Station S			\$60,000										\$0	\$0	0%
1011-006			Metal Cover for UV Area			\$12,000										\$0	\$0	0%
1011-007			Clarifier Cleaning Devices			\$125,000										\$0	\$0	0%
1011-008			Paving for Bio-Solids Area			\$25,000										\$0	\$0	0%
1011-009			New Moles (2)			\$15,000										\$0	\$0	0%
1011-010			Road Crossing Ramps			\$50,000										\$0	\$0	0%
			Sewer Sub Total	\$581,375	36%	\$789,000	\$4,489	\$22,019	\$0	\$0	\$0	\$0	\$157,710	\$0	\$26,508	\$0	\$26,508	3%
0809-002			Well #6 Design & Drill Test Hole	\$475,615														
0910-011			Security Door Locks (12)	\$12,980	216%	\$6,000		\$38,782										
0910-012			Ladder Vandal Guard	\$0	0%	\$2,000												
0910-013			Pumps / Motors Replacement	\$2,972	20%													
0910-014			Water Meter Program	\$63,079	13%	\$500,000		\$250										
			Water Meter Program: Reimbursements			(\$500,000)												
1011-011			Filter Media Replacement			\$40,000												
1011-012			Stabilize Around Willow Lake			\$30,000												
1011-013			Rehab Well(s)			\$50,000												
1011-014			Replace Water Mains			\$20,000												
1011-015			Water Meter Trailer			\$20,000												
			Water Sub Total	\$555,237	106%	\$148,000	\$250	\$38,782	\$0	\$0	\$0	\$0	\$0	\$0	\$39,032	\$0	\$39,032	26%
1011-016			Pickup Truck (1)			\$20,000												
1011-017			K-Rail for Bulk Material			\$15,000												
1011-018			Portable Message Units			\$30,000												
1011-019			GPS Tracking Device			\$12,000												
1011-020			Replace Fence Near Marina			\$15,000												
1011-021			New Chairs for Board Room			\$6,000												
			Other Sub Total	\$7,251	19%	\$88,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0102-00			Pipeline Replace Reserve	\$0														
			CREDITS Reimbursement to Town of DB	\$0														
			Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$4,739	\$60,802	\$0	\$0	\$0	\$0	\$157,710	\$0	\$65,541	\$0	\$65,541	#DIV/0!

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting	Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Jul 10 Month to Date Expenses	Aug 10 Month to Date Expenses	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Pending Approval 08/25/10	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7000	Contract Services															
7001	General Manager	\$102,000	\$103,719	102%	\$130,000	\$10,735						\$10,735	\$0	\$0	0%	
7002	District Staff	\$221,000	\$388,678	176%	\$270,000	\$46,855						\$46,855	\$0	\$0	0%	
	W Staff Water Related				\$126,000											
	L Landscape Related (Reimb)				\$121,000											
7003	District Benefits	\$50,000	\$0	0%	\$52,500											
7005	Lease	\$60,000	\$87,417	146%	\$80,000	\$7,968										
7010	Consulting Services	\$130,000	\$104,787	44%	\$6,956								\$7,969	\$7,968	0%	
7011	Vedlia Operations	\$1,020,000	\$1,079,476	161%	\$1,173,000	\$63,362	\$14,115						\$7,312	\$21,070	9%	
7012	Veolia Prov & Corrective Fund	\$43,000	\$101,819	212%	\$80,000	\$3,560	\$258						\$83,362	\$83,362	7%	
7014	Outsource of Water Billing				\$24,000								\$8,463	\$8,463	5%	
7015	General Operating Expenses				\$35,000											
7120	Audit	\$19,000	\$21,025	111%	\$30,000											
7135	Electrical Cost (water)	\$300,000	\$328,208	109%	\$300,000	\$39,769							\$51,123	\$39,769	0%	
7137	Electrical Cost (sewer)	\$300,000	\$371,784	124%	\$325,000	\$34,100							\$26,410	\$34,100	13%	
7210	Public Comm & Noticing	\$10,000	\$13,367	134%	\$5,000								\$228	\$0	0%	
7220	Election Expenses		\$0	0%	\$12,000											
7230	Rent - Public Meetings	\$50,000	\$28,073	46%	\$16,000								\$6,821	\$120	1%	
7280	Memberships	\$30,000	\$29,233	97%	\$50,000											
7285	NPDES NOV Fines (\$)		\$1,716	49%	\$2,500	\$1,531										
7280	Staff Training	\$3,500	\$554,147	185%	\$150,000	\$65,184							\$38,163	\$83,590	61%	
7300	General Repairs Water / Sewer Pump Repairs	\$15,000	\$0	0%	\$15,000								\$178	\$0	0%	
7320	NTR / SJF Testing	\$3,000	\$4,699	157%	\$3,000								\$7,556	\$0	0%	
7330	Special Equipment/Signage	\$50,000	\$97,797	196%	\$65,000	\$4,984	\$6,920									
7400	Office Expenses	\$5,000	\$4,697	94%	\$4,500											
7410	Copier/Maint	\$7,000	\$17,497	250%	\$8,000	\$199										
7420	Postage	\$3,000	\$29,109	970%	\$1,000	\$64										
7430	Office Supplies	\$3,000	\$4,649	162%	\$4,000	\$274										
7500	Communications	\$2,500	\$6,371	255%	\$4,000	\$30										
7510	Web Site/Internet				\$110											
7520	Wireless	\$10,000	\$23,632	236%	\$15,000	\$373										
7550	Telephone	\$5,000	\$21,877	439%	\$10,000	\$105										
7600	District Wide	\$10,000	\$30,036	601%	\$8,000	\$1,504										
7630	Site Maintenance/Landscape	\$1,000	\$1,456	146%	\$1,000	\$76										
7665	Office Bldg / Improvements	\$3,000	\$6,193	206%	\$3,500	\$427										
7670	Office Equipment / Software	\$18,000	\$25,923	141%	\$19,000	\$100										
7680	Office Furnishings	\$35,000	\$25,038	70%	\$36,000	\$1,200							\$1,205	\$4,400	28%	
7685	Tools	\$1,000	\$1,000	100%	\$600											
7690	Maint / Fuel	\$1,000	\$312	31%	\$600											
7700	Directors Expense	\$1,000	\$161,203	16120%	\$12,000	\$5,548										
7720	Compensation				\$100,000											
7730	Training				\$10,000											
7950	Miscellaneous	\$1,000	\$0	0%	\$100,000											
7951	Misc - Reimbursable				\$100,000											
7952	Misc - Zones Reimbursable				\$0											
7955	Reimbursement (Hofmann)				\$0											
7100	Insurance				\$48,000											
7115	General Liability	\$60,000	\$102,503	171%	\$6,000											
7120	Worker's Comp				\$6,000											
7800	County Services				\$5,500											
7805	Revenue Collection	\$3,000	\$5,153	172%	\$700											
7810-0810	Investment Fee	\$600	\$0	0%	\$2,500											
7820	Accounting (A/P, A/R, GL)	\$5,000	\$21,180	424%	\$6,000											
7825	Public Works - permits				(\$231,000)											
CREDITS	Reimbursements to Town of DB															
	TOTAL	\$2,919,100	\$3,711,273	127%	\$3,697,900	\$132,301	\$171,259	\$0	\$0	\$0	\$0	\$0	\$308,093	\$0	\$0	\$0

Request for authorization to pay invoices
 For the Meeting on August 25, 2010
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/10 - 6/11

Acct Code				
1	2100	Office Depot Inv# 527688354001, dtd 7/28/10		\$68.06
2	2100	Office Depot Inv# 527688416001, dtd 7/30/10		\$9.79
3	2100	Office Depot Inv# 528465330001, dtd 8/04/10		<u>\$26.68</u>
			Sub-Total	\$104.53
4	2120	Discovery Bay Disposal Acct# 170001966, dtd 8/01/10 Service for July 2010		\$239.00
5	2120	PG&E / Acct# 0869258994-1 (Sprink Contr) DB Blvd. & Willow Lake	07/13-08/11/10	\$16.85
6	2120	PG&E / Acct# 2249446019-3 (Sprinkler) Disco Point, Tr #4077, Lot 71	07/13-08/11/10	\$17.66
7	2120	PG&E / Acct# 2800977208-9 (Irr Contr) 9295Beacon Pl @ Str Lite	07/14-08/12/10	\$17.85
8	2120	PG&E / Acct# 3736907925-8 (Sprink Contr) E/S Edgview Dr N/O DB Blvd	07/13-08/11/10	\$16.85
9	2120	PG&E / Acct# 4111412785-9 (Sprink Contr) DB Blvd & Seal Way	07/13-08/11/10	\$16.85
10	2120	PG&E / Acct# 4455555569-5 (Sprinkler) Disco Point, Tr #3653, Lot 17	07/13-08/11/10	\$17.66
11	2120	PG&E / Acct# 5465914049-2 (Sprinkler) DB Blvd. & Spinnaker	07/13-08/11/10	\$16.85
12	2120	PG&E / Acct# 7135420365-6 (Sprinkler) Disco Point, Tr# 4077, Lot 65	07/13-08/11/10	\$17.66
13	2120	PG&E / Acct# 7452568975-3 (Sprink Contr) S/E cnr DB Blvd & Willow Lk	07/13-08/11/10	\$16.85
14	2120	PG&E / Acct# 7696548482-7 (Sprinkler) DB Blvd, Tr# 4178, Lot 5	07/13-08/11/10	\$17.66
15	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr w/o Cove Ct 7723 Marina Dr	07/13-08/11/10	\$33.70
16	2120	PG&E / Acct# 8101346815-2 (Irr Contr) Newport Dr. w/o Pier Ct	07/13-08/11/10	\$17.28
17	2120	PG&E / Acct# 8163719795-5 (Irr Contr) 9271 Newport Dr @ Str. Lite	07/14-08/12/10	\$18.28
18	2120	PG&E / Acct# 8167536097-8 (Irr Contr) @ Clipper Dr	07/13-08/11/10	\$17.28
19	2120	PG&E / Acct# 8399010651-6 (Sprink Contr) Willow Lake Ct, Lot 31	07/14-08/12/10	\$18.08
20	2120	PG&E / Acct# 8400813429-2 (Sprinkler) Laguna Ct, Tr# 4076, Lot 18	07/13-08/11/10	\$18.09
21	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers) 2489 'A' DB Blvd.	07/13-08/11/10	<u>\$111.22</u>
			Sub-Total	\$406.67
22	2281	JaniKing Inv# OAK08100276, dtd 08/01/10 Janitorial Service for August 2010		\$350.00
23	2282	American Retrofit System Inv# 4398. dtd 08/05/10 Repair sprinkler timer at entrance		\$275.00
24	2282	Boething Treeland Inv# TV202558, dtd 07/27/10 Plants for DB Blvd. & Discovery Point		\$2,336.48
25	2282	Minyard Excavating Inv#3679, dtd 07/30/10 Rebuild Service on Median of Discovery Point		\$1,589.01
26	2282	Minyard Excavating Inv#3684, dtd 08/05/10 Install new device in Discovery Point		<u>\$741.75</u>
			Sub-Total	\$2,330.76
27	2282	My Bark Inv# 3497, dtd 8/05/10 Mulch		\$2,340.00
28	2282	R & B Company Inv# S1225851.001, dtd 8/03/10 Brass couplings. Etc for landscaping		\$731.12
29	2282	Trugreen Inv# 780870, dtd 07/22/10 Lawn Service		\$1,375.00
30	2282	Valley Crest Inv# 3590315, dtd 7/28/10 Labor to spread mulch		\$120.00
31	2282	Valley Crest Inv# 3593270, dtd 8/10/10 Landscape Maintenance for August 2010		\$8,457.00
32	2282	Valley Crest Inv# 3601203, dtd 8/10/10 Rpair solenoid at Willow Lake & DB Blvd.		<u>\$65.00</u>
			Sub-Total	\$8,642.00
33	2282	Village Nurseries Inv# 11035591, dtd 07/23/10 Plants		\$408.45
34	2282	Waraner Tree Experts Inv# 1950, dtd 7/26/10 Palm tree pruning		\$9,090.00
35	2282	Watersavers Irrigation Inv# 1978975, dtd 7/20/10 Irrigation repair parts		\$617.38
36	2310	Express Employment Inv# 98700134-4, dtd 0727/10 Temporary Landscape Help		\$773.56
37	2310	Express Employment Inv# 98690897-8, dtd 07/21/10 Temporary Landscape Help		\$753.33
38	2310	Express Employment Inv# 98722653-7, dtd 08/03/10 Temporary Landscape Help		<u>\$726.35</u>
			Sub-Total	\$2,253.24
39	2310	Town of Discovery Bay dtd 8/19/10 Payroll reimbursement for July 2010		\$8,367.64

40	4829	Bruce Jett Assoc Inv# 15645, dtd 7/31/10 Design for Discovery Bay Blvd.	\$1,948.75
41	4829	UPS Inv# 000012X417300, dtd 7/24/10 Contract to Green Valley Landscape	\$5.27
42	4829	UPS Inv# 000012X417300, dtd 7/24/10 Contract to Green Valley Landscape	\$10.57
		Sub-Total	\$15.84
		TOTAL	\$41,831.86

County	Town of Discovery Bay/D Bay L&L Park #8	Operating Expense Budget 10/11	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Jul 10 Month to Date Expenses	Aug 10 Month to Date Expenses	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Plan to Approve 8/25/2010	2010/2011 Actuals	2010/2011 % of Budget YTD
Account Description	Office Expenses	\$500	\$1,076	215%	\$850	8.33%	\$10,619	\$12,197	\$0	\$0	\$0	\$0	\$39,867	\$22,816	6%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150									\$0	0%
2103	Postage	\$50	\$0	0%	\$50									\$0	0%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785									\$0	0%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,856	86%	\$117,000		\$239	\$7,056					\$646	\$7,295	6%
2130	Small Tools & Instruments	\$1,000	\$875	87%	\$750		\$100	\$786						\$836	111%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975									\$0	0%
2170	Household Items	\$800	\$1,209	151%	\$900									\$0	0%
2190	Public Notices	\$100	\$633	633%	\$150									\$0	0%
2200	Memberships	\$200	\$0	0%	\$450									\$0	0%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500									\$0	0%
2251	Computer Software	\$500	\$0	0%	\$950									\$0	0%
2270	Maintenance of Equipment	\$700	\$1,856	265%	\$2,000		\$159							\$1,599	8%
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$4,000		\$244							\$244	6%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$5,300									\$0	0%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$166,484		\$9,915	\$2,304					\$350	\$12,220	7%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$100								\$28,146	\$0	0%
2301	Requested Maintenance from County (3620)	\$500	\$0	0%	\$1,500									\$0	0%
2303	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$1,500									\$0	0%
2310	Other Travel Employee Expenses	\$200	\$102	51%	\$8,100		\$386							\$0	0%
2310	Professional Services	\$10,000	\$11,116	111%	\$72,000		\$1,050						\$10,621	\$1,050	5%
2360	Staff Payroll	\$63,000	\$39,064	62%	\$5,200									\$0	0%
2470	Road/Construction Materials (Street Signs)	\$8,000	\$10,389	130%	\$3,500			\$647						\$647	8%
2479	Other Special Expenses	\$1,000	\$0	0%	\$300									\$0	0%
2490	Miscellaneous Services & Supplies	\$5,000	\$21	0%	\$500									\$0	0%
3530	Taxes & Assessments	\$4,500	\$0	0%	\$500									\$0	0%
3611	Interest Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500									\$0	0%
5011	Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500									\$0	0%
Misc.	Reserves	\$0	\$0	0%	\$0									\$0	0%
	Total Expenses	\$465,100	\$362,238	78%	\$394,494		\$10,619	\$12,197	\$0	\$0	\$0	\$0	\$39,867	\$22,816	6%

Miscellaneous Adjustments:

County	Town of Discovery Bay/D. Bay L&L Zone #8	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	8.33% Jul 10 Month to Date Expenses	16.67% Aug 10 Month to Date Expenses	25.00% Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	Approve 8/25/2010	2010/2011 Actuals	2010/2011 % of Budget YTD
Account Description	Capital / Asset Budget 10/11													
4266	Approved at 6/16/10 Meeting													
4546	Various Improvements	\$7,500	\$4,842	65%	\$7,500									
4739	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500									
4829	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000									
***	DB L&L Zone #8 Landscape Master Plan Entran	\$0	\$0											
***	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0											
4834	DB L&L Zone #8 Misc. Projects (1)	\$233,100	\$9,314	4%	\$350,000	\$21						\$1,965	\$21	0%
4956	Cornell Park - Discovery Bay	\$3,000	\$0	0%	\$7,500									0%
	Tools & Sundry Equipment	\$1,000	\$26	3%	\$1,000									0%
	Total	\$251,100	\$14,182	6%	\$484,500	\$21	\$0	\$0	\$0	\$0	\$0	\$1,965		0%

 1 DB L&L Zone #8 Misc. Projects (1) \$120,000
 Willow Lake Rd \$230,000
 2 Discovery Bay Blvd. (East) \$350,000

Request for authorization to pay invoices
 For the Meeting on August 25, 2010
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	2100	Office Depot Inv# 527688354001, dtd 7/28/10	\$45.00
2	2100	Office Depot Inv# 527688415001, dtd 7/28/10	<u>\$5.62</u>
		Sub-Total	\$50.62
3	2110	AT&T Acct# 925 634-1733 675 3 dtd 8/05/10 DB BLvd Office Phones	\$59.84
4	2120	PG&E / Acct# 0403377952-3 1445 Cullen Dr. (Irrig Contr)	07/13-08/11/10 \$126.87
5	2120	PG&E / Acct# 1066166716-1 829 Poe Dr (Irrig Contr)	07/13-08/11/10 \$11.82
6	2120	PG&E / Acct# 7705163630-4 1738 Wilde Dr (Irrig Contr)	07/13-08/11/10 \$11.82
7	2120	PG&E / Acct# 4715706699-5 Lights for Ravenswood Subdivision	6/18-7/19/10 <u>\$1,122.54</u>
		Sub-Total	\$1,273.05
8	2190	Bay Area News Group Ref# 0003583565, dtd 7/21/10 DB #9 Rates	\$53.40
9	2282	Waraner Tree Experts Inv# 1950, dtd 7/26/10 Palm Tree pruning	\$800.00
10	2310	Herwit Engineering Inv# 10-07, dtd 8/2/10, Services for July 1 - July 31, 2010	\$2,100.00
11	4265	Bruce Jett Assoc. Inv# 15644, dtd 7/31/10 Ravenswood Plans	\$2,890.70
12	4546	DP Advanced Engineering Inv# 1108, dtd 8/09/10 Design for Lighting system	\$750.00
		TOTAL	\$7,977.61

County Acct#	Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	2010/2011 Budget YTD	8.33% Jul 10 Month to Date Expenses	16.67% Aug 10 Month to Date Expenses	25.00% Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	50.00% Dec 10 Month to Date Expenses	Planned to Pay 8/25/2010	2010/2011 YTD ACTUALS	2010/2011 YTD REIMB.	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	0	0%	\$150								\$51	0		0%
2102	Books, Periodicals & Subscriptions	\$50	0	0%	\$50									0		0%
2103	Postage	\$50	224	447%	\$50									0		0%
2110	Communications (Messenger, Radio, etc.)	\$100	0	0%	\$650								\$60	0		0%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	0	0%	\$12,500		\$224						\$1,273	0		0%
2130	Small Tools & Instruments	\$100	0	0%	\$100									0		0%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	0	0%	\$500									0		0%
2170	Household Items	\$0	581	#DIV/0!	\$700									0		0%
2190	Public Notices	\$50	38	76%	\$150								\$53	0		0%
2200	Memberships	\$50	0	0%	\$165									0		0%
2250	Rent & Lease of Equipment	\$500	0	0%										0		0%
2251	Computer Software		0	0%	\$500									0		#DIV/0!
2270	Maintenance of Equipment	\$200	109	55%	\$200									0		0%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$300									0		0%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500									0		0%
2282	Grounds Maintenance	\$54,000	32,593	60%	\$48,540		\$81	\$2,920					\$600	3,001		6%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%										0		#DIV/0!
2303	Other Travel Employee Expenses		46	#DIV/0!	\$250									0		0%
2310	Professional Services	\$5,000	2,890	58%	\$2,000		\$840							0		0%
2310	Staff Payroll	\$13,000	356	3%	\$25,500								\$2,100	840		42%
2360	Insurance	\$5,000	0	0%	\$1,350									0		0%
2470	Road/Construction Materials (Street Signs)		0	#DIV/0!										0		0%
2479	Other Special Expenses		1,249	#DIV/0!	\$500			\$333						0		#DIV/0!
2490	Miscellaneous Services & Supplies		0	#DIV/0!	\$300									333		67%
3530	Taxes & Assessments	\$1,000	0	0%	\$500									0		0%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	0	0%										0		0%
Misc.	Reserves		0	#DIV/0!										0		#DIV/0!
	Total Expenses	\$85,150	38,214	45%	\$95,955		\$921	\$3,477	\$0	\$0	\$0	\$0	\$4,337	4,174		#DIV/0!

Miscellaneous Adjustments:

County Acct#	Account Description	Town of Discovery Bay/D.Bay L&L Zone #9 Capital / Asset Budget 10/11	2010/2011 Budget	8.33%	Jul 10 Month to Date Expenses	16.67%	Aug 10 Month to Date Expenses	25.00%	Sep 10 Month to Date Expenses	33.33%	Oct 10 Month to Date Expenses	41.67%	Nov 10 Month to Date Expenses	50.00%	Dec 10 Month to Date Expenses	Planned to Pay 8/25/2010	2010/2011		2010/2011 % of Budget YTD	
																	YTD REIMB.	YTD ACTUALS		
4226	Various Park		\$0																	
4265	Various Improvements		\$87,865													\$2,891		0	0	0%
4546	Structure & Walkway Repairs		\$11,000													\$750		0	0	0%
4789	Playground Equipment		\$0															0	0	0%
4956	Tools & Sundry Equipment		\$0															0	0	0%
	Total		\$98,865													\$3,641		0	0	0%



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

August 25, 2010

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

Agenda Title

Electronic/Digital Recording of Town of Discovery Bay CSD Board Meetings

Recommended Action

Adopt Resolution 2010-11 providing that the Board authorize the use of electronic recording devices to record meetings for public record, minutes and clarification and to produce action minutes of CSD Board meetings.

Executive Summary

The Town of Discovery Bay Community Services District has, in the past, audio taped every CSD meeting for purposes of public record, generating Board meeting minutes, and for clarification should the need arise.

Recently, staff installed an electronic recording device for recording Board meetings to continue to capture the audio recordings of each meeting. The new device allows for electronic recordings, versus magnetic tape recordings, in a variety of electronic formats. This allows for the quick and simple loading of the entire meeting recording to the internet.

As a result of this new capability, once each meeting has been concluded and the audio has been downloaded to the computer, staff will, as soon as reasonably possible, but in no event more than 72 hours after the conclusion of a meeting, post that audio recording to the Town of Discovery Bay's CSD website at www.todb.ca.gov for access by the public.

With the ability to post the audio files to the website, it will no longer be necessary to conduct summary minutes of each Board meeting. This process accounts for many monthly staff hours spent transcribing the tapes of the meetings. For example, a three hour meeting will result in approximately six hours of transcription time. From this point forward, with Board concurrence and adoption of Resolution 2010-11, all future Board meeting minutes will be Action minutes (see attached sample). The electronic recordings allows the Board the flexibility to generate more in depth minutes, summary minutes, or verbatim minutes if questions arise or clarification is necessary. If summary or verbatim minutes are requested, it will require a vote of the majority of members present at the time of request.

All other policies relative to Board meeting minutes, retention, and destruction will remain in place.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Resolution NO. 2008-01 Policy regarding retention and destruction of tape and recordings of open and public meetings

Action Minutes Sample

Resolution 2010-11

AGENDA ITEM: D-1



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT

COPY

RESOLUTION NO. 2008-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD) STATING THE
DISTRICT'S POLICY REGARDING RETENTION AND DESTRUCTION OF TAPE AND
RECORDINGS OF OPEN AND PUBLIC MEETINGS

WHEREAS, the Town of Discovery Bay CSD is a governmental agency that has adopted a records retention policy in Resolution 2006-06 pursuant to authority under the Public Records Act (Government Code, Section 6250 et. seq. and Section 12236)

WHEREAS, the Brown Act (Government Code, Section 54953.5(b)) provides that a governmental agency has authority to erase and destroy tapes and or recordings of open, public meetings 30 days after said meeting;

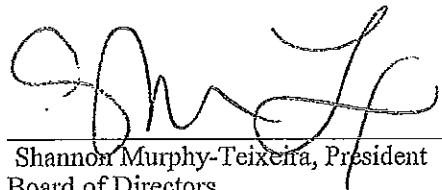
WHEREAS, the Town of Discovery Bay CSD desires to amend its policy relating to erasing any tapes or recordings of open meetings to no sooner than 365 days after said meetings as opposed to the minimum in the Brown Act;


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

1. The Town of Discovery Bay CSD hereby adopts a policy of erasing and destroying of tapes and any other recordings of open meetings no sooner than three hundred and sixty-five (365) days after said meetings.
2. For purposes of this resolution, "tapes or other recordings" includes any audio recording, video recording, or audio-visual recording, whether on magnetic tape, magnetic wire, electronic disk, memory card, or any other device or system which is used to record open meetings.

PASSED AND ADOPTED by the Board of Directors, at a regular meeting thereof, held on January 16, 2008, by the following vote:

AYES: 4
 NOES: 1
 ABSENT: 0
 ABSTENTION: 0


 Shannon Murphy-Teixeira, President
 Board of Directors

ATTEST:

 VIRGIL KOEHNE, Secretary
 Board of Directors

SAMPLE



CITY OF BRENTWOOD
CITY COUNCIL AND
REDEVELOPMENT AGENCY
MEETING MINUTES
TUESDAY, 7:00 P.M.
JULY 27, 2010
COUNCIL CHAMBERS

Chris Becnel
Robert A. Brockman

Robert Taylor, Mayor

Brandon Richey
Erick Stonebarger

7:00 PM - CALL TO ORDER - 101B Sand Creek Road, City Council Chamber (06:59 PM)

Pledge of Allegiance (06:59 PM)

Roll Call (07:00 PM)

Present: Becnel; Brockman; Richey; Stonebarger; Taylor

PRESENTATIONS (07:00 PM)

A. Recognition of outgoing City of Brentwood Poet Laureate Diane Lando. (P. Scherff)

Mayor Taylor recognized outgoing Poet Laureate, Diane Lando, for her dedicated years of service to the City.

Diane Lando spoke about her life and gratitude for being the City's Poet Laureate. She thanked Council and citizens.

PUBLIC COMMENTS (07:05 PM)

Harry York, CEO Chamber of Commerce, spoke regarding the CornFest and thanked Council and the Police Chief for Brentwood Citizens Academy Program and funding.

Mr. Chatham spoke regarding property on Indiana Avenue and submitted information to Council, said he sought to complete a low-income, modified project.

Mayor Taylor directed Mr. Chatham to work with staff.

Director of Community Development, Casey McCann, said staff would need a detailed project description and a preliminary financial proforma to assess the viability of the proposed project in order to report back to Council.

Gretchen Clare spoke regarding a program called Rachel's challenge which would be presented to the three middle schools in the City in August. She asked Council and citizens to become sponsors and support the program in spirit. An assembly would be held August 11, 2010, from 7 to 8 PM in a joint effort to teach people kindness and compassion.

Gil Guerrero, representative of East Contra Costa Fire Fighters, Local 1230, spoke regarding Fill the Boot which would be held August 9, 2010, at the intersection of Lone Tree Way and Empire Avenue, and August 11, 2010, at the intersection of Balfour Road and Fairview Avenue. On August 14, 2010, the firefighters would be shaving their heads for donations for St Baldrick's cancer research foundation for children.

Rick Lemyre spoke regarding the Brentwood Citizens Academy Program and thanked the Council and the Police Department.

Mayor Taylor spoke regarding an incident on Balfour Road where a person drilled and injected poison into five trees. One tree might be saved and it would cost the City \$18,000 to remove and replace the trees and it would take ten years for the trees to grow back. He asked to find out who may have killed the trees and said any information could be left anonymously.

CONSENT CALENDAR (07:25 PM)

1. Approved minutes of the City Council/Redevelopment Agency meeting of June 22, 2010. (M. Wimberly)

2. PULLED FOR DISCUSSION - Approve the Arts Commission recommendation to appoint Kati Short as the City of Brentwood's Poet Laureate. (C. Bronzan/P. Scherff)

3. Adopted Resolution 2010-102 approving the contract documents, awarding the bid and authorizing the City Manager or designee to execute a construction contract and necessary documents for the 2010 Pavement Management Program (Sand Creek Road Overlay - West of Brentwood Boulevard), CIP Project No. 336-30830, with Bay Cities Paving & Grading, Inc. in the amount of \$99,865.96, plus a 10% contingency of \$9,986.60, for a total amount of \$109,852.56. (B. Grewal/J. Dhaliwal)

4. Adopted Resolution 2010-103 designating Mayor Robert Taylor as the City's voting delegate for the 2010 League of California Cities Annual Conference. (K. Chew/M. Wimberly)

5. Adopted Resolution 2010-104 accepting the work performed by Enterprise Roofing Service Inc. for the Brentwood Education & Technology Center Project: Roof Replacement, CIP Project No. 337-31120, and directing the City Clerk to file a Notice of Completion with the County Recorder. (C. Bronzan/R. Stromgren/M. Azamey)

6. Adopted Resolution 2010-105 certifying the results of the Special Municipal Election held on June 8, 2010, and such other matters as provided by law. (K. Chew/M. Wimberly)

7. Adopted Resolution 2010-106 authorizing staff to amend the Pavement Management Program, CIP Project No. 336-30830 to include grant funding from American Recovery and Reinvestment Act Stimulus I funds in the amount of \$704,676.16. (B. Grewal/P. Ehler/P. Eldredge/D. Davies)

8. Adopted Resolution 2010-107 approving and authorizing the City Manager or Designee to execute Amendment No. Two with Ingersoll Rand Technology Securities (IRST) in an amount not to exceed \$60,595, plus a 10% contingency of \$6,059.50 for a total amendment amount not to exceed \$66,654.50 and a total agreement amount not to exceed \$371,104.50 to provide consultant construction management support and security equipment for the Civic Center Projects. (K. Chew/G. Leech)

Vice Mayor Stonebarger voted no on Item 8.

9. Adopted Resolution 2010-108 and Resolution 2010-109 for renewal of the Sewer and Water Service Standby Charges on vacant parcels of land and authorizing levy and collection through

property tax bills. (B. Grewal/D. Galey)

10. Adopted Resolution 2010-110 approving and authorizing the City Manager to sign the 2010/2012 Memoranda of Understanding ("MOU") for the Brentwood Employee Associations - Miscellaneous Office and Public Works Divisions. (K. Chew/P. Standley)

11. Adopted Resolution 2010-111 of Intention and waive first reading and introduce Ordinance 884 authorizing an amendment to the contract between the Board of Administration California Public Employees' Retirement System and the City Council of the City of Brentwood. (K. Chew/P. Standley)

12. Waive first reading and introduce Ordinance 885 amending Municipal Code Section 1.08.030 and Chapters 12.08 and 12.12 relating to street encroachments and maintenance. (B. Grewal/K. Murphy/D. Galey)

13. Approved warrants from warrant lists dated 6/16/10, 6/23/10, 6/30/10, 7/8/10, and 7/14/10. (P. Ehler/L. Schelbert)

CONSENT CALENDAR ACTIONS: (07:25 PM)

Motion: Approve Consent Calendar Items 1 - 13 as recommended, excepting Item 2, and including the memo submitted for Item 10. Vice Mayor Stonebarger voted no on Item 8. The City Clerk read the titles of proposed Ordinances 884 and 885. Moved by Becnel, seconded by Brockman.

Vote: Motion carried 5-0.

Yes: Becnel; Brockman; Richey; Stonebarger; Taylor

2. Approve the Arts Commission recommendation to appoint Kati Short as the City of Brentwood's Poet Laureate. (C. Bronzan/P. Scherff)

Mayor Taylor introduced new Poet Laureate, Kati Short, who presented a history of her life and read her poem.

Motion: Approve the Arts Commission recommendation to appoint Kati Short as the City of Brentwood's Poet Laureate.

Moved by Taylor, seconded by Stonebarger.

Vote: Motion carried 5-0.

Yes: Becnel; Brockman; Richey; Stonebarger; Taylor

INFORMATIONAL REPORTS FROM COUNCIL MEMBERS, SUBCOMMITTEES AND LIAISONS (07:34 PM)

Vice Mayor Stonebarger spoke regarding the Agricultural Enterprise Committee and prioritizing easements due to funding.

Mayor Taylor spoke regarding the CornFest, Contra Costa Transportation Authority, the performance of Guy's and Dolls at the Streets of Brentwood, and he and presented a memo to the City Clerk on the subject of parking and travel reimbursement.

REQUEST FOR FUTURE AGENDA ITEMS: (07:37 PM)A. Consideration of a Request from Council Member Richey regarding procedures for evaluating the City Manager and City Attorney.

Council Member Richey requested the item regarding procedures for evaluating the City Manager and City Attorney be de-prioritized in light of a new request he will bring forward under New Requests.

B. Consideration of a Request from Council Member Richey to determine if a consensus exists among the City Council for staff to return with a more detailed analysis regarding American Avenue and Balfour Road traffic impacts/improvements.

Council Member Richey said his goal was to improve traffic safety and flow, and take control of American Avenue/Balfour Road issues. He felt the City needed to explore moving the urban limit line (ULL) incrementally, explore financial and land acquisition issues, infrastructure costs, and he recommended prioritizing American Avenue issues.

Mayor Taylor said an American Avenue Task Force was formed in November 2007.

Vice Mayor Stonebarger said the Task Force had come up with goals and there had been reconstruction of the Balfour Road and American Avenue intersection. He felt the Task Force had been successful on fixing the issue with the tools available and had identified everything that could be done with available resources. A long-term solution was to move the ULL 30-acres at a time and he felt enough staff resources had been used at this time.

Council Member Richey felt the City needed to explore solutions.

Vice Mayor Stonebarger said one long term solution was to continue the loop of American Avenue to Balfour Road, which was out of the City's purview and he encouraged Contra Costa County to assist. The County had told the City to move the ULL in 30-acre increments.

Mayor Taylor requested a traffic study on Balfour Road from Deer Valley Road.

Council Member Richey said turning American Avenue in a loop may not be the solution or be within the City's purview and he felt that the City should re-examine the issue from the perspective of what the City can control.

Council Member Becnel suggested completing the American Avenue loop, which may not be feasible, and the emergency evacuation road going down to Balfour Road. If the City decided to annex the 30-acres to complete the loop, there were issues. It may be possible to annex 30-acres between American Avenue and Mountain View Drive and there may be a lot of traffic that was not there before. He felt those were the only three potential access routes in and out of the area given the constraints of the urban limit line.

Council Member Richey felt people wanted an examination of what could be done and it was it up to the City.

Council Member Brockman said he did not believe it was worth revisiting. The message of the voters was sent by Measure F not passing, and would still require the moving of an urban limit line. He did not want the issue brought up again and resources spent.

Mayor Taylor said Council would like to fix the American Avenue issue and it would require assistance from Contra Costa County, and the School District could not fix it on their own. He was concerned about placing a road in one of the neighborhoods due to high school traffic and he was willing to go to the Board of Supervisors. The City had a staff report resulting from the Task Force, that showed what the schools had done, such as staggered school times, and the City should

provide the memo to anyone interested in the actions taken.

Council Member Richey said he wished to see the issue re-examined.

Council Member Brockman said all Council wanted American Avenue improved but revisiting it again was a waste. The road to be continued was part of the 30-acres included in flood control, which meant it was a larger area than 30 acres.

Assistant Director of Public Works/Assistant City Engineer, Paul Eldredge, said between the extension of American Avenue and Balfour Road, the right of way requirements would be 25 to 30 plus acres.

Council Member Brockman said the right of way acreage was one of the major contributors and part of the original engineering evaluation of why the road could not be continued.

Mayor Taylor asked about finances.

Vice Mayor Stonebarger said payments were split in thirds between the City, County, and School District and he agreed with Council Member Richey that the island was of concern. The Task Force had spent a lot of time with everyone that utilized the road and since Measure F did not pass, it took away a lot of long term options for the City, one of the goals being to annex the property. He felt nothing had changed in the last two years and staff resources to study American Avenue again should not be allocated, even though he would like to see a solution.

Council Member Becnel said Council was willing to look at other options should they come up. The American Avenue Task Force had consisted of both of the Elementary and High School Districts, Contra Costa County the City, and every option had been explored. Council was willing to explore new options, and if circumstances should change, it may be incumbent upon the City to reconvene the Task Force Committee. He felt given the constraints there were no other solutions at this time.

Mayor Taylor asked for a copy of an email regarding the schools and school issues that did not involve the City. He asked what the City and School District contributed to the Task Force.

Assistant Director of Public Works/Assistant City Engineer, Paul Eldredge, said the City's total cost for improvements was \$640,000 and the total amount for the improvements was \$954,000, which includes the intersection improvements referred to by Council Member Stonebarger.

Mayor Taylor said he felt traffic flow had been improved and said the City was open to any solutions. There had been enforcement in the area for safety and he would work with Contra Costa County Supervisors.

NEW REQUESTS:

Council Member Richey spoke regarding correspondence dated June 29, 2010, from the State of California Department of Facilities Management, pertaining to the opening of a parole operations office in the City, the location was not stated, but would be somewhere within a current state facility. He believed Council needed to discuss at the next Council meeting whether to welcome more parolees in the City.

Council Member Becnel asked if the notice met the requirements of the law.

Council Member Richey said the State and County allowed the placement of a parolee facility within 1/4 mile of a school, parks, and bus stops for school children.

Mayor Taylor asked if the State and County could place the facility anywhere they wanted and he asked for specifics related to the law for placing the facilities.

Council Member Richey said the correspondence stated that the State was providing notice to the City regarding considering leasing of a facility for parole, which would house 17 parole agents.

Mayor Taylor said portable signs regarding speed had been moved onto the Highway 4 Bypass and he asked if the City was still issuing tickets.

Police Chief, Mark Evenson, said there was additional enforcement on the Bypass, partially funded by the Highway 4 Bypass Authority, and staff was writing tickets and would have the amount of tickets written at the end of the next 30-day cycle.

ADJOURNMENT (08:13 PM)

Motion: Adjourn

Moved by Becnel, seconded by Taylor.

Vote: Motion carried 5-0.

Yes: Becnel; Brockman; Richey; Stonebarger; Taylor .

Respectfully submitted,

Cynthia Garcia, CMC
Assistant City Clerk

SAMPLE



MISSION VIEJO MINUTES

City Council, Community Development Agency,
Community Development Financing Authority,
Public Improvement Corporation,
and Library Board of Trustees*

May 17, 2010

A Regular Meeting of the City Council, the Community Development Agency, the Community Development Financing Authority, the Public Improvement Corporation, and the Library Board of Trustees of the City of Mission Viejo, California, was called to order by Mayor Kelley at 5:05 pm, on May 17, 2010, at 200 Civic Center, Mission Viejo, California.

A complete copy of the agenda for the meeting containing all items as shown herein was posted by 5:00 p.m. on May 12, 2010, on the outdoor bulletin board at City Hall. Copies were also posted at the Montanoso Recreation and Fitness Center, 25800 Montanoso Drive, and the Norman P. Murray Community and Senior Center, 24932 Veterans Way.

*All Board and Agency memberships are reflected in the title "Council Member."

Present: Council Member Ledesma
Council Member Schlicht
Council Member Ury (arrived at 5:30 p.m.)
Mayor Pro Tem Leckness
Mayor Kelley

Absent: None

Staff Present: Dennis Wilberg, City Manager
Irwin B. Bornstein, Assistant City Manager/Director of Admin. Services
William P. Curley III, City Attorney
Karen Hamman, City Clerk

PLEDGE OF ALLEGIANCE: Council Member Schlicht

INVOCATION: Mayor Kelley

CLOSED SESSION

CS1. Labor Negotiations - The Council Will Provide Direction to its Labor Negotiator Pursuant to Government Code Section 54957.6. The Parties to the Negotiations Are the City and City's Unrepresented Employees. The City's Negotiator is Dennis Wilberg.

RECESS TO CLOSED SESSION AND RECONVENE

At the hour of 5:07 p.m., Mayor Kelley recessed the meeting to Closed Session. The City Council reconvened at 6:03 p.m. with all five City Council Members present.

REPORT OF CLOSED SESSION

City Attorney Bill Curley announced that for Closed Session item CS1, the Council received information and provided direction but there was no reportable action.

PRESENTATIONS

P1. Certificates of Commendation to Six Carl Hankey Students for Placing First at the State Destination Imagination Competition in San Jose

Mayor Kelley presented Certificates of Commendation to Kamela Kadri, Jessica McGee, Valerie Sierakowski, Shelby Capozzoli, Alli Maynard, and Jessica Fleck of Carl Hankey Elementary School.

P2. Recognize Police Services Sergeant John Meyer for his Service with the City of Mission Viejo

Mayor Kelley presented a Certificate of Appreciation and city tile to Sergeant John Meyer.

P3. Environmental Presentation from the Transportation Corridor Agency (TCA)

The City Council received the presentation from Valarie McFall of the TCA.

PUBLIC COMMENTS

Joyce Saltzgeber, M.V.: explained that she gathered signatures for the Right to Vote measure before she knew the truth and she asked residents to join her in voting no on Measure D.

Dan Avery, M.V.: stated that if Measure D becomes law, church, business or school development would have to be approved by a majority of the electorate in the City.

Art Cook, M.V.: on behalf of Peggy Russo and himself, he thanked the City Council Members and city staff for attending the Marty Russo park dedication ceremony. He also read an email detailing the story of the little league team that won their game during the ceremony.

Sherri Butterfield, M.V.: expressed strong opposition to Measure D and stated that even the very best planned community cannot be mummified and preserved in its original condition. She urged voters to keep Mission Viejo vital and vibrant by voting no on Measure D.

Hector Ruiz, M.V.: stated that residents were not notified that the work on Oso Parkway would be conducted every night for two weeks. He asked the City Council to direct staff to change the schedule and conduct the work during the day with limited night time construction.

Helen Workun, M.V.: stated that Measure D will seriously impact the way of life in Mission Viejo and she urged residents to vote no.

CONSENT CALENDAR

Items 5, 11, and 14 were removed from the Consent Calendar for separate discussion.

Motion made by Council Member Ury, seconded by Council Member Ledesma, to approve the Consent Calendar as described below.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

1. Waive Reading of Ordinances and Resolutions

Approved the reading by title of all ordinances and resolutions and declared that said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

2. City Council Minutes

Approved the Minutes for the Regular City Council Meeting of May 3, 2010, as presented.

3. Check Register dated April 23, 2010, in the amount of \$1,825,751.40

Ratified the accompanying check register.

4. Check Register dated April 30, 2010, in the amount of \$2,180,660.10

Ratified the accompanying check register.

6. Quarterly Financial Report for the City of Mission Viejo - Third Quarter of 2009-10

Received and filed.

7. Quarterly Financial Report for the Community Development Agency - Third Quarter of 2009-10

Received and filed.

8. City Treasurer's Monthly Report for March 2010

Received and filed.

9. Community Development Agency Treasurer's Monthly Report for March 2010

Received and filed.

10. Mission Viejo Community Development Financing Authority (MVCDF) Treasurer's Monthly Report for March 2010

Received and filed.

12. San Juan Creek Watershed Agreement

Approved Agreement D09-043 with the County of Orange to fund water quality monitoring, reporting, research, planning, and compliance activities in the San Juan Creek Watershed, at an estimated annual cost for FY 2010-11 of \$43,063.

13. Master Plan of Arterial Highways: Measure M Biennial Consistency Determination

(1) Adopted *Resolution 10-20* Concerning the Status of the Mission Viejo General Plan Circulation Element and Confirming that the Circulation Element does not Preclude Implementation of the Orange County Master Plan of Arterial Highways; and (2) directed staff to transmit said resolution to the Orange County Transportation Authority by June 30, 2010, to maintain the City's eligibility in receiving Fiscal Year 2010-2011 Measure M turnback funds.

15. Los Alisos Boulevard Overhead Methacrylate Deck Treatment (CIP 836)

Awarded the construction contract in the amount of \$27,150.00 to Peterson-Chase General Engineering Construction, Inc., for the subject project.

16. Marguerite Parkway Pavement/Median Rehabilitation, Via Angelina to Trabuco Road (CIP 799) and La Paz Road Pavement Rehabilitation, Chrisanta Drive to Marguerite Parkway (CIP 837)

Approved the bid specifications and authorized staff to advertise for construction bids for the subject project.

17. Oso Parkway Storm Drain & Water Quality Treatment Improvements (CIP 207)

Awarded the construction contract in the amount of \$347,000.00 to GASS Construction Company, Inc., for the subject project.

18. Oso Creek Restoration and Protection Project (CIP 207) — Marguerite Parkway Median Island Renovations and Construction Award.

Awarded contract to Land Forms Landscape Construction in an amount not to exceed \$195,011.71.

19. 2010 Residential Resurfacing (CIP 838)

Adopted *Resolution 10-21* Amending the Fiscal Year 2009-2010 Budget to Increase Funding for CIP 838.

20. Outdoor Fitness Equipment for Public Use at Oso Viejo Park

The following presented a written comment in favor of the outdoor fitness equipment: Anna T. Boyce, M.V.

Awarded contract to Orco, Inc. for the construction of outdoor fitness equipment at Oso Viejo Park in an amount not to exceed \$62,032.00.

PUBLIC HEARINGS

OLD BUSINESS

21. Appointment to fill One Unscheduled Vacancy on the Investment Advisory Commission

Council Member Ledesma nominated Morgan Christen to serve on the Investment Advisory Commission.

Motion made by Council Member Ledesma, seconded by Council Member Ury, to appoint Morgan Christen to serve on the Investment Advisory Commission.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

5. Quarterly Check Registers and Quarterly Cash Receipts Report - Third Quarter of FY 2009-10

Mayor Kelley noted that over half of the paper in the Council's agenda packet is related to this item and in the interest of saving time and money she requested that the Council Members do away with the paper and refer to the electronic copy that is posted on line.

Council Members Schlicht and Leckness expressed an interest in receiving a paper copy.

City Clerk Hamman indicated that she would ask the Council Members for their preference prior to making paper copies in the future.

Motion made by Council Member Ury, seconded by Council Member Ledesma, to receive and file.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

11. Solar Photovoltaic System at Mission Viejo City Hall

Director of Public Services Keith Rattay presented the staff report.

Council Member Ury stated that the yearly savings do not outweigh the cost for this project and he will not be supporting it.

Motion made by Council Member Ledesma, seconded by Mayor Kelley, to approve the plans and specifications and authorize staff to bid the plans for the installation of a solar photovoltaic system on the city hall roof.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, and Schlicht
NOES: Ury
ABSENT: None

14. Marguerite Parkway Pavement Rehabilitation, Avery Parkway to Crown Valley Parkway (CIP 788)

Director of Public Works Mark Chagnon presented the staff report.

Neil Lonsinger, M.V.: asked if the dustpan driveways can be changed to radius driveways so residents are not running over the curbs. Mr. Lonsinger stated that he hopes there will be no over-spraying on this project.

Motion made by Council Member Ury, seconded by Council Member Ledesma, to approve the bid specifications and authorize staff to advertise for construction bids for the subject project.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

OLD BUSINESS (Continued)

22. Truck Weight Limit Restrictions

Director of Public Works Mark Chagnon presented the staff report.

Motion made by Council Member Ury, seconded by Council Member Ledesma, to adopt *Urgency Ordinance 10-279* Amending Chapter 12.09.010 to Include the Installation of Truck Weight Limit Restrictions Signs Prohibiting Unladen Truck Access Along Montanoso Drive, Country Club Drive/La Mancha, Claro/Barbadanes, and Pacific Hills Drive.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

Motion made by Council Member Ury, seconded by Council Member Ledesma, to introduce *Ordinance 10-280* Amending Chapter 12.09.010 to Include the Installation of Truck Weight Limit Restriction Signs Prohibiting Unladen Truck Access Along Montanoso Drive, Country Club Drive/La Mancha, Claro/Barbadanes, and Pacific Hills Drive.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

23. Integrated Solid Waste Management Services Agreement

City Manager Wilberg presented the staff report.

Joe Sloan and Enrique Vazquez, Sloan Vazquez, LLC: reviewed the procurement protocol, benchmark proforma, routing and equipment allocation, proposal evaluation, and provided a review of the handout that CR&R presented to the Council on May 3.

Council Member Ury vacated the dais at 7:52 p.m. and returned at 7:54 p.m.

Dean Ruffridge, CR&R: responded to the evaluation and comments provided by Sloan Vazquez and assured the Council that there is no risk in selecting CR&R.

William Anderson, President of Curbside: discussed the household hazardous waste element for the integrated solid waste management agreement.

Steve Churm, CEO Churm Media: encouraged the Council to trust the process they put into place. He stated that the decision is about much more than the lowest price, it is about performance and Waste Management has proven that they can be trusted.

Charissa McAfee, Waste Management: discussed Waste Management's proposal and answered questions that were raised at the last Council Meeting.

Reggie Mundekin, Orange: expressed concern over the size and speed of the CR&R trucks in Orange and asked the Council to ask themselves why CR&R is coming in at 20% less than the engineers estimate.

Brad Timmons, Ware Disposal and Madison Materials: stated that Ware Disposal has the equipment and commitment to handle the City of Mission Viejo and Madison Materials has its own C&D recycling location.

Greg Huntington, representing Athens: outlined Athens' qualifications and asked the Council to take a second look at their proposal.

Brett Barbre, Athens: stated that it is their goal to have a very strong presence in Orange County and he believes that theirs is the lowest responsive bid in Mission Viejo and they can provide a seamless transition.

The following presented a written comment in favor of Waste Management: Helen Workun, M.V. and Anna T. Boyce, M.V.

The following presented a written comment in favor of CR&R: Max and Barbara McDougall, M.V.

Prior to the City Council Meeting, the city received 29 phone calls in favor of Waste Management, 18 emails in support of Waste Management, 14 letters recognizing Waste Management's efforts, one email from Waste Management regarding Cub Scout tours that they provide and one email in support of Waste Management if they are the low bidder. There were also 6 comments posted on city's blog in favor of Waste Management, one phone message in support of monetary savings and one letter in support of a new trash hauler.

Sloan Vazquez answered the City Council Members questions.

RECESS

At the hour of 9:40 p.m., Mayor Kelley declared a recess. The City Council reconvened at 9:50 p.m. with all five City Council Members present.

Dean Ruffridge, CR&R, and Charissa McAfee, Waste Management, answered questions of the City Council.

Motion made by Council Member Ury, seconded by Mayor Pro Tem Leckness, to continue this matter to the meeting of June 7, 2010.

On roll call, said motion carried by the following vote:

AYES:	Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES:	None
ABSENT:	None

Motion made by Council Member Ury, seconded by Mayor Pro Tem Leckness, eliminate the ex-parte rule and allow the City Council Members to communicate directly with the proposers.

On roll call, said motion carried by the following vote:

AYES: Leckness, Schlicht, and Ury
NOES: Kelley and Ledesma
ABSENT: None

Motion made by Mayor Kelley, seconded by Mayor Pro Tem Leckness, to direct that the meetings be recorded and that they be held at city hall for the protection of the Council Members.

On roll call, said motion carried by the following vote:

AYES: Kelley, Leckness, Ledesma, Schlicht, and Ury
NOES: None
ABSENT: None

NEW BUSINESS

MAYOR'S, COMMISSION, AND COMMITTEE REPORTS

24. Orange County Fire Authority (OCFA) Report

Continued to the next City Council Meeting.

25. Foothill/Eastern Transportation Corridor Agency Report

Continued to the next City Council Meeting.

26. San Joaquin Hills Transportation Corridor Agency Report

Continued to the next City Council Meeting.

27. SCAG Transportation & Communications Committee (TCC) Report

Continued to the next City Council Meeting.

STAFF REPORTS

City Manager's Report

28. 2009-10 Supplemental Education Revenue Augmentation Fund (SERAF) Payment and Community Redevelopment Association Lawsuit

Continued to the next City Council Meeting.

City Attorney's Report

COUNCIL MEMBER COMMENTS

29. Council Member Reports of Events and Activities Attended

The City Council Members acknowledged their event and activities calendars as presented in the staff report and agreed to provide any changes to the City Clerk for the public record.

Council Member Ledesma

Council Member Schlicht

Council Member Schlicht announced that all five Council Members were present for the Marty Russo Youth Athletic Park dedication ceremony last weekend. Mr. Russo was responsible for ensuring that the youth had strong athletic programs established in the early years of the community and because of his efforts, thousands of children today are enjoying Marty's fields and the numerous sports programs that he helped to launch. Many of his colleagues from the Mission Viejo Company attended the celebration and they too deserve our thanks for their part in shaping the community. Council Member Schlicht stated that their legacies are our community values; an active community where family matters. Mission Viejo is a city of 100,000 but it still has that small town appeal as a result of the founders' guidance many years ago and she expressed her thanks. Council Member Schlicht recounted her attendance at yesterday's Little League Day at Angel's Stadium. She said it was a joy for her to attend the event and she had a great view of the dugout. Council Member Schlicht requested that Mayor Kelley adjourn the meeting in memory of resident Lu Pace, the "Cowbell Lady" who was an icon of the community for her support of Viejo Little League.

30. Transparency in Government

Continued to the next City Council Meeting.

Council Member Ury

Mayor Pro Tem Leckness

Mayor Kelley

Mayor Kelley commended staff and all the volunteers who made Arts Alive such a wonderful, successful event. She thanked the Rotary Club for hosting the Mayor's Prayer Breakfast on the National Day of Prayer and she expressed special thanks to Bill Craycraft and Steven Mugg who planned the event. She announced that she too was pleased to take part in the park dedication in honor of Marty Russo and she invited residents to attend the upcoming Memorial Day Ceremony at the Murray Community Center beginning at 8:30 a.m. on May 31. Mayor Kelley noted that she and Mayor Pro Tem Leckness have resumed their business visits and are making progress in their goal to communicate with the city's businesses. She reminded residents that the Relay for Life will be

held on June 5 and 6, 2010, and she strongly encouraged residents to join and support the efforts. Mayor Kelley concluded her comments by announcing that the Community of Character word for the month of May is moral courage and she displayed the poster which features a student from Capistrano Valley High School.

ADJOURNMENT

At the hour of 12:00 a.m., with no further business to come before the City Council at this session, Mayor Kelley adjourned the meeting in memory of Lu Pace and Joseph Mitchell Koons, to Monday, June 7, 2010, at 5:00 p.m.

Karen Hamman, City Clerk

Approved at the meeting of June 7, 2010



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO 2010-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT AUTHORIZING THE USE OF ELECTRONIC
RECORDING DEVICES TO RECORD MEETINGS FOR PUBLIC RECORD, MINUTES AND
CLARIFICATION AND TO PRODUCE ACTION MINUTES OF CSD BOARD MEETINGS**

WHEREAS, Town of Discovery Bay Community Services District (CSD) is a public agency and conducts regularly scheduled meetings of the Board of Directors; and

WHEREAS, it is in the public's interest that Board of Directors meetings are recorded for public record, minutes, and for clarification; and

WHEREAS, effective August 25, 2010 those meetings are recorded electronically are loaded on to the Town of Discovery Bay CSD's website at www.todb.ca.gov for access by the public.

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

SECTION 1. That Board minutes are to be in "Action Minute" format and that summary and/or verbatim minutes will only be required when a majority of the Board members present request that summary or verbatim minutes be prepared.

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

PASSED, APPROVED AND ADOPTED THIS 25th DAY OF August 2010.

J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on 25th of August, 2010, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

DRAFT

**REVISED
BYLAWS
OF THE
TOWN OF DISCOVERY BAY CSD**

Revised _____, ___, 2010

REVISED BYLAWS
OF THE
TOWN OF DISCOVERY BAY CSD

ARTICLE I

NAME

This unit of local government shall be known as the Town of Discovery Bay CSD, with powers and territorial boundaries as prescribed in Resolution No. 97/295 of the Board of Supervisors of Contra Costa County, State of California, dated June 10, 1997, and as provided by law.

ARTICLE II

PURPOSE

The purposes of the Town of Discovery Bay CSD, as approved by the Local Agency Formation Commission and by law, are

- A. To provide for those exercise of those powers set forth in Government Code §61600 (Amended in 2006 as GC §61100) approved by the electors of the Town of Discovery Bay CSD;
- B. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- C. To serve the residents of the Town of Discovery Bay CSD, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Number.

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) years. During elections every two years, either two or three Directors are elected to serve the District for the next four (4) years.

Section 2. Compensation.

The Board may authorize each Director to receive compensation of One Hundred Dollars (\$100.00) for each meeting of the Board attended, and One Hundred Dollars (\$100.00) for each day's service not to exceed Six Hundred Dollars (\$600) per month as defined in and provided for in Community Services District Law §61047. Traveling and such other necessary expenses actually incurred in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein, and consistent with the Reimbursement and Travel Policy.

Section 3. Vacancies.

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation.

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV
OFFICERS

Section 1. Elected Officers.

Consistent with Government Code §61043(b), the elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair") and a Vice-President (who may be called "Vice-Chair").

Section 2. Terms of Elected Officers.

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the January meeting and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Section 3. Duties of Elected Officers.

- A. President.

1. Shall preside at all meetings of the board and such other meetings approved by the Board.
 2. Shall assist in the preparation of the Board Agenda for Regular and Special Board Meetings.
 3. Shall serve as official spokesperson for the Board.
 4. Shall appoint such committees and other working groups as prescribed by the Board.
 5. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences.
 6. Shall co-sign all checks for warrants approved by the Board.
 7. Shall perform such other duties as necessary to carry out the work of the Board.
 8. Shall perform such duties as prescribed by law.
- B. Vice-President:
1. Shall serve in the absence of the President.

ARTICLE V

APPOINTED OFFICERS

Section 1. Appointed Officers:

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom, shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. Pursuant to Community Services District Law §61050(b), the treasurer of the County of Contra Costa shall serve as the District Treasurer, and shall be the depository and have the custody of all of the district's money except those pre-existing accounts that were authorized under the Community Services District laws in effect prior to January 1, 2006.
- C. The Board may appoint such other officers as it deems necessary.

Section 2. General Manager Duties.

The General Manager is employed by the board to run the day-to-day business of the Town of Discovery Bay CSD.

Duties of the General Manager (GM) include, but are not limited to:

- A. Prepare a detailed job description of the General Manager.
- B. Prepare detailed job descriptions for all employees of the District. These must be updated and reviewed by the Board as any new functions are added.
- C. In preparation for Board review, do an annual evaluation of employees.
- D. Spend the major portion of his or her time on the items in the detailed job description of the GM.
- E. Town of Discovery Bay CSD Prepare and maintain a current timeline for all major projects.
- F. Establish regular office hours and ensure that there is at least one person in the office during those hours.
- G. Such other duties as may arise from time to time and assigned by the Board.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings.

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Road, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act.
- C. All meetings shall be conducted in accordance with the Ralph M. Brown Act.

Section 2. Quorum.

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to

Community Services District Law §61045, the affirmative votes of three members of the Board are required for action to be taken.

Section 3. Voting.

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.

Section 4. Notice of Regular and Special Meetings.

- A. Notices of regular meetings shall be sent in writing to each Director at his/her home address at least four calendar (4) days prior to such meetings. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting, and shall be in accordance with the Ralph M. Brown Act.
- B. In the case of special meetings, the notice, written or by telephone shall specify the specific nature of the business to be transacted and shall be in accordance with the Ralph M. Brown Act.

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments.

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and one other Director.

Section 2. Contracts.

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount without the express authorization of the Board.

Section 3. Reports.

The Board shall prepare and cause to be sent an annual quality report to the residents of the District.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Rosenberg's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law.

ARTICLE IX

AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by resolution and the affirmative vote of at least three members of the Board at any regular meeting of the Board, provided notice of such proposal shall have been mailed to each Director at least four (4) days prior to the meeting at which the matter is to be acted upon.

DRAFT

**REVISED
BYLAWS
OF THE
TOWN OF DISCOVERY BAY**

**EXISTING/ADOPTED
BYLAWS**

**REVISED BYLAWS
OF THE
TOWN OF DISCOVERY BAY**

ARTICLE I

NAME

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ARTICLE II

PURPOSE

The purposes of the Town of Discovery Bay, as approved by the Local Agency Formation Commission and by law, are

- A. To provide for those exercise of those powers set forth in Government Code § 61600 approved by the electors of the Town;
- B. To continue the advisory responsibilities of the Discovery Bay Municipal Advisory Council;
- C. To serve the residents of the Town of Discovery Bay, in the manner provided by law.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Number.

The governing body of the District shall consist of five (5) elected Directors, each of whom shall serve for a term of four (4) years. Such terms of office to be established on a staggered basis. Initially two (2) Directors will serve a two year term and three (3) members will serve a four year term. Thereafter, all terms shall be four years.

The initial Directors, their terms and term expirations, are:

William Slifer	4 years	Expires December 1, 2001
Mike Dohren	4 years	Expires December 1, 2001
David Piepho	4 years	Expires December 1, 2001
Virgil Koehne	2 years	Expires December 1, 1999
Chet Loveland	2 years	Expires December 1, 1999

Section 2. Compensation.

The Board may authorize each Director to receive compensation of One Hundred Dollars (\$100.00) for each meeting of the Board attended by him/her, and One Hundred Dollars (\$100.00) for each day's service performing duties for the District other than attending meetings, subject to the following limitation: Total compensation shall not exceed Six Hundred Dollars (\$600) per month. Traveling and such other necessary expenses actually incurred by him/her in performing District Duties shall be reimbursed, and such reimbursement shall be in addition to the compensation specified herein.

Section 3. Vacancies.

- A. Vacancies on the Board shall be filled in accordance with Government Code § 1780.
- B. Vacancies shall be deemed to exist as provided in Government Code § 1770.

Section 4. Resignation.

A Director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

OFFICERS

Section 1. Elected Officers.

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President (who may be called "Chair"), a Vice-President (who may be called "Vice-Chair"), and a Treasurer.

Section 2. Terms of Elected Officers.

Elected Officers of the Board, as provided in Article IV, Sec. 1, shall be elected by the Board at the January meeting and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms, except that the President shall be eligible to serve not more than two (2) full successive terms as President.

Section 3. Duties of Elected Officers.

A. President.

1. Shall preside at all meetings of the board and such other meetings approved by the Board.
2. Shall serve as official spokesperson for the Board.
3. Shall appoint such committees and other working groups as prescribed by the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences.
5. Shall co-sign all checks for warrants drawn by the Treasurer and approved by the Board.
6. Shall perform such other duties as necessary to carry out the work of the Board.
7. Shall perform such duties as prescribed by law.

B. Vice-President.

1. Shall serve in the absence of the President.

C. Treasurer.

1. Shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of all financial transactions of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital surplus, and assure that Town funds are properly secured. The books of the account shall at all reasonable times be open to inspection by any Director.
2. Shall prepare, or cause to be prepared, and supervise the preparation of an annual budget, together with reliable estimates of income and a publicly announced semi-annual report of expenditures.

3. Shall deposit all moneys and other valuables in the name of and to the credit of the District with such depositories and in such accounts as may be designated by the Board.
4. Shall provide all records and documents necessary for, and shall supervise, an annual, independent audit of expenditures.
5. Shall disburse the funds of the District as may be ordered by the Board and co-sign all warrants authorized by the Board; shall ensure that all bills, invoices and vouchers are paid in a timely manner; render to the Board, whenever they request it, an account of all his/her transactions as Treasurer and of the financial condition of the District; and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.
6. In the absence of the Treasurer, another Director shall be designated by the Board as a temporary Treasurer, and he or she shall perform the duties of Treasurer in the Treasurer's absence, except as provided in Article VII, Section 1.

ARTICLE V

APPOINTED OFFICERS

Section 1. Appointed Officers:

- A. The appointed officers of the District shall be General Manager, and a Secretary, who may be the same person, but neither of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board.
- B. The Board may appoint such other officers as it deems necessary.

Section 2. General Manager Duties.

The general manager is employed by the board to run the day-to-day business of the Town of Discovery Bay.

Duties of the general manager (GM) include, but are not limited to:

- A. Prepare a detailed job description of the general manager.
- B. Prepare detailed job descriptions for all employees of the District. These must be updated and reviewed by the Board as any new functions are added.
- C. In preparation for Board review, do an annual evaluation of employees.

- D. Spend the major portion of his/her time on the items in the detailed job description of the GM.
- E. Dispatch the contractor hired for operations on all water and wastewater problems in Town of Discovery Bay that require fieldwork. The GM will respond only if the situation is too complicated for the contractor hired for operations to handle.
- F. Prepare and maintain a current timeline for all major projects, such as, but not limited to, potable water treatment, wastewater plants, land acquisitions, modular meeting building, pipe replacements, repairs or additions in the parks, Sandy Cove Shopping Center, Lake View Business Park, community center, water reclamation and conservation.
- G. Establish regular office hours and ensure that there is at least one person in the office during those hours.
- H. Such other duties as may from time to time be assigned by the Board.

ARTICLE VI

MEETINGS

Section 1. Regular and Special Meetings.

- A. The Board shall hold a regular meeting on the first (1st) and third (3rd) Wednesdays of each month, at the District Office located at 1800 Willow Lake Drive, Discovery Bay, California 94505. Such regular meetings shall be for considering reports of the affairs of the District and for transacting such other business as may be properly brought before the meeting. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called in accordance with the California Ralph M. Brown Act.
- C. All meetings shall be conducted in accordance with the Ralph M. Brown Act.

Section 2. Quorum.

The Board shall be empowered to conduct the business of the District whenever there is present at a properly called meeting, a quorum, as defined as comprising a majority of the existing Directors; normally three (3); except as otherwise provided by law. Pursuant to Government Code § 61225, the affirmative votes of three members of the Board are required for action to be taken.

Section 3. Voting.

- A. Voting shall only be conducted at proper noticed meeting where a quorum has been established and members are physically present.
- B. Voting shall be by voice, show of hands, or roll call vote.

Section 4. Notice of Regular and Special Meetings.

- A. Notices of regular meetings shall be sent in writing to each Director at his/her home address at least four calendar (4) days prior to such meetings. Such notices shall specify the place, the day, and the hour of the meeting and accompanying the notice shall be a copy of the agenda for that meeting.
- B. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

ARTICLE VII

PAYMENTS, CONTRACTS, AND REPORTS

Section 1. Payments.

All checks, warrants, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of, or payable to, the District, shall be signed or endorsed by both the President and Treasurer, or by the Treasurer, and one other Director, or, in the absence of the Treasurer, any two Directors.

Section 2. Contracts.

The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, and on behalf of, the District. Such authority may be general or confined to specific instances. Unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the District by any contract or engagement, to pledge its credit, or to render it liable for any purpose or to any amount.

Section 3. Reports.

The Board shall prepare and cause to be sent an annual quality report to the residents of the District.

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ARTICLE VIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law.

ARTICLE IX

AMENDMENTS

The Bylaws may be repealed or amended, or new Bylaws may be proposed, by the affirmative vote of the majority of the Board at any regular meeting of the Board, provided notice of such proposal shall have been mailed to each Director at least four (4) days prior to the meeting at which the matter is to be acted upon.



Town of Discovery Bay CSD

BOARD POLICY

Purpose

The purpose of the elected Board of the Town of Discovery Bay CSD a multipurpose independent district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

I. BOARD OF DIRECTORS

The governing body of the TODB is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year staggered terms. During the elections every two years, either two or three Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President and Vice-President. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy. In the event of his or her absence, the Vice-President performs said duties.

POWER OF THE BOARD
The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

Board meetings shall be noticed and in accordance with the Ralph M. Brown Act of 1953, as amended.

The parliamentary procedure for conducting all meeting will be Rosenberg's Rules of Order.

The Board has standing committees and appoints ad hoc committees as the need arises. The District's General Manager or Designee may serve as staff support to these committees.

In the discharge of their duties, Board members act as a Board and not as individuals. Members have no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board.

II. RESPONSIBILITIES

A. Responsibilities of the Board Members:

1. To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his responsibilities.
2. To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
3. To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies and Administrative Regulations Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies and administrative regulation of the District.
4. By motion, resolution, or ordinance conduct the business of the Board, taking those actions that ensure that satisfactory services are provided throughout the community.
5. Keep informed on agenda items and on-going business of the Board.
6. Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the Board.
7. Attend meetings with promptness and regularity.
8. Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies.
9. Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five to ten years).
10. Review and act upon plans and recommendations submitted by the

Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.

11. Agenda formats, and the rules governing the running of the meetings will be up to the President and be governed by current open meeting laws.
12. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by a majority direction of the Board.
13. Board members are elected by their constituents and as such must conduct themselves in an ethical manner.

B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS

1. No member of the Board or Officer of the District shall:
 - a. Represent his or her position as that of the Board unless the Board has acted upon that position.
 - b. Make unsolicited statements to anyone other than the Board during Board deliberations.
 - c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions. (Any writing not previously approved by the Board shall be on personal stationery. If the member identifies himself or herself as a member of the Board, he or she must include language that states they are the Board members' personally held opinions as set forth in the Media Relations Policy.)
 - d. Place on the agenda any item for Board action without providing to every Board member documentation he or she deems necessary for a decision at least twenty-four (24) hours prior to the meeting.

2. PREPARATION AND COMMITMENT

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.

- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Executive Session agenda items.
- g. Call prior to meeting for more information, if needed.

C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS

1. Orientation of Board Members

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:
 - b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Board Policies and Administrative Regulations Manual, any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and the California Fire Chiefs Association or other agencies, as needed.
- c. The District Secretary shall supply material pertinent at the first official meeting of the Board following election or appointment, and shall explain its function and utilization.

d. As soon as practical after the new Board member assumes office, an orientation meeting with the General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.

e. The incoming member shall meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

D. General Responsibilities of the Board President.

1. Preside at all meetings of the Board whenever present.
2. Cooperatively work with the General Manager/Board Secretary and Staff on the preparation of CSD Meeting Agendas and its contents,
3. Maintain order and decorum.
4. Appoint standing and District representatives to external agencies, all subject to confirmation by the Board. Appoint ad hoc committees with Board confirmation.
5. Keep the Board informed of all communications affecting the District.
6. Communicate actions of the Board to affected persons and private or public entities.
7. Receive and reply to questions directed to the Board or refer to the appropriate office or member.
8. Act as a spokesman for the Board when queries are received from the media, the public or other agencies.
9. Perform the duties of a Board Member.

E. Responsibilities of the Vice-President.

1. Perform the duties of the President in his/her absence.
2. Be familiar with Board ordinances, resolutions, laws and regulations as they apply to the Office of the President.
3. Be prepared to assume the duties of the President on brief notice. This includes keeping informed of current status by frequent consultations and discussions, being aware of the tasks and projects underway, and their current status.
4. Perform the duties of a Board member.

F. Responsibilities of the Secretary of the Board

1. Certify official documents and letters as required.
2. Maintain the official files and records of the Board.
3. Prepare the agenda for the Board meetings.
4. Prepare and distribute minutes of the meeting of the Board.
5. Maintain historical record and newspaper articles.

6. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

G. Responsibilities of a Committee Chairperson

1. Undertake the specific tasks or assignment as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.

H. The Board authorizes the General Manager to:

1. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
2. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
3. Encourage and assist staff in the performance of their duties and encourage their professional growth.
4. Ensure evaluation of personnel under his/her direction.
5. Interpret and publicize the programs and services of the District for and to the public.
6. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
7. Participate in community activities.
8. Continue a program of professional development to assure and enhance staff's professional growth.

Rosenberg's Rules of Order:
Simple Parliamentary
Procedures for the 21st Century

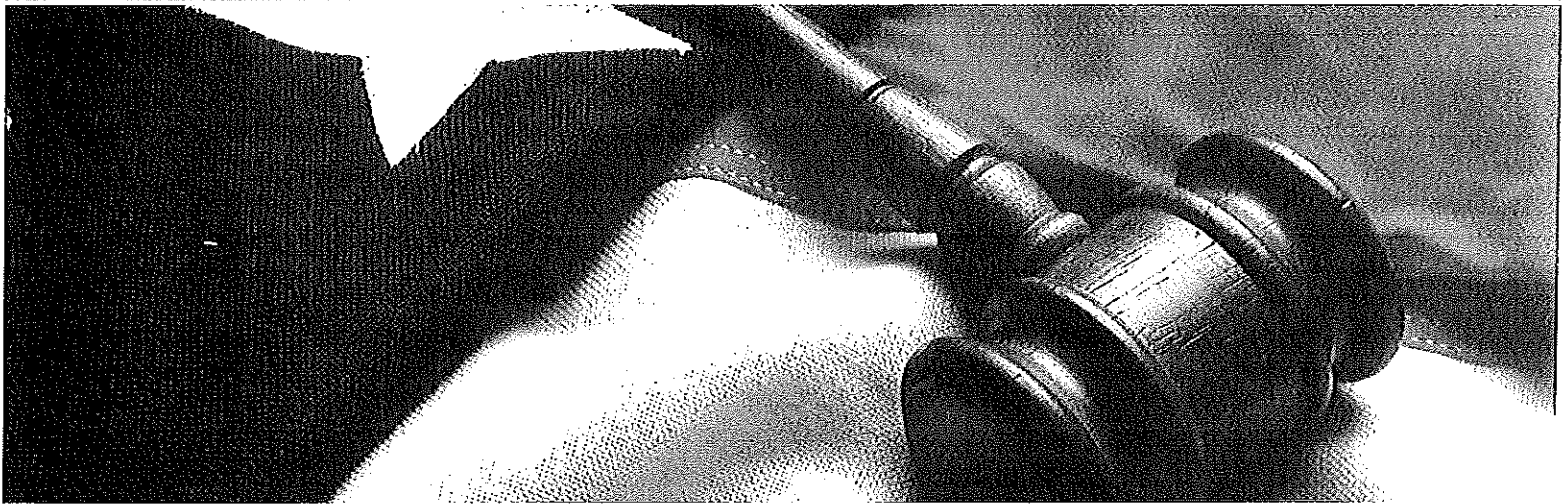


MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

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About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

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About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor; the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ☐

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EXISTING/APPROVED BOARD POLICY



Town of Discovery Bay

BOARD POLICY

Purpose

The purpose of the elected Board of the Town of Discovery Bay, a multipurpose independent district, is to represent the residents within its boundaries in any and all matters covered under the California Government Code relating to a Community Services District.

In addition to the purposes listed in the Government Code, the District has been ordered by LAFCO and the Board of Supervisors to perform an advisory role for the residents of Discovery Bay. This role includes, but is not limited to, advising the County in matters of land use planning, zoning, compliance, roads and streets, lighting, landscaping, parks and public safety services.

I. BOARD OF DIRECTORS.

The governing body of the TODB is a Board of Directors comprised of five (5) Board members elected by the registered voters of the District to serve four (4) year terms. During the elections every two years, either two or three Directors are elected to serve the District for the next four (4) years.

Yearly the Board of Directors elects a President, Vice-President and Treasurer. The President of the Board chairs the meeting, performs such duties as prescribed by State or Federal law and such other duties as prescribed by Board Policy. In the event of his or her absence, the Vice-President performs said duties. The Treasurer will act as provided in Government Code 61737.04 et. Seq.. The Treasurer may have designated alternates who may act in his/her absence.

II. POWER OF THE BOARD

The Board of Directors recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities of the District.

While discharging their responsibilities through official actions of the Board as a whole, Board members may be considered to be officers with District jurisdiction over the execution of the Board's policies.

Board meetings will be notice^d according to the Ralph M. Brown Act of 1993, as amended.

The parliamentary procedure for conducting all meeting will be The New Robert's Rules of Order Revised.

The Board meets its obligations to the electorate by performing as a legislative, administrative and control body.

The Board has standing committees and appoints ad hoc committees as the need arises. The District's General Manager may serve as a member of these committees

Director In the discharge of their duties, Board members act as a Board and not as individuals. *An individual* He/she has no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board.

III. RESPONSIBILITIES

A. Responsibilities of the Board Members.

1. To select a General Manager as the Board's chief administrative officer and professional advisor and properly delegate to him the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District. Provide the General Manager with the necessary personnel and resources to carry out his responsibilities.
2. To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.
3. To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies and Administrative Regulations Manual. The District shall keep at its offices a master copy of such manual, which shall be kept for all purposes the official record of the Board policies and administrative regulation of the District.
4. By motion, resolution, or ordinance conduct the business of the Board, taking those actions that ensure that satisfactory services are provided throughout the community.
5. Keep informed on agenda items and on-going business of the Board.

6. Be well informed on the provisions of laws, ordinances and resolutions as they affect conduct of the Board.
7. Attend meetings with promptness and regularity.
8. Elect officers and confirm standing and ad hoc committee members and District representatives to external agencies
9. Initiate, review and approve plans that will satisfy future requirements, including a long-range plan (five to ten years)
10. Review and act upon plans and recommendations submitted by the Board committees and the General Manager. This action includes adoption, rejection, amendment or return to committee.
11. Agenda formats, and the rules governing the running of the meetings will be up to the President and be governed by current open meeting laws.
12. Single Board members will not represent the whole of the Board in other open or closed meetings without prior sanction by a majority direction of the Board.
13. Board members are elected by their constituents and as such must conduct themselves in an ethical manner.

B. GENERAL CONDUCT OF BOARD OF DIRECTORS AND OFFICERS

1. No member of the Board or Officer of the District shall:
 - a. Represent his or her position as that of the Board unless the Board has acted upon that position.
 - b. Make unsolicited statements to anyone other than the Board during Board deliberations.
 - c. Issue any writings or statements to the press or public without clearly distinguishing which statements are his or her own and which are established Board positions. (Any writing not previously approved by the Board shall be on personal stationery and shall omit title and Board affiliation.)
 - d. Place on the agenda any item for Board action without providing to every Board member documentation he or she deems necessary for a decision at least twenty-four (24) hours prior to the meeting.

2. PREPARATION AND COMMITMENT

- a. Shall respect the Board's commitment to work through the General Manager by requesting desired information about the District's programs/activities directly from him/her, by referring to him/her suggestions for new policies, for his/her professional advice, by refraining from acting on any complaint until after the General Manager has had an opportunity to investigate fully and report to the Board, and by wholeheartedly supporting Board approved actions of the General Manager and his/her staff.
- b. Accept the principle of Board unity or consensus by supporting majority decisions of the Board.
- c. Shall make decisions involving the welfare of the District based on factual information and evidence recognizing that personal feelings, opinions and other such factors are not conducive to sound decision making.
- d. Come prepared, ready to ask questions and make decisions.
- e. Do what is agreed upon.
- f. Respect confidentiality of Executive Session agenda items.
- g. Call prior to meeting for more information, if needed.

C. ADDITIONAL RESPONSIBILITIES OF THE BOARD MEMBERS

1. Orientation of Board Members

- a. The Board of Directors recognizes its responsibility in helping and assisting a newly elected or appointed Board member to understand the operation of the District as well as the roles and responsibilities of a member of the Board. The Board and General Manager shall assist each new member-elect to understand the Board functions, policies, procedures, roles, duties and responsibilities of members of the Board. The following methods shall be employed:
- b. The new member shall be given selected material on the duties and responsibilities associated with Board membership. These materials shall include, but are not limited to: The Government Code dealing with Community Services Districts, the Board Policies and Administrative Regulations Manual, any pertinent publications issued by the California Special Districts Association, the California Parks and Recreation Society and the California Fire Chiefs Association or other agencies, as needed.

- c. The District Secretary shall supply material pertinent at the first official meeting of the Board following election or appointment, and shall explain its function and utilization.
- d. As soon as practical after the new Board member assumes office, an orientation meeting with the General Manager will be held prior to the first Board meeting to acquaint the new member with details of District operations.
- e. The incoming member shall meet with the General Manager and members of his staff to discuss services they perform for the Board and the District.

D. General Responsibilities of the Board President.

- 1. Preside at all meetings of the Board whenever present.
- 2. Maintain order and decorum
- 3. Appoint standing and ad hoc committee members and District representatives to external agencies, all subject to confirmation by the Board.
- 4. Keep the Board informed of all communications affecting the District.
- 5. Communicate actions of the Board to affected persons and private or public entities.
- 6. Receive and reply to questions directed to the Board or refer to the appropriate office or member.
- 7. Act as a spokesman for the Board when queries are received from the media, the public or other agencies.
- 8. Perform the duties of a Board Member.

E. Responsibilities of the Vice-President.

- 1. Perform the duties of the President in his/her absence.
- 2. Be familiar with Board ordinances, resolutions, laws and regulations as they apply to the Office of President.
- 3. Be prepared to assume the duties of President on brief notice. This includes keeping informed of current status by frequent consultations and discussions, being aware of the tasks and projects underway, and their current status.
- 4. Perform the duties of a Board member.

F. Responsibilities of the Treasurer.

- 1. Serve as Chairperson of the Finance/Budget Committee.
- 2. Fulfill the responsibilities as defined in the California Government Codes.

3. Participate with the District General Manager and staff in preparation of:
 - a. Annual budget
 - b. Financial reports
 - c. Allocation and placement of the financial resources
4. Prepare financial plans and recommendations for submittal to the Board for review and approval.
5. Participate in a review of the annual audit. Take action to implement the suggestions and recommendations offered by the auditor
6. Invest appropriate funds in accordance with the Board's Investment Policy.
7. Perform a periodic review of District's insurance coverage.
8. Perform the duties of a Board member.

G. Responsibilities of the Secretary of the Board

1. Certify official documents and letters as required
2. Maintain the official files and records of the Board
3. Prepare the agenda for the Board meetings.
4. Prepare and distribute minutes of the meeting of the Board
5. Maintain historical record and newspaper articles
6. Post agendas, minutes, public notices and proposed action documents as required by Board and government regulations.

H. Responsibilities of a Committee Chairperson

1. Undertake the specific tasks or assignments as established by the Board or Board President together with the participation of the other members of the committee.
2. Plan and schedule the necessary activities and obtain commitments for the necessary resources to complete the assignment.
3. Present a report on status and progress to the Board at appropriate times as designated by the President.
4. Prepare recommendations and justification for any proposed action and submit to the Board for decision and implementation when approved.
5. Provide overall leadership of the committee.
6. Perform the duties of a Board member if appropriate.

I. The Board authorizes the General Manager to:

1. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.
2. Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.

3. Encourage and assist staff in the performance of their duties and encourage their professional growth.
4. Ensure evaluation of personnel under his/her direction.
5. Interpret and publicize the programs and services of the District for and to the public.
6. Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
7. Participate in community activities.
8. Continue a program of professional development to assure and enhance staff's professional growth.

Assembly Bill No. 1905

CHAPTER 66

An act to amend Sections 61737.04 and 61737.06 of the Government Code, to add Section 5784.40 to, and to repeal Section 5782.5.1 of, the Public Resources Code, relating to districts.

[Approved by Governor July 3, 2000. Filed with Secretary of State July 3, 2000.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1905, Rod Pacheco. District accounts: authorization.

Existing law authorizes local park and recreation districts to operate and maintain local parks and recreation areas in the state. Tax revenues of the district are required to be placed in the treasury of the city or county in which the district is located, and the treasurer of that city or county acts as the treasurer of the district.

This bill would authorize a recreation and park district to establish an alternative depository pursuant to specified provisions applicable to community services districts, with the approval of the city or county in which the district is located.

This bill would revise the alternative depository provisions applicable to community services districts to permit the finance director of the district board to be the general manager. The bill would permit warrants to be drawn by the president and the general manager of the district board.

The people of the State of California do enact as follows:

SECTION 1. Section 61737.04 of the Government Code is amended to read:

61737.04. The board shall appoint a person who shall be known as the finance officer, who shall serve at its pleasure. It shall fix the amount of his or her compensation. It shall fix the amount of and approve his or her bond. The finance director may be a member of the board, the general manager, or his or her office may be consolidated with that of the secretary.

SEC. 2. Section 61737.06 of the Government Code is amended to read:

61737.06. Warrants shall be drawn by the finance officer and signed by the president and secretary, or one of them and one member of the board, or by the president and the general manager.

SEC. 3. Section 5782.5.1 of the Public Resources Code is repealed.

SEC. 4. Section 5784.40 is added to the Public Resources Code, to read:

TOWN OF DISCOVERY BAY CSD WEBSITE POLICY

Thank you for visiting the official website of the Town of Discovery Bay Community Services District. We are providing this notice to explain our online information practices and the choices you can make about the way your information is collected and used by the Town of Discovery Bay CSD.

Conditions of Use

By visiting the Town of Discovery Bay CSD website, users agree that they will not use the website for any unlawful activity, or use it in any way that would violate the terms and conditions of use. This website is governed and construed by the laws of the State of California. Any use of the website shall comply with all District, State and Federal laws and regulations. Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under state law and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. We monitor network traffic to identify unauthorized attempts to upload or change information or to otherwise cause damage to the District's website. Anyone using this website expressly consents to such monitoring.

Communications to the District via this website shall in no way be deemed to constitute legal or official notice to the Town of Discovery Bay CSD, its agencies, officers, employees, representatives or agents with respect to any existing, pending or future claim or cause of action against the Town of Discovery Bay CSD or any of its agencies, officers, employees, representatives or agents where notice is required by Federal, State or local law. Nor shall communications to the District via this website be deemed to constitute legal or official notice for any other purpose.

Changes are made periodically to District documents, including District documents, District regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on this website. Additionally, because the site is frequently under development, materials and information may be deleted, modified or moved to a different part of the website without advance notice.

Under no circumstances shall the Town of Discovery Bay CSD be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source nor shall the District be liable for any other consequences from any such reliance.

The Town of Discovery Bay CSD is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of this website or with respect to the material contained on this website, including without limitation, any material posted on the website. This website and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Town of Discovery Bay CSD is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the website whether the materials contained on the website are provided by the Town of Discovery Bay CSD, or a third party. Links from Town of Discovery Bay CSD Website

The Town of Discovery Bay CSD permits the establishment of links to external websites on the District's official website solely in conformance with this website policy. In the establishment and maintenance of its official website, the District does not intend in any manner to create nor does it create a forum or other means by which public discourse, exchange of opinions, or discussion on issues of any nature may occur. The District is not responsible for, does not endorse, and cannot assure the accuracy of information on these outside websites.

Organizations wishing to establish external links on the District's website must submit a request to the District. The request must contain all information necessary to verify the facts as stated and is necessary to determine whether the proposed link is in compliance with this policy. The Town of Discovery Bay CSD General Manager will review the merits of the requested external link, keeping in mind the criteria and examples listed below, to determine whether the link serves the overall purpose of the District's website. A request will not be denied because of a viewpoint espoused by the person or entity.

At its discretion the District may provide links to external sites that fall into one of the following categories:

Other governmental agencies; utilities, both public and private; bona fide educational institutions as defined in the Internal Revenue Code §501(c)(6); elected public officials; and local and regional public transportation agencies.

The District may, at its discretion, allow links and informational postings for events, meetings, public appearances, and other "community associated" happenings pursuant to this policy and in compliance to the following terms and conditions:

The "event" must be hosted by a public or non-profit or other Community Based organization and the event benefits Discovery Bay; the event must be open to public participation but is not necessarily a "free" event (i.e., golf tournament, fundraising event, concert, etc); the event is a charitable/fundraising event that benefits Discovery Bay in some fashion; and if the event itself is something that the community would enjoy, find valuable, or obtain valuable information by attending. The event must be held by a public or non-profit organization, or a for-profit organization doing non-profit or charitable work (for example, a company sponsoring a 5K run where the proceeds benefit charitable or non-profit organizations). The event must be open to the general public.

The Town of Discovery Bay CSD may decline to post/promote any event should the District's General Manager find that the event does not meet these guidelines and/or should anything about the event itself be found to be objectionable and inconsistent with the policies contained herein.

The Town of Discovery Bay CSD reserves the right to: (1) deny an external link request to any person, business or organization when it is determined, following review of a request, that the entity or organization for which request is made does not meet the criteria set forth in this policy; and/or (2) deny an external link request to any person, business or organization which fails to provide all required information, or fails to provide truthful information.

Some examples, but not all, of the type of websites that the District's website will not provide an external link to other websites or to promote via the events calendar are as follows:

Promoting or exhibiting hate, bias, discrimination, pornography; libelous or otherwise defamatory content; associated with, sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or any ballot proposal; associated with political organizations or other organizations advocating a position on a local, state or federal issue; and furthering the agenda of a political organization or candidate running for office. Additionally, individual and/or personal home pages will not be allowed.

The District reserves the right to immediately and without notice to any person or organization: (1) remove any external link if the nature of the organization or business to which the link relates no longer complies with the District's external link Policy; (2) discontinue an external link at any time if entities' website provides or promotes hate, bias, discrimination, pornography, false, slanderous, illegal, political (see above examples of websites the District will not link to), or incorrect information at any time; or (3) to revise this policy without prior notice when to do so is deemed to be in the best interests of the Town of Discovery Bay CSD.

Location and Appearance of External Links

The District reserves the right to determine how and where External links will appear on its website; i.e. what page the link appears on and where the link is placed on the page.

Copyright/Trademark

The District Seal, brand and banner are trademarks of the Town of Discovery Bay CSD. Any use of the materials stored on the District's website is prohibited without the written permission of the Town of Discovery Bay CSD. The Town of Discovery Bay CSD retains all intellectual property rights including copyrights on all text, graphic images and other content. This means that the following acts or activities are prohibited without prior, written permission from the Town of Discovery Bay CSD: (1) modification and/or re-use of text, images or other website content from a District server; (2) distribution of the District's website content; or (3) "mirroring" the District's information on a non-District server.

Third Party Materials

Some materials and information used on the Town of Discovery Bay CSD's website were generated by third parties who have consented to the District's use or placement of such materials on this site. These materials are owned by those parties. Use of these third party materials for any purpose is prohibited. Persons seeking to use or modify third party materials for any purpose should contact the owner of such materials directly. These materials include icons and graphics used in links to other organizations' sites, as well as various items of general content.

Disclaimer of Endorsement

Some of the links made available to you through the Town of Discovery Bay CSD's website will allow you to leave the District's site. Please be aware that the Internet sites available through these links, and the materials that you may find at those sites are not provided by, endorsed by or under the control of the Town of Discovery Bay CSD. Therefore, the District cannot and does not make any representation to you about these sites or the materials available on the sites. The fact that you may be able to access these additional sites from the District's website is not an endorsement or recommendation to you by the District of any of these sites or any material

found there. The District is providing these links only as a convenience to you, and your access to these additional sites is done at your own risk.

General Disclaimer

The materials and information contained on or obtained from this website, are distributed and transmitted "AS IS" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on this website, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user. The Town of Discovery Bay CSD is not responsible for any general, direct, special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the site whether the materials contained on the website are provided by the Town of Discovery Bay CSD or a third party.

Indemnification/Hold Harmless

By using the District's website, user agrees to indemnify or hold harmless the Town of Discovery Bay CSD for any occurrence resulting from an act of user's use of the District's website. The District will take all reasonable precautions to safeguard the confidentiality of user information, but is not liable for any injury caused by the disclosure of that information, whether caused by security breach, accident, inadvertence, or any other act resulting in disclosure.

Links to the Town of Discovery Bay CSD's Website

Advance permission to link to the District's Website is not necessary. However, the organization linking to the Town of Discovery Bay CSD's website should understand that content and internal web links may change at any time without notice.

Entities and individuals shall not link to the District's website nor capture pages within frames and present the District's website content as its own, or otherwise misrepresent this website's content or misinform users about the origin or ownership of its content.

PRIVACY AND SECURITY POLICY

Privacy Statement

The Town of Discovery Bay CSD ("District") is committed to protecting the privacy of the individuals utilizing the District's Website; however, personal information submitted to the District's Website may be subject to disclosure pursuant to various California laws, including, but not limited to, the California Civil Discovery Act of 1986 and the California Public Records Act. The District may share such information with other agencies if: (1) the information relates to that agency; (2) to protect the interests of others; (3) to protect and defend the rights or property of the District; or (4) as otherwise provided by law.

The District's Website contains links to other sites. Please be aware that the District is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by the District's Website.

The Town of Discovery Bay CSD does not use its Website to:

Collect personal information for commercial marketing. The District will not send you unsolicited email regarding any commercial offers or advertisements at any time.

Create individual profiles with the information provided by users of this site, nor does it give such personal information to third parties or private organizations. The District does not track personal information about individuals and their visits.

The Town of Discovery Bay CSD does use its Website to:

Collect personal information for the purpose of responding to a user's request or input, or to complete an online transaction. If a user chooses to provide the District with personal information, such as sending an e-mail to a District employee or by filling out and submitting an online form located on the District's Website, the District may use that information to respond to the user's message and to assist in obtaining information the user may have requested. The District treats e-mails submitted by a user the same way it treats letters to the District. The District will not share e-mail addresses submitted by a user through the District's website.

Provide electronic commerce capabilities, should a user provide any personal information and/or payment information while using the District's Website. Such information may be collected, processed and disclosed to complete an online transaction and for record-keeping for such activities as billing, permits, licenses and other business-related purposes.

Collect usage statistics for site management, such as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance issues. The information does not identify you personally. The following information about your visit is collected: the Internet domain and/or IP address from which you access the District's Website; the type of browser and operating system used to access the District's Website; the date and time of the visit; the pages visited; and if you link to the District's Website from another website, the address of that Website.

The District's Website may transfer information to your computer through cookies or other technology. The use of cookies or similar technology is an industry standard and does not personally identify users, although they do identify a user's computer. Cookies or similar technology can make the Internet more useful by storing information about your preferences on a particular site. If preferred, you can configure your browser to refuse cookies. However, you may not be able to take full advantage of the District's website if you do so.

Security Statement:

The District Website utilizes encryption technology. However, the user should not assume that information submitted to the District Web server would be treated as confidential (See above Privacy Statement). If a user submits information to the District's server through a web page containing visible indicators of active encryption technology, the District will take all reasonable precautions to safeguard the confidentiality of such information.

Web Accessibility Guidelines

The Town of Discovery Bay CSD is committed to providing equal access to its electronic information technologies and services for all residents, visitors and business customers. As the

World Wide Web has become an essential means by which we provide information to and conduct transactions with our community, our goal is to provide information and services in ways that work effectively for all.

It is one of our goals to continually improve the Web site to achieve compliance with the latest standards in functionality and universal accessibility. We follow the federal ADA Section 508 rules.

Tools for Blind & Visually Impaired Users

Adobe, the makers of Acrobat and Acrobat Reader, have developed tools to assist blind and visually impaired users. Please visit the **Adobe Accessibility** area for more information. Please note that the tools designed to create simple HTML documents easily read by standard speech-synthesis software will not retain the graphic images or text formatting of an original Adobe PDF.

Additional Applications

Some of the services and information posted on Town of Discovery Bay CSD website require that a user download and install additional applications as part of their browser software. The basic versions of these applications are offered, at no cost, on the vendors' Web sites. These applications include:

Adobe Acrobat Reader - The District uses Adobe Acrobat to create Portable Document Format (PDF) files to provide online access to District documents in their original formatting. There are several converter applications available online that will convert PDF documents into a variety of alternate document formats, including simple HTML. Please visit **PDF Zone** for additional resources.

TOWN OF DISCOVERY BAY CSD
COMMUNITY SERVICES DISTRICT

MEDIA RELATIONS POLICY

1. GOAL

1. The Town of Discovery Bay CSD ("District") seeks to inform its residents, businesses and visitors by engaging in a proactive communications program. The program recognizes that one of the most effective and quickest ways to communicate District policies and activities to its citizens is by working in partnership with the news media.

2. POLICY

2.1 The District gives a high priority to news media inquiries. There should be a quick and efficient response to inquiries. Every effort should be made to meet media deadlines and to ensure that all information released is accurate.

2.2 The General Manager is responsible for the District's media relations. All employees shall notify the General Manager about media inquiries.

3. DISTRICT SPOKESPERSONS

3.1 Agenda Items before the Board Meeting. The General Manager shall respond to inquiries concerning agenda items before the Board meeting. If a Board member placed an item on the agenda, the Board member may respond to the inquiry.

3.2 Board Actions. The General Manager, or any member of the Board may respond to inquiries concerning agenda items after Board approval. Any response should clearly differentiate between the action of the Board and the individual positions and opinions of the person responding.

3.3 Sensitive or Controversial Issues. The General Manager, the President or the Board Members may respond. All responses should clearly differentiate between approved Board Actions and individual positions or opinions of the person responding.

3.4 Straightforward Provisions of Information on Non-contentious Issues. The General Manager, the President, Board Members, or Department Heads may respond. All responses should clearly differentiate between approved Board Actions and individual positions or opinions of the person responding.

4. MEDIA INQUIRIES

4. All media inquiries received by District staff should be immediately referred to the General Manager. Please obtain the reporter's name, phone number, mobile number if the reporter is "in the field", topic of story and deadline.

5. SENSITIVE OR CONTROVERSIAL ISSUES

5. All television, radio, newspaper or other media inquires regarding sensitive or controversial issues should be refereed immediately to the General Manager.

6. LITIGATION AND PERSONNEL ISSUES

6. Generally, the business conducted by the Town of Discovery Bay CSD is public, and therefore, is public information. Inquires concerning pending litigation, matters involving significant exposure to litigation and most personnel matters are exceptions. These matters should be referred to the General Manager. The General Manager shall contact Counsel on matters of litigation.

7. PERSONAL POINTS OF VIEW

7. It is recognized that all officers and employees have the right to their personal points of view. Personal points of view may conflict with District policy. Officers and employees who write letters or email newspapers and other media may not use official stationary. If an officer or employee chooses to identify himself or herself as an officer of employee in any personal letter or email to a newspaper or other media, he or she must include language which states the views set forth in the letter or email do not represent the view of the District, but rather, are the officer's or employee's personally held opinions. Similar disclaimers must be given if an officer or employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the District. Officers and employees who are representing the District in any of the above formats must identify themselves as an official spokesperson for the Town. **[Need to revise Board Policy B. 1. c.]**

8. DISTRICT-INITIATED INFORMATION

8. Most proactive media contact is initiated through the General Manager. This includes issuing press releases and media advisories and personal contacts with reporters and editors for coverage. Officers and employees desiring to initiate media contact should contact the General Manager.

9. CRISIS OR EMERGENCY

9. During a crisis or major emergency (flood, earthquake, etc), the General Manager is the main point of contact. In the absence of the General Manager the President of the Board is the main point of contact. In absence of the General Manager and the President the Vice President is the main point of contact.

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # E5