



TOWN OF DISCOVERY BAY CSD

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

**NOTICE, CALL AND AGENDA OF THE SPECIAL MEETING
AND REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD**

Wednesday May 4, 2011

1800 Willow Lake Road, Discovery Bay, California

REGULAR MEETING 7:00 P.M.

Website address: www.todb.ca.gov

SPECIAL MEETING at 6:30p.m.

A. **CLOSED SESSION:** - Disclosure Re: Closed Session Pursuant to Government Code Section 94957.7

1. **CONFERENCE WITH LABOR NEGOTIATOR** Government Code section 54957.6

Agency Designated Representative: Richard J. Howard, General Manager

Unrepresented Employees: All

B. Return to open session; report on closed session

C. Adjourn Special Meeting

REGULAR MEETING AT 7:00P.M.

A. **ROLL CALL**

1. Call business meeting to order 7:00p.m.

2. Pledge of Allegiance

3. Report on Closed Session

B. **PUBLIC COMMENTS (Individual 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. **PRESENTATION**

Contra Costa County Animal Control – Director Glenn Howell

D. **AREA AGENCIES REPORTS / PRESENTATION**

1. SHERIFF'S OFFICE REPORT

2. CHP REPORT

3. FIRE DISTRICT REPORT

4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT

5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

6. UPDATE ON PROJECTS WITHIN DISCOVERY BAY PROVIDED BY THE DEPARTMENT OF CONSERVATION AND DEVELOPMENT

E. **COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report

2. County Planning Commission Report

3. Code Enforcement Report

4. Special Districts Report**

**These meetings are held Quarterly

F. CONSENT CALENDAR

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

1. Minutes of the previous Regular meeting dated April 20, 2011
2. District Invoices
3. District Financials
4. Approve and Accept the contract work performed by Green Valley Group, Inc. dba Green Valley Landscape for the construction and completion of the Willow Lake Road Ph. I Landscape Improvement project and direct Staff to record "Notice of Completion".
5. District Engineer Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering

G. NEW BUSINESS AND ACTION ITEMS

1. Approve and Adopt Resolution 2011-10, Direction to HERWIT Engineering to prepare 2011-2012 annual assessment report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9
2. Roof Replacement Project at 1800 Willow Lake Road
3. Adoption of Resolution 2011-11 establishing an administrative fee schedule for water related services
4. Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 25, 2011 and June 26, 2011

H. CHAIR REPORT AND DIRECTORS' COMMENTS

I. MANAGERS REPORT

Cherry Hills Sewer Replacement Project Status Update

J. GENERAL MANAGER'S REPORT

Report on Willow Lake Rd Sanitary Sewer Overflow

K. DISTRICT LEGAL COUNSEL REPORT

L. CORRESPONDENCE – Discussion and Possible Action

1. Minutes from the Town of Discovery Bay CSD FY 2011-12 Budget Review Committee meeting dated April 12, 2011
2. R -- Letter from Supervisor Piepho regarding the recommended actions to the Auditor-Controller report concerning the Keller Canyon Mitigation Funds dated April 6, 2011.

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from Don Flint -- All Communication between the Contra Costa County Grand Jury and the DB-CSD from 1/1/2008 through current -- Dated 4/14/2011
2. Request from Don Flint -- Rick's Weekly Email Updates -- Dated 4/15/2011
3. Request from Don Flint -- Wastewater and Water Master Plans -- Dated 4/20/11

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next regular meeting on May 18, 2011 at 1800 Willow Lake Rd -- Located in back of Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

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

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD**
Wednesday April 20, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

The meeting was called to order by Vice-President Dawson at 7:00p.m. Director Steele led the Pledge of Allegiance. Roll call was taken. President Graves was absent. All other Directors were present.

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

There were no Public Comments

C. PRESENTATIONS

There were no Presentations

D. CHAIR REPORT AND DIRECTORS' COMMENTS

Director Tetreault – Provided his report and stated that he and Director Steele attended the first Community Center Committee meeting dated April 19, 2011 and they discussed good ideas and the charter is to have a Oplan by the end of the year.

Director Simon – Provided his report and stated that the Budget Committee met for the first time on April 13, 2011 and the purpose of the first meeting was to discuss objectives, goals, and scheduling. The next meeting will be held on May 4, 2011.

Director Steele – Provided his report and stated that he and General Manager Howard attended the April 11, 2011 Contra Costa Chapter for the California Special District's Association and stated the importance of attending the meetings and also provided other details from the meeting. Provided his report and stated that he attended the IAPCO meeting on April 13, 2011 and reported on the discussion within the meeting.

Vice-President Dawson – Provided his report and stated that he attended the Byron Union School District meeting on April 7, 2011 and reported on the discussion within the meeting. Vice-President Dawson provided his report and stated that he attended the Discovery Bay Zone P6 meeting on April 12, 2011 and reported on the discussion within the meeting.

E. CONSENT CALENDAR

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

1. Minutes of previous regular meeting dated April 6, 2011
2. Minutes of previous special meeting dated April 6, 2011
3. District Invoices

Motion made – by Director Simon to approve the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – President Graves.

F. NEW BUSINESS AND ACTION ITEMS

1. Consideration and adoption of Resolution 2011-09 approving the Park Rules & Regulations and Reservation forms and fees for the Town of Discovery Bay CSD owned and maintained parks

General Manager Howard – This item came before the Board at the last meeting presented by Landscape Manager Perez who provided the details of the item.

Motion made – by Director Tetreault to approve Resolution 2011-09 and seconded by Director Simon. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – President Graves.

2. Adopt Resolution 2011-08 amending the Town of Discovery Bay CSD's Bylaws

Legal Counsel Schroeder – Provided the details on the current status of the Bylaws on March 16, 2011 using Robert's Rules of Order as the parliamentary rules and Legal Counsel Schroeder suggested considering replacing those rules with Rosenberg's Rules of Order. At the March 16, 2011 meeting the Board had directed Legal Counsel Schroeder to come back with a Resolution to amend the Bylaws.

Motion made – by Director Simon to adopt Resolution 2011-08 amending the Town of Discovery Bay CSD Bylaws and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – President Graves.

3. Appointment of Board Member to sit on the P6 Sub-Committee to address future funding relative to the continuation of the School Resources Officer position at the Byron Unified School District

General Manager Howard – Stated this item was brought before the Board subsequent to the P6 Committee meeting that was held on April 12, 2011 and at that meeting there was a request for a sub-committee to be formed that would consist of two (2) members of the P6 Committee, two (2) members of the School Board, and one (1) member of the Town of Discovery Bay CSD. Director Tetreault stated that he would like to have Vice-President Dawson be selected to sit on the P6 Committee.

Motion made by – Director Simon to appoint Vice-President Dawson to sit on the P6 Sub-Committee and seconded by Director Steele. Motion carried by the following vote: AYES: 4, NOES: 0, ABSENT: 1 – President Graves.

G. VEOLIA REPORT

Veolia Manager Gerald Smart – Provided the slides which gave the details of the monthly report for March 2011.

H. MANAGER'S REPORTS

1. Cherry Hills Sewer Rehab

General Manager Howard – Provided the details on the status of the Cherry Hills Sewer emergency replacement project. The removal and replacement of a portion of the pipe, which is the initial phase of the project, has been done and is back in service. There will be a camera crew inspecting another section of the pipe, which is approximately 30-50 feet, which may need to be replaced.

I. GENERAL MANAGER'S REPORT

General Manager Howard – Stated that he has two (2) items - first is that on Saturday, April 16, 2011, during the Easter Egg Hunt, several Town of Discovery Bay CSD employees sold tiles that are for the Cornell Park Project and will also be selling the tiles during the ribbon cutting ceremony for the Ravenswood Splash pad on April 30, 2011. There will be two (2) other dates for the selling of tiles, one which is May 4, 2011 from 9:00a.m. to 6:30p.m. at the offices of the Town of Discovery Bay CSD, and Saturday, May 7, 2011 from 10:00 a.m. to 2:00p.m. at Cornell Park. The other item is that one of the First Grade teachers at Timber Point made the Poetry Contest a class project.

J. DISTRICT LEGAL COUNSEL REPORT

None

K. CORRESPONDENCE-Discussion and Possible Action

1. R – Letter from Supervisor Piepho regarding correspondence from the Department of Conservation and Development regarding the current status of the East Contra Costa Historical Society's land-use permit compliance dated March 29, 2011
2. R – Letter from Supervisor Piepho regarding correspondence from the Office of County Counsel regarding Public Records Act request from Mark Doran dated March 29, 2011
3. R – Letter from Supervisor Piepho regarding the 2010 Census dated April 4, 2011
4. R – Contra Costa County Aviation Advisory Committee Minutes for February 8, 2011
5. R – State Route 4 Bypass Authority Meeting Minutes for February 10, 2011
6. R – Transplan Committee Meeting Minutes for March 10, 2011

L. PUBLIC RECORD REQUESTS RECEIVED

None

M. FUTURE AGENDA ITEMS

None

N. ADJOURNMENT

The meeting was adjourned at 7:38p.m. to the next Regular meeting of May 4, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

//cmc -- 4.25.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

Prepared By: Terri Degler, Accounts Assistant
Submitted By: Rick Howard, General Manager

Agenda Title

District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

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

Fiscal Impact:

Amount Requested \$131,127.28

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD
Town of Discovery Bay CSD Operating and Capital Budgets
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #8
Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District #9
Discovery Bay Lighting & Landscape District #9 Operating and Capital Budgets

AGENDA ITEM: F-2

Request for authorization to pay invoices
 For the Meeting on May 4, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

Acct Code			
1	7002	ReliaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Mar 16-30 for 4.06.11 Check	\$683.97
	7003	ReliaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Mar 16-30 for 4.06.11 Check	\$350.00
		Sub-Total	\$1,033.97
2	7003	SDRMA Inv# 0007690-IN, dtd 4/1/11 Ancillary Benefits for May 2011	\$787.12
3	7005	Neumiller & Beardslee Inv# 239834, dtd 4/13/11 General services performed for CEQA thru 3/31/11	\$43.00
4	7010	Luhdorff & Scalmanini Inv# 26765, dtd 03/31/11 General services rendered thru 3/31/11	\$1,229.54
5	7010	Luhdorff & Scalmanini Inv# 26766, dtd 03/31/11 DBCSD Water Master Plan services rendered thru 3/31/11	\$16,321.04
6	0809-002	Luhdorff & Scalmanini Inv# 26759, dtd 03/31/11 Well & Pump St 6 Design & Constr. services rendered thru 3/31/11	\$3,477.90
		Sub-Total	\$21,028.48
WATER			
7	7135	PG&E / Acct# 2943721807-5 Newport WTP	03/15-04/14/11 \$8,275.55
8	7135	PG&E / Acct# 2990802600-9 Willow Lake WWTP	03/12-04/11/11 \$3,206.71
9	7135	PG&E / Acct# 6760524303-8 Irr. Controller (Newport @ Well 4A)	03/15-04/12/11 \$14.49
10	7135	PG&E / Acct# 8351173112-3 Well #2	03/12-04/11/11 \$1,569.93
11	7135	PG&E / Acct# 8609981202-5 Well #1 (Gas)	03/12-04/11/11 \$28.44
12	7135	PG&E / Acct# 8651647866-5 Well #1	03/12-04/11/11 \$2,734.24
		Sub-Total	\$15,829.36
SEWER			
13	7137	PG&E / Acct# 0631986334-3 Newport Lift Station	03/15-04/14/11 \$121.30
14	7137	PG&E / Acct# 1182741894-5 Pump Station D	03/12-04/11/11 \$30.22
15	7137	PG&E / Acct# 1318320217-8 Pump Station A	03/12-04/11/11 \$2.39
16	7137	PG&E / Acct# 2068717691-5 Pump Station G	03/15-04/12/11 \$0.21
17	7137	PG&E / Acct# 2172798825-1 Pump Station R	03/15-04/12/11 \$11.06
18	7137	PG&E / Acct# 2527523613-8 Pump Station S	03/15-04/14/11 \$15.81
19	7137	PG&E / Acct# 3016215915-3 Pump Station F	03/11-04/10/11 \$24.53
20	7137	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	03/12-04/11/11 \$83.79
21	7137	PG&E / Acct# 4193709211-6 Pump Station C	03/15-04/14/11 \$50.69
22	7137	PG&E / Acct# 4201000159-4 Golf Course Valve Station	03/15-04/14/11 \$42.57
23	7137	PG&E / Acct# 4516230421-1 Pump Station H	03/12-04/11/11 \$18.19
24	7137	PG&E / Acct# 7234986505-4 Pump Station J	03/12-04/11/11 \$203.62
25	7137	PG&E / Acct# 7312115758-7 SS/HWY 4 E/Disco Bay Blvd W/O Bridge	03/15-04/11/11 \$24,723.40
26	7137	PG&E / Acct# 7630923070-4 Pump Station E	03/11-04/10/11 \$265.24
27	7137	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	03/12-04/11/11 \$27.79
		Sub-Total	\$25,620.81
28	7280	Contra Costa Public Health Inv# IN00211986, dtd 4/16/11 Prog/Business Plan fee Willow Lake	\$1,267.00
29	7280	Contra Costa Public Health Inv# IN00212070, dtd 4/16/11 Prog/Business Plan fee Newport	\$1,267.00
30	7280	Contra Costa Public Health Inv# IN00212168, dtd 4/16/11 Prog/Business Plan fee Well 5	\$363.00
31	7280	Contra Costa Public Health Inv# IN00212169, dtd 4/16/11 Prog/Business Plan fee WTP 1	\$363.00
32	7280	Contra Costa Public Health Inv# IN00212170, dtd 4/16/11 Prog/Business Plan fee WTP 2	\$363.00
		Sub-Total	\$3,623.00
33	7300	American Retrofit Systems Inv# 72, dtd 4/21/11 L only - ck AC @ WWTP #2	\$100.00
34	7300	American Retrofit Systems Inv# 73, dtd 4/21/11 L only - troubleshoot elec @ LS "C"	\$100.00
35	7300-P	American Retrofit Systems Inv# 74, dtd 4/21/11 L only - troubleshoot Blo chamber	\$100.00
		Sub-Total	\$300.00
36	7300	Aeromod Inv# SO19271-1, dtd 4/18/11 Pneumatic Actuator "TP" w/plates	\$797.87
37	7300	DC Frost Assoc. Inv# 5988, dtd 4/12/11 Spare parts for UV System	\$4,431.73
38	7300	J.W. Backhoe & Constr. Inv# 1499, dtd 4/14/11 Replace fire hydrant @ 4555 Discovery Point	\$733.80
39	7300	J.W. Backhoe & Constr. Inv# 1501, dtd 4/14/11 Replace meter gasket @ 1945 Newport Dr and ck 777 Willow Lake	\$750.00
40	7300	J.W. Backhoe Inv# 1502, dtd 4/21/11 Repair leak 4814 South Point & 5395 & 5399 Willow Lake	\$2,972.92
41	7300	J.W. Backhoe Inv# 1503, dtd 4/21/11 Emergency water leak 5441 Beaver Lane	\$4,235.38
42	7300	J.W. Backhoe Inv# 1506, dtd 4/21/11 Replaced fire hydrant 5300 River Point	\$770.54
43	7300	J.W. Backhoe Inv# 1507, dtd 4/21/11 Repair fire hydrant corner N Waterfront Lp & Mystic Ct.	\$2,989.74
44	7300	J.W. Backhoe Inv# 1508, dtd 4/21/11 Paved 5441 & 5491 Beaver Ln & 741 Beaver Ct.	\$6,019.07
45	7300	J.W. Backhoe Inv# 1509, dtd 4/21/11 Repair leak @ 5440 Beaver Lane	\$5,278.68
		Sub-Total	\$23,750.13
46	7300	UPS Inv# 000012X417161, dtd 4/16/11 Package to Galco Industries/VFD Unit	\$56.03

Request for authorization to pay Invoices
 For the Meeting on May 4, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/10 - 6/11

<u>Acct Code</u>				
47	7300-P	Shape, Inc. Inv#115859, dtd 4/12/11	Pump repair @ Newport L.S, Wet Well A	\$15,280.23
48	7300-P	Shape, Inc. Inv#115860, dtd 4/12/11	Pump repair @ Newport L.S, Wet Well A	<u>\$1,180.00</u>
			Sub-Total	\$16,460.23
49	7300	TPC Wire & Cable Corp. Inv# 633085, dtd 4/15/11	Cable for Moles in Bio Solids	\$1,340.81
50	7330	Basic Chemical Solutions Inv# SI5859402, dtd 4/11/11	Chemicals for 1800 Willow Lake Drive	\$1,288.99
51	7330	Basic Chemical Solutions Inv# SI5859403, dtd 4/11/11	Chemicals for 1800 Newport Drive	<u>\$1,050.78</u>
			Sub-Total	\$2,339.77
52	7430	Office Depot Inv# 558259012001, dtd 4/06/11	Office Supplies	\$40.16
53	7430	Office Depot Inv# 558259043001, dtd 4/06/11	Office Supplies	\$3.24
54	7430	Office Depot Inv# 560796348001, dtd 4/12/11	Office Supplies	\$51.33
55	7430	Office Depot Inv# 561241542001, dtd 4/15/11	Office Supplies	<u>\$44.16</u>
			Sub-Total	\$138.89
56	7630	Sunstate Equipment Inv# 4895450-001, dtd 04/08/11	Rental of Skidsteer loader	\$554.82
57	7630	Delta Fence Co Inv# 22634, dtd 4/25/11	Iron dbl drive gate repair	\$948.00
58	7670	Office Depot Inv# 557686651001, dtd 4/01/11	Surge Protector	\$24.82
59	7690	American Retrofit Systems Inv# 77, dtd 4/19/11	Install cord end on dump trailer	\$150.00
60	7690	Phil's Diesel Inc Inv#52689, dtd 4/20/11	Install hour meter on 07 International	\$176.66
61	7952	My Bark Inv# 4101, dtd 4/20/11 ***To be Reimbursed by Zone # 61		\$2,257.38
62	0809-002	Dept. of Fish and Game Filing Fees for Notice of Determination - Well #6		\$2,044.00
63	1011-009	Parkson Inv# AR1/9100260, dtd 4/01/11	Payment on New Moles	\$1,625.00
		TODB TOTAL...		\$125,361.88
<u>Caselle Utility Account</u>				
1	7951	Refund of Overpayment Acct# 1-011-441-028-5.01		\$30.40
		CASELLE UTILITY TOTAL...		\$30.40
		GRAND TOTAL...		\$125,392.28

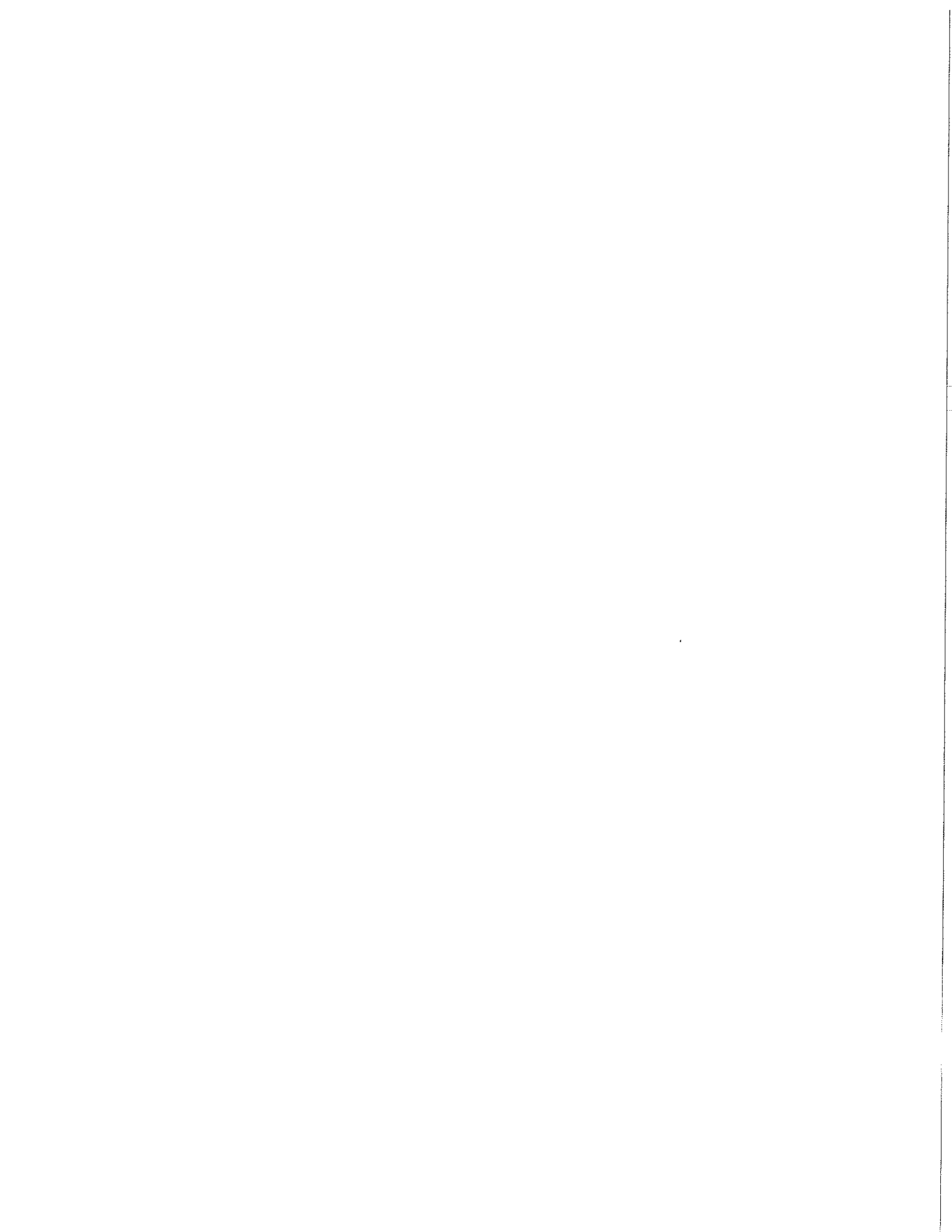
TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting			2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	May 11 Month to Date Expenses	Pending Approval 05/04/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
03/14/11	2629	DB L&L # 9	\$2,170.62							8/4/2010	7010	\$11,331.42	\$/B in #7300				
03/14/11	2628	DB L&L # 8	\$6,265.52							8/4/2010	7300	\$23,805.08	\$/B in #7300P				
03/14/11	2634	DB L&L # 8	\$5,258.79							8/25/2010	7300	\$650.00	\$/B in #0609-00				
03/14/11	2635	DB L&L # 8	\$2,002.93							8/25/2010	7300	\$225.00	\$/B in #7630				
03/14/11	2640	DB L&L # 8	\$4,595.25							8/25/2010	7300	\$96.00	move - pd 7/27				
03/14/11	2646	DB L&L # 8	\$4,573.38							8/25/2010	7320	\$177.99	\$/B in #7300				
03/14/11	2647	DB L&L # 8	\$2,204.98							8/25/2010	7300	\$4,010.87	\$/B in #7300P				
03/14/11	2652	DB L&L # 8	\$3,492.52							8/25/2010	7520	\$731.00	\$/B \$716.00				
03/14/11	2653	DB L&L # 9	\$141.74	\$37,071.77						8/25/2010	7950	\$731.00	\$/B \$150.00				
Total Reimbursements for 10/1-			\$37,885.92							9/15/2010	7952	\$8,944.00	\$/B \$8,452.00				
										10/6/2010	7300	\$1,444.50	\$/B in #7300P				
										11/3/2010	7300	\$550.00	\$/B in #7300P				
										11/17/2010	7300	\$4,040.70	\$/B in #7300P				
										12/1/2010	7300	\$1,000.00	\$/B in #7300P				
										12/15/2010	7300	\$3,028.68	\$/B in #7300P				
										12/1/2010	7300	\$3,090.55	\$/B in #7300P				
										1/5/2011	7951	\$9,821.93	\$/B in #7952				
										1/5/2011	7950	\$9,183.00	\$/B in #7952				
										1/5/2011	7950	\$126.80	\$/B in #7951				

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	Dec 10 M-T-D Exp.	Jan 11 M-T-D Exp.	Feb 11 M-T-D Exp.	Mar 11 M-T-D Exp.	Apr 11 M-T-D Exp.	May 11 M-T-D Exp.	Jun 11 M-T-D Exp.	Plan to Approve 05/04/11	2010/2011 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD
0910-004	Rehab Manholes	\$0	0%	\$15,000			\$9,177							\$24,070	160%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000			\$16,810		\$31,910					\$207,460	#DIV/0!
0910-006	Replace Sewer Main	\$0	0%			\$1,890		\$980	\$5,440					\$315,027	#DIV/0!
0910-007	UV System	\$457,297	114%		\$41,078	\$4,719								\$0	0%
0910-008	Salinity Project	\$0	0%	\$200,000										\$0	0%
0910-009	Pumps / Motors Replacement	\$35,470	71%											\$0	0%
0910-010	Wetlands	\$8,304	1%	\$85,000				\$606						\$10,708	13%
1011-001	By-Pass Pipeline	\$0		\$80,000	\$4,513									\$0	0%
1011-002	Replace PLC's	\$0		\$20,000										\$0	0%
1011-003	Bio-Solids Pumps (2) Wet Well	\$0		\$22,000										\$0	0%
1011-004	Rehab Lift Station W			\$60,000										\$0	0%
1011-005	Bypass Valve Lift Station S			\$12,000										\$500	1%
1011-006	Metal Cover for UV Area			\$125,000										\$0	0%
1011-007	Clarifier Cleaning Devices			\$25,000										\$0	0%
1011-008	Paving for Bio-Solids Area			\$15,000										\$0	0%
1011-009	New Moles (2)			\$80,000		\$9,750	\$1,625	\$3,250				\$1,625	\$57,233	72%	
1011-010	Road Crossing Ramps			\$25,000										\$0	0%
	Sewer Sub Total	\$581,375	36%	\$769,000	\$45,591	\$14,469	\$29,502	\$4,836	\$37,350	\$0	\$0	\$1,625	\$0	\$614,998	80%
0809-002	Well #6 Design & Drill Test Hole	\$475,615												\$36,199	0%
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000	\$9,689	\$10,173	\$3,202	\$4,370				\$5,522		\$0	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000										\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%											\$0	0%
0910-014	Water Meter Program	\$63,079	13%	\$500,000										\$0	0%
	Water Meter Program: Reimbursements			(\$500,000)										\$21,360	4%
1011-011	Filter Media Replacement			\$40,000										\$0	0%
1011-012	Stabilize Around Willow Lake					\$29,469	\$16,300							\$45,769	114%
1011-013	Rehab Well(s)			\$30,000										\$0	0%
1011-014	Replace Water Mains			\$50,000			\$10,335							\$10,335	34%
1011-015	Water Meter Trailer			\$20,000										\$0	0%
	Water Sub Total	\$555,237	106%	\$148,000	\$9,689	\$39,642	\$29,837	\$4,370	\$0	\$0	\$0	\$5,522	\$0	\$113,663	77%
1011-016	Pickup Truck (1)			\$20,000										\$0	0%
1011-017	K-Rail for Bulk Material			\$15,000										\$0	0%
1011-018	Portable Message Units			\$30,000										\$4,408	29%
1011-019	GPS Tracking Device			\$12,000										\$0	0%
1011-020	Replace Fence Near Marina			\$15,000										\$0	0%
1011-021	New Chairs for Board Room			\$6,000										\$0	0%
	Other Sub Total	\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	4%
0102-00	Pipeline Replace Reserve	\$0												\$0	0%
CREDITS	Reimbursement to Town of DB	\$0												\$0	0%
	Total CIP Budget	\$1,143,864	71%	\$1,015,000	\$55,280	\$54,110	\$59,339	\$9,206	\$37,350	\$0	\$0	\$7,147	\$0	\$733,068	#DIV/0!

Amount	Description
\$4,408.00	S/B in #1011-017
\$38,032.20	removed - paid on 7/28/10

Request for authorization to pay invoices
 For the Meeting on May 4 2011
 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#561241542001, dtd 4/15/11 Ink	\$24.34
2	2282	Cleary Bros. Inv# i-74286, dtd 4/12/11 Turf renovation @ park	\$2,280.00
3	2282	ValleyCrest Landscape Maint Inv# 3742828, dtd 4/12/11 Tree removal	\$336.00
4	2282	ValleyCrest Landscape Maint Inv# 3742829, dtd 4/12/11 Repaired lateral line @ park	\$47.00
5	2282	ValleyCrest Landscape Maint Inv# 3742830, dtd 4/12/11 Repair to riser @ park	<u>\$52.00</u>
			\$435.00
6	2282	American Retrofit Systems Inv# 70. dtd 4/21/11 Repair lights @ park	\$150.00
7	2282	American Retrofit Systems Inv# 71. dtd 4/21/11 Install transformer @ old well 3 bldg.	<u>\$150.00</u>
		Sub-Total	\$300.00
8	2479	Anitoch Plumbing Inv# 5152, dtd 4/14/11 Install pressure tank men/wommen bathrooms	\$1,128.19
9	4789	Brentwood Reprographics Inv# Cornell Park, dtd 4/4/11 Color scanning-large print	\$41.95
		TOTAL	\$4,209.48



County Acct#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Sep 10 Month to Date Expenses	33.33% Oct 10 Month to Date Expenses	41.67% Nov 10 Month to Date Expenses	66.67% Feb 11 Month to Date Expenses	75.00% Mar 11 Month to Date Expenses	83.33% Apr 11 Month to Date Expenses	91.67% May 11 Month to Date Expenses	Plan to Approve 5/4/2011	2010/2011 % of Budget YTD
Town of Discovery Bay/D.Bay L&L Park #8														
Operating Expense Budget 10/11														
Approved at 6/16/10 Meeting														
2100	Office Expenses	\$500	\$1,076	215%	\$850	\$51	\$163	\$382	\$286	-\$57	\$22	\$24	\$977	115%
2102	Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150	\$60				\$60			\$220	147%
2103	Postage	\$50	\$0	0%	\$50								\$11	22%
2110	Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785	\$60							\$80	3%
2120	Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	86%	\$117,000	\$12,060	\$5,281	\$11,981	\$7,082	\$8,308	\$7,106		\$78,264	67%
2130	Small Tools & Instruments	\$1,000	\$975	87%	\$750	\$107	\$124	\$388	\$120	\$68	\$58		\$1,711	228%
2131	Minor Equipment, Furniture Less than \$1000.	\$500	\$1,208	242%	\$975			\$75	\$24				\$99	10%
2170	Household Items	\$800	\$1,209	151%	\$900	\$879			\$210				\$1,089	121%
2190	Public Notices	\$100	\$633	633%	\$150								\$0	0%
2200	Memberships	\$200	\$0	0%	\$450					\$5			\$165	37%
2250	Rent & Lease of Equipment	\$100	\$95	95%	\$500	\$220							\$220	44%
2251	Computer Software	\$500	\$0	0%									\$0	#DIV/0!
2270	Maintenance of Equipment	\$700	\$1,858	265%	\$950			\$9					\$95	10%
2271	Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000				\$341				\$1,617	91%
2272	Gasoline/Fuel for Equipment	\$4,100	\$2,246	55%	\$4,000	\$368	\$181	\$249	\$300	\$295			\$1,715	43%
2281	Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300	\$350	\$350	\$372	\$350	\$700			\$3,522	68%
2282	Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$1,854	\$11,890	\$13,215	\$13,701	\$18,149	\$21,311		\$3,015	88%
2284	Requested Maintenance from County (3620)	\$500	\$0	0%									\$0	#DIV/0!
2301	Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100								\$221	221%
2303	Other Travel Employee Expenses	\$200	\$102	51%	\$1,500					\$389			\$433	29%
2310	Professional Services	\$10,000	\$11,116	111%	\$8,100	\$400	\$170		\$4,402				\$6,143	76%
2310	Staff Payroll	\$63,000	\$39,054	62%	\$72,000	\$728		\$497		\$20,693			\$33,587	47%
2360	Insurance	\$8,000	\$10,389	130%	\$5,200								\$1,630	31%
2470	Road/Construction Materials (Street Signs)	\$1,000	\$0	0%	\$500								\$0	0%
2479	Other Special Expenses	\$5,000	\$5,810	116%	\$3,500	\$59							\$1,128	42%
3530	Taxes & Assessments	\$200	\$21	10%	\$300			\$172					\$307	102%
3611	Intorred Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$4,500	\$0	0%									\$0	#DIV/0!
5011	Reimbursement-Gov(Gov County Administration Chrgs)	\$500	\$0	0%	\$500								\$0	0%
Misc.	Reserves	\$500	\$0	0%	\$500								\$0	0%
Total Expenses		\$465,100	\$362,238	78%	\$394,494	\$17,134	\$20,580	\$27,399	\$26,856	\$47,904	\$30,698	\$0	\$4,168	\$280,410

Miscellaneous Adjustments:

3/11/11 \$60.00 was in acct 2100, S/B in 2102 (1/23/10).

County Acct#	Town of Discovery Bay/D.Bay L&L Zone #8 Capital / Asset Budget 10/11 Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Mar 11 Month to Date Expenses	Apr 11 Month to Date Expenses	5/1/2011 Month to Date Expenses	Approve 5/4/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500	\$665	\$3,294		\$103				\$4,062	54%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500	\$7,627		\$616	\$830				\$830	24%
4789	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$115,000	\$34	\$924	\$14,773	\$82,021	\$11,129		\$42	\$22,452	20%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0					\$50,931			\$199,048	#DIV/0!
***	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0		\$0								\$0	#DIV/0!
4834	Cornell Park - Discovery Bay	\$233,100	\$9,314	4%	\$350,000	\$468							\$39,440	11%
4953	Vehicle Purchase	\$3,000	\$0	0%	\$7,500			\$815	\$2,686				\$3,501	47%
4956	Tools & Sundry Equipment	\$1,000	\$26	3%	\$1,000			\$2,600					\$17,493	#DIV/0!
	Total	\$251,100	\$14,182	6%	\$484,500	\$8,793	\$4,217	\$18,804	\$85,639	\$62,060	\$0	\$42	\$289,426	60%

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

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

**Request for authorization to pay invoices
For the Meeting on May 4, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/10 - 6/11**

<u>Acct Code</u>			
1	2100	Office Depot Inv#558259012001. dtd 4/6/11 Ink	\$94.33
2	2282	Watersavers Irrig Inv# 11032024, dtd 2/24/11 Irrig repair parts	\$231.99
3	4546	ValleyCrest Inv# 3742827, dtd 4/12/11 Modifications to mainline @ park	\$290.20
4	4546	ValleyCrest Inv# 3742831, dtd 4/12/11 Rerouting/reconnection mainline @ park	<u>\$909.00</u>
SUBTOTAL			\$1,199.20
TOTAL			\$1,525.52

2010/2011

County Acct#	Town of Discovery Bay/L&L #9 Ravenswood Operating Expense Budget Approved at 6/16/10 Meeting Account Description	2009/2010 Budget	2010/2011 Budget	50.00% Dec 10 Month Expenses to Date	58.33% Jan 10 Month Expenses to Date	66.67% Feb 10 Month Expenses to Date	75.00% Mar 10 Month Expenses to Date	83.33% Apr 10 Month Expenses to Date	91.67% May 10 Month Expenses to Date	Planned to Pay 5/4/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	\$150	\$117	\$60	\$25		\$38		\$94		\$417	278%
2102	Books, Periodicals & Subscriptions	\$50	\$50	\$24								\$24	48%
2103	Postage	\$50	\$50	\$44	\$21							\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	\$650									\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	\$12,500	\$581	\$1,369	\$566	\$1,369	\$577				\$12,379	99%
2130	Small Tools & Instruments	\$100	\$100	\$17	\$48	\$26	\$48	\$414				\$683	683%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	\$500									\$103	21%
2170	Household Items	\$0	\$700		\$95	\$46						\$274	39%
2190	Public Notices	\$50	\$150									\$253	153%
2200	Memberships	\$50	\$165									\$40	24%
2250	Rent & Lease of Equipment	\$500										\$0	0%
2251	Computer Software	\$500										\$0	0%
2270	Maintenance of Equipment	\$200	\$200									\$80	40%
2271	Automotive Supplies & Repairs	\$300	\$300					\$250				\$337	112%
2272	Gasoline/Fuel for Equipment	\$300	\$300	\$79		\$297	\$75					\$858	172%
2282	Grounds Maintenance	\$54,000	\$48,540	\$3,220	\$2,920	\$2,912	\$3,765	\$5,294		\$232		\$32,632	67%
2301	Auto Mileage/Employee Reimbursement	\$100										\$0	0%
2303	Other Travel/Employee Expenses		\$250									\$0	0%
2310	Professional Services	\$5,000	\$2,000									\$0	0%
2310	Staff Payroll	\$13,000	\$25,500			\$1,964	\$6,379					\$10,170	503%
2360	Insurance	\$5,000	\$1,850		\$315	\$1,964	\$3,073					\$6,227	24%
2470	Road/Construction Materials (Street Signs)		\$5,000									\$490	27%
2479	Other Special Expenses		\$500			\$10		\$25				\$0	0%
2490	Miscellaneous Services & Supplies	\$300	\$300									\$368	74%
3530	Taxes & Assessments	\$1,000	\$500									\$0	0%
5011	Reimbursement-Gov/Gov County Admin. Chrgs	\$100	\$100									\$0	0%
Misc.	Reserves											\$0	
	Total Expenses	\$85,150	\$95,955	\$4,081	\$3,917	\$5,846	\$14,743	\$6,599	\$0	\$326		\$65,535	63%

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

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

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

3/11/11 \$34.79 was in 2282. S/B in acct 2170

County Acct#	Account Description	2010/2011 Budget	66.67%	75.00%	83.33%	91.67%	100.00%	Planned to Pay 5/4/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			Feb 10 Month to Date Expenses	Mar 10 Month to Date Expenses	Apr 10 Month to Date Expenses	May 10 Month to Date Expenses	Jun 10 Month to Date Expenses		2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	% of Budget YTD
4226	Various Park	\$0								0	
4265	Various Improvements	\$87,865	\$71,777	\$29,212						104,673	119%
4546	Structure & Walkway Repairs	\$11,000	\$3,245	\$8,564				\$1,199		30,236	275%
4789	Playground Equipment	\$0								0	
4956	Tools & Sundry Equipment	\$0								0	
	Total	\$98,865	\$75,022	\$37,776	\$0	\$0	\$0	\$1,199	\$0	134,909	136%



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

Prepared By: Calista Anderson, Administrative Assistant & Liz Hardy, Accounts Assistant
Submitted By: Rick Howard, General Manager

Agenda Title

District Financials

Recommended Action

Receive and File

Executive Summary

DB Lighting & Landscaping Zone #8

The account total fund balance before reserves for DB #8 is \$1,697,719

Less the reserves of \$300,000, we have a fund balance available of \$1,397,719

DB Lighting & Landscaping Zone #9

The account total fund balance before reserves for DB #9 is \$142,252

Less the reserves of \$56,195, we have a fund balance available of \$86,057

Town OF Discovery Bay, CSD Water & Sewer

The account total fund balance before reserves for Water & Sewer is \$6,078,324

Less the reserves of \$3,000,000, we have a fund balance available of \$3,078,324

Fiscal Impact:

Amount Requested: N/A

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

D.Bay L&L Zone #8 Budget vs. Actuals for 2010-2011 through April 12, 2011

Bay L&L Zone #9 Budget vs. Actuals for 2010-2011 through April 12, 2011

wn of Discovery Bay CSD Transaction Detail Report for 2010-2011 through April 12, 2011

AGENDA ITEM: F-3

D.Bay L&L Park #8 District
 Revenue & Expenditure Budget vs. Actuals Worksheet 2010-2011
 March 14, 2011 thru April 12, 2011 Period 9

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$1,732,129	\$1,713,602
Accounts Payable - Yr End	500		
Retainage Account	510		\$16
Due to Other Funds - Yr End	540		
Disbursements	830	(\$5,885)	(\$4,996)
Current Property Taxes	9010	\$381,210	\$437,765
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$1,978
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020	\$18,029	\$14,529
Property Taxes-Prior-Unsecured	9035		\$188
Earnings on Investment	9181	\$1,000	\$247
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		\$2,466
Misc Revenue & Services	9799&9975		\$1,842
Total Revenue		\$2,126,484	\$2,167,636

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$1,250)	(\$1,012)
Books, Periodicals & Subscriptions	2102	(\$200)	
Postage	2103	(\$50)	(\$11)
Communications	2110	(\$600)	(\$60)
Utilities (Street Lights, Water & Garbage)	2120	(\$100,000)	(\$71,158)
Small Tools & Instruments	2130	(\$1,850)	(\$1,704)
Minor Equipment, Furniture less than \$1000	2131	(\$350)	(\$178)
Household Items	2170	(\$1,400)	(\$1,161)
Public Notices	2190	(\$150)	
Memberships	2200	(\$300)	(\$165)
Rent & Lease of Equipment	2250	(\$500)	(\$220)
Computer Software	2251		
Maintenance of Equipment	2270	(\$950)	(\$95)
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,386)
Oil	2272	(\$4,000)	(\$1,715)
Maintenance of Buildings	2281	(\$5,300)	(\$3,173)
Grounds Maintenance	2282	(\$205,000)	(\$124,085)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$100)	
Other Travel Employee Expenses	2303	(\$750)	(\$389)
Professional Services/Specialized Services	2310	(\$8,100)	(\$936)
Staff Payroll	2310	(\$72,000)	(\$37,704)
Insurance	2360	(\$5,200)	(\$2,075)
Road/Construction Materials (Street Signs)	2470	(\$500)	
Other Special Expenses	2479	(\$3,500)	(\$1,484)
Miscellaneous Services & Supplies	2490	(\$300)	(\$307)
Taxes & Assessments	3530/3550		
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)	
Reimbursement for County Adm. Costs	5011	(\$500)	
Total Operating Expenses		(\$415,350)	(\$249,018)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Improvements	4265	(\$7,500)	(\$4,062)
Structure & Walkway Repairs	4546	(\$2,000)	(\$1,225)
Playground Equipment	4789	(\$226,000)	(\$11,322)
Landscape Master Plan	4829		
Misc. Projects - Willow Lake Road		(\$102,500)	(\$133,849)
Misc. Projects - South Point			
Misc. Projects - Laguna Court			
Misc. Projects - Discovery Point (Small Island)			
Misc. Projects - Discovery Bay Blvd (East)		(\$175,000)	(\$53,501)
Cornell Park	4834	(\$7,500)	(\$2,686)
Vehicle Purchase	4953	(\$14,000)	(\$14,254)
Tools & Sundry Equipment	4956	(\$2,750)	
Total Capital/Asset		(\$537,250)	(\$220,899)

TOTAL EXPENSES & CAPITAL		(\$952,600)	(\$469,917)
TOTAL FUND BALANCE BEFORE RESERVES		\$1,173,884	\$1,697,719
RESERVES			(\$300,000)
GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES			(\$769,917)
FUND BALANCE AVAILABLE			\$1,397,719

D.Bay L&L Park #9 District
 Revenue & Expenditure Budget vs. Actuals Worksheet 2010-11
 March 14, 2011 thru April 12, 2011 Period 09

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$234,262	\$251,015
Accounts Payable - Yr End	500		
Retainage Account	510		
Disbursements	830		
Current Property Taxes/Street Light Assessment	9754	\$82,500	\$83,405
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020		
Property Taxes-Prior-Unsecured	9035		
Earnings on Investment	9181		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$733
Total Revenue		\$316,762	\$335,153

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$500)	(\$327)
Books, Periodicals & Subscriptions	2102	(\$50)	
Postage	2103	(\$150)	(\$80)
Communications	2110	(\$250)	(\$120)
Utilities (Street Lights, Water & Garbage)	2120	(\$15,000)	(\$11,802)
Small Tools & Instruments	2130	(\$750)	(\$268)
Minor Equipment, Furniture less than \$1000	2131	(\$250)	(\$103)
Household Items	2170	(\$700)	(\$255)
Public Notices	2190	(\$254)	(\$254)
Memberships	2200	(\$40)	(\$40)
Rent & Lease of Equipment	2250	\$0	
Computer Software	2251	\$0	
Maintenance of Equipment	2270	(\$200)	(\$80)
Automotive Supplies & Repairs	2271	(\$300)	(\$87)
Gasoline	2272	(\$400)	\$332
Maintenance of Buildings	2281		
Grounds Maintenance	2282	(\$48,540)	(\$27,303)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$150)	
Other Travel Employee Expenses	2303	\$0	
Professional Services/Specialized Services	2310	(\$4,000)	(\$3,787)
Staff Payroll	2310	(\$25,500)	(\$12,610)
Insurance	2360	(\$1,000)	(\$490)
Road/Construction Materials (Street Signs)	2470		
Other Special Expenses	2479	(\$2,800)	(\$343)
Miscellaneous Services & Supplies	2490	(\$300)	
Taxes & Assessments	3530/3550	(\$423)	(\$423)
Interfund Exp.(Investment & Property Tax Adm.)	3611		
Reimbursement for County Adm. Costs	5011		
Total Operating Expenses		(\$101,657)	(\$58,040)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Parking Lot Improvements	4226		
Various Improvements (Splash Pad)	4265	(\$120,000)	(104,625)
Structure & Walkway Repairs (Solar)	4546	(\$32,000)	(30,236)
Playground Equipment	4789		
Tools & Sundry Equipment	4956		
Total Capital/Asset		(\$152,000)	(\$134,861)
TOTAL EXPENSES & CAPITAL		(\$253,657)	(\$192,901)
TOTAL FUND BALANCE BEFORE RESERVES		\$63,205	\$142,252

RESERVES (\$56,195)

GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES (\$249,096)

FUND BALANCE AVAILABLE \$86,057

TOWN OF DISCOVERY BAY CSD
Transaction Detail Report for March 14, 2010 through April 12, 2011
Period 09 for 2010/11

DATE	FOR	\$AMOUNT
	Receivables for Town of Discovery Bay CSD BAC Account	
	Balance of Account as of the end of day March 11, 2011	\$163,957.48
3/14/11 1-04/12/11	Deposits Made	\$22,169.70
	Balance of Account & Deposits Made Total	<u>\$186,127.18</u>
	Payables Made from Town of Discovery Bay CSD BAC Account	
3/14/11 1-04/12/11	Checks/Payroll made out from checking account	\$66,382.73
	Balance of Checking Account as of April 12, 2011	<u>\$119,744.45</u>
	Total Year-to Date Payables Paid from Town of Discovery Bay CD ECC Acct	\$542,232.77
	BEGINNING FUND BALANCE FOR TOWN OF DB CSD IN COUNTY FUND	\$5,561,514.98
3/14/11-04/12/11	Accounts Payable - Year End	\$5,524.36
	Due to other funds - Year End	\$0.00
	Sub-Total	<u>\$5,567,039.34</u>
	REVENUE	
	For Fiscal Year Starting 7/1/10	
	Year-to-date Sewer & Water Service Charge for Tax Roll 10/11	\$4,120,049.92
	Year-to-date Investments	\$4,541.49
3/14/11-04/12/11	Earnings on Investments	\$0.00
	Sub-Total	\$4,541.49
	Year-to-Date Miscellaneous Income	\$0.00
3/14/11-04/12/11	Misc.	\$0.00
	SUB-TOTAL REVENUE	<u>\$4,124,591.41</u>
	GRAND TOTAL Fund Balance & Revenue	<u>\$9,691,630.75</u>
	EXPENDITURES	
	Year-to-date Warrants Paid by CCC for Town of D.Bay CSD	\$2,967,525.74
3/14/11-04/12/11	Warrants Paid	\$212,152.31
	TOTAL EXPENDITURES	<u>\$3,179,678.05</u>
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	<u>\$6,511,952.70</u>
	TOTAL YEAR TO DATE PAYABLES FROM BAC & CCC	\$3,721,910.82
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	\$6,511,952.70
	TOTAL BALANCE IN TOWN OF DISCOVERY BAY CSD BAC	\$119,744.45
	TOTAL HELD FOR RESERVES	<u>(\$3,000,000.00)</u>
	SUBTOTAL	\$3,631,697.15
	TOTAL BALANCE OF ENCUMBRANCES	<u>(\$553,372.98)</u>
	GRAND TOTAL FUNDS LESS RESERVES & ENCUMBRANCES	<u>\$3,078,324.17</u>

Detail List of Encumbrances

Lift Station F	Repair and Surveying + Change Order #1	(\$76,276.80)
WWTP#1	Wetlands Trial Project	(\$169,486.00)
Parkson	Thermo System Moles for Bio-Solids	(\$15,892.50)
Herwit	Wastewater Master Plan (Ecologic)	(\$96,245.24)
LSCE	Water Master Plan	(\$95,472.44)
Conco West	Cherry Hills Sewer Replacement Project	<u>(\$100,000.00)</u>
	Total	<u>(\$553,372.98)</u>



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

Prepared By: Fairin Perez, Landscape Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve and Accept the contract work performed by Green Valley Group, Inc. dba Green Valley Landscape for the construction and completion of the Willow Lake Road Phase I Landscape Improvement project and direct Staff to record "Notice of Completion".

Recommended Action

Approve and Accept "Notice of Completion" for the Willow Lake Road Phase I Landscape Improvement project and direct staff to record "Notice of Completion" with the Contra Costa County Recorders Office.

Executive Summary

The project generally consisted of constructing irrigation and planting improvements to the Willow Lake Road streetscape.

The Town of Discovery Bay Community Services District Board of Directors awarded the construction of this project on June 16, 2010, for a total bid amount of \$88,000.

Staff has determined that the work specified in the contract has been completed and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention and performance bonds and recordation of the Notice of Completion.

Fiscal Impact:

Amount Requested: \$8,800

Sufficient Budgeted Funds Available: Yes

Fund # 4829 Category: Capital

Previous Relevant Board Actions for This Item

Approval and award of contract for Willow Lake Road Ph. I Landscape Improvement project - June 16, 2010

Attachments

Notice of Completion

AGENDA ITEM: F-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on May 4th, 2011.

6. The name of the contractor for such work of improvement is Green Valley Group dba Green Valley Landscape.

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Willow Lake Road Phase I Landscape Improvement Project

8. The work of improvement consists generally of:
- A. Demolition, irrigation and planting installations of streetscape landscaping.

RICHARD HOWARD, GENERAL MANAGER
 FOR TOWN OF DISCOVERY BAY
 COMMUNITY SERVICES DISTRICT

State of California)
)
 County of Contra Costa)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *R.H.*

Agenda Title

District Engineer Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering

Recommended Action

- (1) Approve District Engineering Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering for the period July 1, 2011 through June 30, 2013 and authorize the General Manager to execute the contract documents; and
- (2) Authorize a contract amount not to exceed \$75,000 for the Fiscal Year beginning July 1, 2011 and July 1, 2012.

Executive Summary

HERWIT Engineering has been the District's Engineer since 1998. HERWIT has performed their services with the highest levels of professionalism, integrity and commitment to the District over the term of their contract(s). Staff recommends that HERWIT be retained as the Town of Discovery Bay CSD's District Engineer for the next two (2) fiscal years beginning July 1, 2011 and ending on June 30, 2013. This contract will remain in place for the next two (2) budget cycles and has an option period of two (2) additional two (2) budget cycles subject to Board authorization.

The Scope of Services is listed as Exhibit "A" to the contract. Any work outside the Scope of Services will be billed accordingly to the respective capital project.

Fiscal Impact:

Amount Requested \$150,000 (\$75,000 per year)
Sufficient Budgeted Funds Available?: Yes - Proposed FY 2011-12 O&M Budget
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

District Engineer Services Agreement between the Town of Discovery Bay CSD and HERWIT Engineering

AGENDA ITEM: F-5



TOWN OF DISCOVERY BAY CSD

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

CONTRACT FOR PROFESSIONAL SERVICES

The Contract is made this 1st day of January 2011, by and between **Town of Discovery Bay**, a community services district organized under the laws of California (hereinafter called "District") and **HERWIT Engineering**, a California Partnership hereinafter called "Consultant").

Services Description and Location: **Consulting Services as District Engineer for the Town of Discovery Bay Community Services District.**

Consultant: **HERWIT Engineering** Completion date: **June 30, 2013**

A. THE CONTRACT

This Contract consists of (1) this form cover sheet, (2) the General Terms and Conditions attached hereto (3) any plans and specifications relating to the project and location listed above, if applicable, (4) the Exhibits attached hereto, as Exhibit A and B, inclusive. The District has furnished the Consultant with the general program and requirements of Consultant's services and consultant acknowledges being informed as to the nature and extent of the services required. It is expressly understood between the parties that the district is relying on and looking to Consultant for performing and establishing the specific and technical requirements of the work described below, except where otherwise provided. This is a two-year contract with a two-year option.

B. THE WORK

Consultant shall perform the work specified in Exhibit A ("Scope of Work") attached hereto and incorporated herein by reference.

C. COMPENSATION FOR SERVICES

Consultant shall receive compensation for performance of the work in the amount, and at the times, specified in Exhibit B ("Compensation") attached hereto and incorporated herein by reference.

D. TERM AND SCHEDULE

Consultant shall perform the work in accordance with the Schedule set forth in Exhibit A ("Schedule") attached hereto and incorporated herein by reference.

DRAFT

GENERAL TERMS AND CONDITIONS OF CONSULTING SERVICES

ARTICLE 1

CONSULTANT'S RESPONSIBILITIES

1.1 The Consultant shall perform those services specified in Exhibit A, Scope of Work, and any such additional work as may be authorized in accordance with Article 6 hereof.

1.2 Consultant enters into this Contract, and will remain through the term of this Contract, as an independent contractor. Contractor agrees that Consultant is not and will not become an employee of District while this Contract is in effect. Consultant is not entitled to the rights or benefits afforded to the District's employees, including, but not limited to, disability or unemployment insurance, worker's compensation, medical insurance, sick leave or other employment benefit. Consultant is responsible for providing at Consultant's own expense disability, unemployment, and other insurance, workers' compensation (as set forth below), training, permits, and licenses for Consultant and for Consultant's employee and subcontractors. The Consultant shall be responsible for methods and means used in performing the Consultant's services under this Contract. The Consultant shall designate a representative authorized to act in the Consultant's behalf with respect to the services to be performed hereunder.

1.3 In the event the Consultant's services are related to a particular project, as specified on the cover page to this Contract (the "Services"), the Consultant's services shall be performed in a manner, sequence and timing so that they will be coordinated with the needs of the District and other consultants, engineers, architects or contractors for the Services. The District shall be the general administrator of the professional services for the Services and shall facilitate the exchange information amongst the engineers retained by the District for the Services as necessary for coordination of the Services. Except as authorized by the District, all communications between the Consultants and the District or other engineers for the Services shall be through the District.

1.4 The Consultant shall provide progress copies of drawings, reports, specifications and other necessary information to the District and other engineers for coordination and review. All respects of the Project designed by the Consultant shall be coordinated by the Consultant, and the Consultant shall also become familiar with aspects of the Project designed by the other engineers as necessary for the proper coordination of the Project.

1.5 Consultant, at Consultant's own expense, may use any employees or sub-consultants as Consultant deems necessary to perform the services required of Consultant by this Contract. The District shall not control, direct or supervise Consultant's employees or sub-consultants in the performance of those services.

1.6 Consultant agrees that all designs, plans, reports, specifications, drawings, inventions, processes and other information or documents produced by Consultant as a product of the performance of Consultant's services under this Contract will be and are hereby assigned the District as the sole and exclusive property of the District and the District's assigns, nominees and successors, as well as any copyrights, patents, or trademarks obtained by Consultant in connection with the performance of services under this Contract.

1.7 Any written, printed, graphic, electronically or magnetically recorded information furnished by the District for Consultant's use are the sole property of the District. All such information shall be proprietary, including, but not limited to customer requirements, customer lists, marketing information and information regarding the project, the District's employees, products, services, prices, operations and subsidiaries. Consultant will keep such proprietary information in the strictest confidence, and will not disclose it by any means to any person except with the District's approval or except as required by law. On termination of the Contract, Consultant will return any proprietary information in Consultant's possession to the District.

1.8 Requirements of Section 5.2 hereof, Consultant agree(s) to defend, indemnify and hold harmless District, the members of its governing board and its officers, agents, and employees from and against all demands, claims, damages, losses, liabilities, expenses and/or costs, including reasonable attorney's fees and court costs, arising out of Consultant's negligence, recklessness, or willful misconduct services contemplated by this Contract. The District holds Consultant's harmless for any such demands, claims, damages, losses, liabilities, expenses and/or costs resulting from the negligence of District.

ARTICLE 2

DISTRICT'S RESPONSIBILITIES

2.1 If the Consultant's services are related to a particular Services, the District shall, with reasonable promptness, provide available information regarding the requirements for the Services, including any existing or proposed plans and specifications and any requirements of public or quasi public governmental agencies of which the District is aware.

2.2 The District may designate a representative authorized to act on the District's behalf with respect to the Consultant's services and, if applicable, the Services. The District or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

ARTICLE 3

TERMINATION

3.1 Notwithstanding any other provision of this Contract, this Contract may be terminated by the District at any time by giving thirty (30) days written notice to Consultant, with or without cause. In the event of such termination without cause, the District shall not be entitled to rely upon, nor shall Consultant have any liability arising out of the District's use of incomplete designs, plans, reports, specifications, drawings, or other uncompleted tasks.

3.2 This Contract may be terminated by either party upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Contract through no fault of the party initiating the termination. For purposes of this subparagraph, the failure to substantially perform in accordance with this Contract includes, but is not limited to, the following:

3.2.1 The District's failure to pay Consultant any compensation due within ninety (90) days after written demand for payment.

3.2.2 Consultant's failure to competently complete the services specified under this Contract within the time periods specified herein or as reasonably directed by the District.

3.2.3 Consultant's or the District's material breach of any representation or agreement contained herein.

3.2.4 Failure of Consultant to maintain insurance coverage as required in Article 4.

3.3 Consultant may also withdraw from this Contract, upon seven (7) days written notice, in the event of the District's refusal to cooperate with Consultant or to follow Consultant's advice on any material matter, or the occurrence of any fact or circumstance that would render Consultant's services unlawful or unethical.

3.4 In the event of any such termination, Consultant shall be compensated hereunder for the value of services performed to the date of termination.

ARTICLE 4

INSURANCE COVERAGE

4.1 Unless specifically excused by District in an Addendum, Consultant shall maintain insurance covering claims arising out of the performance of professional services under this Contract and caused by the errors, omissions or negligent acts for which the Consultant is liable, of at least \$1,000,000 per claim. This insurance shall be maintained in force by the Consultant for a reasonable period after the date of substantial completion of the Project for which the Consultant's services are performed. The reasonable period will be agreed to by the District and Consultant in writing.

4.2 The Consultant shall also carry the following additional insurance:

(a) Workers' Compensation as required by law, and Employer's Liability Insurance in the sum of not less than \$1,000,000.

(b) General Liability Insurance, which insurance shall have limits of liability not less than the following:

Bodily Injury: \$1,000,000 each occurrence
 \$1,000,000 each person
 \$1,000,000 aggregate

Property Damage: \$1,000,000 each occurrence
 \$1,000,000 aggregate

(c) Comprehensive Automobile Liability, for all vehicles, automobiles, trucks and equipment, which insurance shall have limits not less than the following:

Bodily Injury: \$1,000,000 each occurrence
 \$1,000,000 each person

Property Damage: \$1,000,000 each occurrence

If liability insurance is required, Consultant shall furnish the District upon request with (1) a certificate of insurance countersigned by an authorized agent or representative of the insurance company, that the insurance policies will not be cancelled altered or reduced without thirty (30) days prior written notice to the District and that the policy or policies do not exclude coverage for contractual liability, and (2) an endorsement to all policies, in the form of CG2010, or such other form reasonably acceptable to the District, confirming that the District and/or any of the affiliates and additional entities of the district that the District may designate, are named as additional insured on such policies. In the event of cancellation for non-payment, the District may pay premiums due by Consultant and deduct the paid payment from amounts then or subsequently owing to the Consultant hereunder. Insurance limits called for herein shall be considered to be minimum and the District shall have the absolute discretion to require higher limits should the nature of the work and risks involved therein call for such higher limits.

ARTICLE 5

SAFETY

5.1 Consultant shall strictly observe and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or properties or their protection from damage, injury or loss. Without limiting the foregoing, consultant shall comply with all requirements, regulations, orders and directives promulgated under the Federal Occupational Safety and Health Act, the California Occupational Safety and Health Act, and the California Safe Drinking Water and Toxic Enforcement Act of 1988.

5.2 Consultant shall be liable to, and shall indemnify and hold harmless, the District for all loss, cost and expense attributable to any acts of commission or omission by the Consultant, its employees or agents resulting from the failure to use reasonable safety precautions and programs or to comply with safety laws, regulations or ordinances, including but not limited to any fines, penalties, or corrective measures.

ARTICLE 6

PAYMENT PROVISIONS

6.1 Unless otherwise specified in Exhibit B, Compensation, the Consultant shall render monthly invoices covering work completed in such month. Invoices received four working days ahead of Town of Discovery Bay Board meetings of the month and approved for payment shall be paid within forty (40) days.

6.2 Additional services, beyond the services listed in Exhibit A, may be required by the District. Such additional services shall be performed only in accordance with Change Orders, authorized and issued by District or District's designated representative. Each Change Order shall list the scope of revisions to be performed, state the time within which the work is to be completed, designate any special conditions, and state the agreed upon compensation for such work.

ARTICLE 7

MISCELLANEOUS PROVISIONS

7.1 This Contract represents the entire and integrated agreement for the Project between the District and Consultant and may be amended only by written instrument signed by both the District and Consultant.

7.2 Any notices required to be given under this Contract by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested, or by any nationally recognized overnight service. Notices must be addressed to the parties at the address indicated on the cover sheet to this Contract, but each party may change the address by giving written notice in accordance with this paragraph. Notices personally delivered will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of the date of receipt or the fifth (5th) day after mailing, whichever occurs first. Notice sent by overnight services or facsimile shall be deemed communicated as of the earlier of the date of receipt or twenty-four (24) hours after mailing.

7.3 If any provision of this Contract is held by a court of a competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

7.4 This Contract shall be binding upon the heirs, executors, administrators, successors and assigns of District and Consultant.

7.5 If any legal action or arbitration is instituted, including an action for declaratory relief to enforce or interpret the provisions of this Contract, the prevailing party will be entitled to reasonable attorney's and expert fees, which may be set by the court in such action or arbitration, or in a separate action brought for that purpose, in addition to any other relief to which that party may be awarded.

7.6 This Contract will be governed by and construed in accordance with the laws of the State of California.

7.7 In the event that either District or Consultant shall at any time waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition, or obligation.

DISTRICT

CONSULTANT

Town of DB-- Board President

Kurt A. Gardner -- Partner

Date

Date

Gregory P. Harris - Partner

Date

EXHIBIT A

SCOPE OF WORK

DISTRICT ENGINEER ENGINEERING SUPPORT SERVICES FOR THE

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

The purpose of this Scope of Work is to provide engineering support services, on an as needed consulting basis, as District Engineer for the Town of Discovery Bay Community Services District.

CONSULTANT'S SERVICES

The CONSULTANT shall perform the following tasks in carrying out these services and shall perform all services in a manner consistent with the standards of the industry.

TASK 1- ENGINEERING SUPPORT SERVICES AS DISTRICT ENGINEER

1.1. PLAN CHECKING: Consultant shall review all subdivision plans and construction documents for water and wastewater facilities ultimately owned by the District. Consultant shall review, and return signed copies of each submittal to the District for distribution to project applicants. Where possible, Consultant's comments shall be summarized on a comment sheet attached to one submittal copy.

1.1.1. Consultant shall review construction documents for construction materials and methods acceptable to the District as they relate to the construction of water and wastewater facilities only, including pipe lines, sewer systems, water and wastewater plants, water and wastewater pumping stations, water wells, as well as other ancillary facilities directly supporting water and wastewater facilities such as electrical and control buildings.

1.1.2. The following submittals will not be reviewed by the Consultant: Temporary Construction Submittals including shoring submittals.

1.1.3. The Consultant shall maintain a file of all project plans and submittals.

1.1.4. The Consultant's review of plans and submittals shall be completed, and review comments sent to the District within twenty-five (25) calendar days following the receipt of the submittal in the Consultant's office. If for any reason the review cannot be performed within this twenty-five (25) day calendar day period,
(Consultant shall notify the District and give reason for the delay.

1.1.5. The Consultant's review is not intended as acceptance of the work if plans and submittals contain errors, omissions, or inconsistencies not discovered by Consultant, nor is the review intended to relieve the submitting applicant of his full responsibility for proper engineering and design, nor is the review intended to ensure or guarantee lack of errors, omissions, or inconsistencies in submitted construction documents.

1.2. FIELD INSPECTIONS: Consultant shall provide field inspection services including the following:

1.2.1. The Consultant shall inspect the construction of water and wastewater facilities including sewers, manholes, pipelines, pump stations, treatment plants, and support facilities as requested by the District.

1.2.2. The Consultant shall be present during a single final project "walk-through" inspection with the District. Consultant shall participate in review and development of final inspection "punch-list".

1.3. TESTING, REVIEW, and WITNESSING: The Consultant will perform review of procedures and witness testing of mechanical and electrical facilities including the following:

1.3.1. The Consultant shall witness the testing of water and wastewater facilities including mechanical and electrical equipment as requested by the District.

1.4. ATTENDANCE AT MEETINGS: The Consultant shall attend meetings as District Engineer including the following:

1.4.1. Construction Meetings. Consultant shall attend and participate in certain project meetings at project sites in order to keep abreast of construction activities and be involved in questions which may arise concerning construction quality as requested by the District. During construction site visits, Consultant shall observe construction progress and shall discuss with Construction Manager relevant construction issues.

1.4.2. Special Meetings. Consultant shall attend special meetings to discuss and assist in resolving any construction issues as requested by the District.

1.4.3. District Board Presentations. Attend and update District Board as requested.

1.5. GENERAL ADMINISTRATIVE SERVICES. Consultant shall furnish general administrative services to remain current on District projects and to provide for

organized execution of work and retrieval of information. Such services shall include the following:

- 1.5.1. Review and route, as appropriate, project correspondence furnished by the Construction Manager and other entities. Maintain a logical and retrievable filing system.
 - 1.5.2. Serialize correspondence and other project documentation transmittals. Identify subject on correspondence and transmittals in accordance with a subject identification procedure established by the Construction Manager.
 - 1.5.3. Provide District each month during the term of this Project, a brief written progress report on the services performed. Such reports shall include the cumulative percentage of the overall budget by task, expended hereunder, a brief description of the work performed during the reporting period, and such other information as may be appropriate.
- 1.6. **PROJECT DESIGN:** The Consultant shall prepare plans and specifications for the construction of water and wastewater facilities to support District activities as requested by the District. Consultant shall prepare a separate scope and fee estimate for such services to be approved by the District. When design services are performed, they shall be completed in the following manner:
- 1.6.1. Consultant shall prepare a set of civil, mechanical, structural, and electrical design drawings and technical specifications (CSI format) suitable for assignment by the owner to a general contractor for construction.
 - 1.6.2. The drawings shall conform to Consultant's typical CADD guidelines.
 - 1.6.3. Plans and specifications shall include the technical information required for the construction of the civil, mechanical, electrical, and structural facilities.
 - 1.6.4. Preparation of the plans and specifications shall include the submittal of 30 and 90 percent complete documents for review by the District, as well as 100 percent complete documents incorporating the District's comments.
 - 1.6.5. Consultant shall deliver the reproducible technical specifications and construction drawings for the each project. Electronic files shall also be delivered to the District.
 - 1.6.6. Consultant shall prepare an estimate for the construction cost of the work at the 30 percent and 90 percent completion stages of the project.
 - 1.6.7. Bid Period Assistance: Consultant shall assist the District prior to awarding

construction contracts by:

- 1.6.7.1. Responding to questions from prospective General Contractors prior to OWNER awarding contract.
- 1.6.7.2. Preparing addenda.
- 1.6.7.3. OWNER shall be responsible for distribution of original documents and addenda to prospective General Contractors.

1.6.8. Engineering Deliverables: Consultant shall provide the following deliverables as part of design services:

- 1.6.8.1. 30 percent (30%) design plans and technical specifications (2 copies).
 - 1.6.8.2. 90 percent (90%) design plans and technical specifications (2 copies).
 - 1.6.8.3. One hundred percent (100 %) design plans and technical specifications (reproducible originals).
 - 1.6.8.4. Addenda to plans and specifications (reproducible originals).
- 1.7. PROCESS ASSISTANCE: Consultant shall inspect and make recommendations for improvements to water distribution systems and treatment systems and wastewater collection and treatment systems as requested by the District.
- 1.8. PERMIT AND PUBLIC AGENCY ASSISTANCE: Consultant shall assist the District in negotiating with and permitting facilities through other public agencies as requested by the District. Such work to include Environmental Impact Report (EIR) review, permit negotiations, permit applications, and meetings and correspondence with other public agencies.

PROJECT PERSONNEL

2. Consultant shall assign the following project personnel to this project:
 - 2.1. Kurt A. Gardner, a registered civil engineer, shall serve as project manager for the Consultant and shall personally oversee the performance of Consultant's Services. Mr. Gardner shall be responsible for civil engineering services.
 - 2.2. Gregory P. Harris, a registered mechanical engineer, shall be responsible for mechanical engineering services and civil engineering services under the direction of the project manager.

- 2.3. *Subconsultants: Consultant shall hire subconsultants in other engineering disciplines as required to assist in performing support services under this contractor.*

DRAFT

HERWIT ENGINEERING
2011 - 2012 FEE SCHEDULE

<u>Personnel</u>	<u>Hourly Rate</u>
Engineering (Process, Mechanical, Civil, Electrical)	\$150.00
Drafting	\$75.00
Word Processing	\$75.00
Other Direct Costs	
Travel, \$/mi	Federal Reimbursement Rate
Subcontractors Greater than 5% of Total Contract	Cost + 10%
Printing	@ direct cost
Misc.	@ direct cost

DRAFT



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

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

Agenda Title

Approve and Adopt Resolution 2011-10, Direction to HERWIT Engineering to prepare 2011-2012 annual assessment report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9.

Recommended Action

Approval and Adoption of Resolution 2011-10.

Executive Summary

As part of the annual assessment process the Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9 (DB L&L #9), the Board must approve and direct an Engineer's Assessment Report be prepared. This approval must be by resolution.

Since its inception, the DB L&L #9 Engineer's assessment reports have been drafted and prepared by HERWIT Engineering (HERWIT). Due to their in depth knowledge of the zone and access to historical data, Staff recommends approving Resolution 2011-10, which directs HERWIT to prepare the 2011-2012 annual assessment report for DB L&L #9.

Fiscal Impact:

Amount Requested: \$3000
Sufficient Budgeted Funds Available: Yes
Fund #2310 Category: Operating

Previous Relevant Board Actions for This Item

None.

Attachments

Resolution 2011-10

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2011-10

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
CONCERNING THE RAVENSWOOD
IMPROVEMENT DISTRICT – DB L&L ZONE # 9 - ANNUAL ASSESSMENT**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for fiscal year 2011-2012 for such district.

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

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. There are proposed new improvements and change in existing improvements in said district.
5. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with

6. § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
7. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems.
8. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.
9. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4^h DAY OF May 2011.

J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting, held on May 4, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

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

Agenda Title

Roof Replacement Project at 1800 Willow Lake Road

Recommended Action

Approve Contract with E.G. Roofing in the amount of \$14,397 to replace the roof at the Town of Discovery Bay CSD District Office Located at 1800 Willow Lake Road and authorize the General Manager to execute the contract.

Executive Summary

The Town of Discovery Bay CSD District Office is located at 1800 Willow Lake Road. The building is a modular office building consisting of three 12'x60' units that were placed in its current location in 2002. The District purchased the buildings "used". The units are sealed together at the linear seams and are presently leaking during periods of even moderate rainfall.

The leaks pose problems with electronics, water damage, and work place inefficiency.

Staff developed an RFP for roofing services on April 20, 2011 and proposals were due on April 28, 2011. A copy of the RFP is attached for your review. The District received three (3) bids from the following companies:

Rodgers Roofing, Northern California Roofing Co., and E.G. Roofing

Based upon the availability, price, and quality of work, it is recommended that the District accept the lowest responsible proposal from E.G. Roofing in the amount of \$14,397.

The list of bidders is attached.

Fiscal Impact:

Amount Requested \$14,397

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

RFP
Bidders List

AGENDA ITEM: G-2



TOWN OF DISCOVERY BAY CSD

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

April 20, 2011

We hereby request your proposal to reroof the Offices of the Town of Discovery Bay CSD. The jobsite is 1800 Willow Lake Road, Discovery Bay, CA 94505

Following are the requirements on which to base your proposal.

1. Remove and haul off the existing sheet metal roofing and any sub material.
2. Remove and haul off the 1" x 4" fascia board.
3. Inspect and repair all dry rot, if any. Repairs to be paid by change order.
4. Install new 1/2" OSB sheathing over existing plywood deck (offset joints).
5. Install new 2 x 4 primed spruce fascia board around perimeter of building (no paint required)
6. Install 3" x 2" drip gravel stop metal nosing – entire perimeter.
7. Install base plus three (3) ply not asphalt built-up roofing system with embedded birds eye gravel surface. Gravel to be applied at 25 pounds per square with a total of 100 pounds per square for the system. Use type IV glassply. Use type III low odor asphalt. Roof system to meet certified G-N-B4 requirements.
8. Roofing Contractor to warrantee the roof from leaks for two (2) years.
9. Prevailing wages are required for this public agency project. Certified payroll to be submitted.
10. State Contractors license for roofing required.
11. Maintain Insurance as follows:
 - a. Workers Compensation
 - b. Public liability – not less than \$1,000,000
 - c. Property damage – not less than \$500,000
 - d. Automobile - \$1,000,000 to \$500,000
12. Permits are not required
13. Payment will be processed upon completion of the work and payment made in no more than thirty (30) days.

This project to be completed within thirty (30) days of award of a contract. Liquidated damages of \$150.00 per day will apply.

You are requested to provide a proposal doing the work during normal work hours during the work week. Please also provide a proposal for doing the work after 4:30 p.m. and/or on the weekend. An award will be made on bid item #1 or bid item #2. See Below.

Proposals are required by close of business on Thursday, April 28, 2011

Bid Item 1 – Work during week: _____ - \$ _____

Bid Item 2 – Work after hours/weekends: _____ - \$ _____

If you have questions, please call Frank Cramer at 925-437-4975.

Sincerely,

Frank Cramer
Construction Manager
Town of Discovery Bay CSD

F/C/cmc

BID SUMMARY

Reroof District Office

Owner: Town of Discovery Bay CSD
Project: Reroof District Office
Due Date: Thursday April 28, 2011
Bids Received by: Calista Anderson
Witness: Frank Cramer

CONTRACTOR COMPANY NAME	DATE RCVD	TIME RCVD	RFP	Total dollar for Bid Item 1 - Work during week	Total dollar for Bid Item 2 - Work after hours/weekends	Comments
Rodgers Roofing	4/27/2011	2:08	X	\$ 16,850.00	\$ 20,850.00	None
Northern California Roofing Co.	4/28/2011	12:00	X	\$ 22,500.00	\$ 22,500.00	Spoke with Andy 4.28.11 - He stated that the proposal amount is the same for Bid item 1 and 2
E.G. Roofing	4/29/2011	12:30	X	\$ 14,397.00	\$ 14,397.00	None



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

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

Agenda Title

Adoption of Resolution 2011-11 establishing an administrative fee schedule for water related services

Recommended Action

Adopt Resolution 2011-11 establishing administrative fees regarding water service

Executive Summary

The Town of Discovery Bay CSD does not presently charge fees for water metered users who are late in making their regular payments, have a check returned for non-sufficient funds, or other miscellaneous expenses the District must incur in dealing with delinquent/service terminations. The proposed fees were determined based upon actual estimated costs to the District as well as generally accepted penalties.

The fee schedule identifies a variety of charges that are proposed for adoption with an effective date of July 1, 2011. The proposed fees are also comparable with other neighboring agencies and are consistent with public utilities fee schedules for payment related penalties and tampering.

Staff will review the fees at tonight's meeting.

The FY 2011-12 Budget Review Committee has reviewed the attached list of fees and unanimously recommended that the fee schedule be approved by the Board of Directors.

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

1. Comparison Fee(s) Schedule
2. Proposed Water Related Payment Fee Schedule
3. Resolution 2011-11

AGENDA ITEM: G-3

Fee Schedule Info

Agency	Late Charge	Disconnect, Processing & Restoral fee for Non-Payment	Turn on/off	Door hanger fee	Trip Charge	After Hours	Returned Check	Tampering	Security Deposit
Diablo Water	5%				\$20.00 per trip	\$100.00	\$20.00	\$150.00	\$100.00 (12month)
Brentwood	5%	\$30.00							
Tracy	10% or \$6.00 ¹	\$35.00					\$15.00	\$25.00	\$ 80.00 for renters
Galt							\$30.00		
Helendale CSD	10%	\$60.00	\$40.00 for inspections \$40.00 customer request	\$15.00		\$70.00	\$24.00 + bank fee		\$142.00 \$300.00 if disconnected for non-payment
Mountain House CSD	10%	\$100.00					\$30.00 +1% if not paid 30days		
Town of Discovery Bay CSD Current charges	0	0	0	0	0	0	0	0	0
Town of Discovery Bay CSD Proposed charges	10% ²	\$50.00	0	0	\$25.00	\$50.00 ³	\$30.00	\$100.00 + parts & labor	0

1. Which ever is higher
2. After 60 days
3. After 4pm and weekends



Town of Discovery Bay Water Service Fee Schedule

Effective July 1, 2011

Description of Fees	Fee Amount
Late Charge	10% (After 60 days)
Disconnect, Processing and Service Restoral for Non-Payment	\$50.00
Turn on/off after service interruption	\$50.00
Trip Charge – Regular business hours	\$25.00
Trip Charge - After Hours (after 4:00 pm and on weekends)	\$50.00
Returned Check Fee (NSF)	\$30.00
Tampering	\$100.00 plus Parts and Labor



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2011-11**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
ESTABLISHING ADMINISTRATIVE FEES REGARDING WATER SERVICE**

WHEREAS, Town of Discovery Bay Community Services District (District) owns and maintains the water distribution system located within Discovery Bay; and

WHEREAS, the District incurs administrative expenses ("Expenses") when addressing water service customers that are not in compliance ("Compliance") with the District's service fee schedule, including additional administrative costs associated with late payments and disconnection/reconnection of service; and

WHEREAS, the District desires to charge an administrative fee ("Administrative Fee") to those customers that cause the District to incur the Expenses; and

WHEREAS, the District desires to establish an Administrative Fee Schedule to recover the estimated actual Expenses the District incurs as a result of customers not in Compliance; and

WHEREAS, pursuant to District Ordinance No. 21, the District may establish fees, including an Administrative Fee, by resolution;

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

SECTION 1. That the Board hereby adopts the Administrative Fee Schedule for water service attached hereto.

SECTION 2. That the General Manager is directed to commence use of the Administrative Fee Schedule effective July 1, 2011.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF May 2011.

J. Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on May 4, 2011, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

May 4, 2011

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

Agenda Title

Consideration and Approval of Overnight camping request and fee waiver for "Great American Campout" event at Cornell Park on June 25, 2011 and June 26, 2011.

Recommended Action

Authorize Overnight Camping and waive reservation fees for the "Great American Campout" event at Cornell Park on June 25, 2011 and June 26, 2011.

Executive Summary

The Delta Sun Times, in partnership with the Mom's Club of Discovery Bay and Boy Scout Troup 514, has presented Town of Discovery Bay Community Services District (District) Staff with a proposal request to approve an overnight camping event at Cornell Park on June 25, 2011.

The "Great American Campout" is a nationally recognized event coordinated through the National Wildlife Federation. The Campout not only raises awareness of the benefits of camping as a way to connect people with nature, but it is also an easy way for friends, families and children to sleep under the stars and create memories of outdoor experiences.

Staff has reviewed the request and recommends approval of the overnight event, along with fee waivers, as long as the following conditions are met:

- Event Coordinators will be required to submit a \$100 refundable deposit to the District offices at least five (5) days prior to the event. The deposit will be held to ensure proper clean up and disposal.
- Event Coordinators shall not bring in any outside BBQ's without the prior approval and written consent of the General Manager.
- Due to the proximity of resident homes, the Event Coordinators shall either hire a security firm or create a volunteer/parent rotation list for supervision of the camping area from the hours of 10 pm to 7am.
- There shall be no camping within 100 feet of homes.
- First Aid kits and fire extinguishers (minimum of two (2) each) shall be required to be on site and provided by Event Coordinators for the duration of the campout.
- Event Coordinators shall create and distribute a 'Courtesy Notice' to all bordering residents of Cornell Park, at least fourteen (14) days prior to the event date. This notice shall be provided to the District for approval before distribution.
- Event Coordinators shall ensure that all Park Rules are enforced during the event.
- All Campers must have signed a waiver prior to participating in the Great American Campout.

Staff recommends approval of this request.

Fiscal Impact:

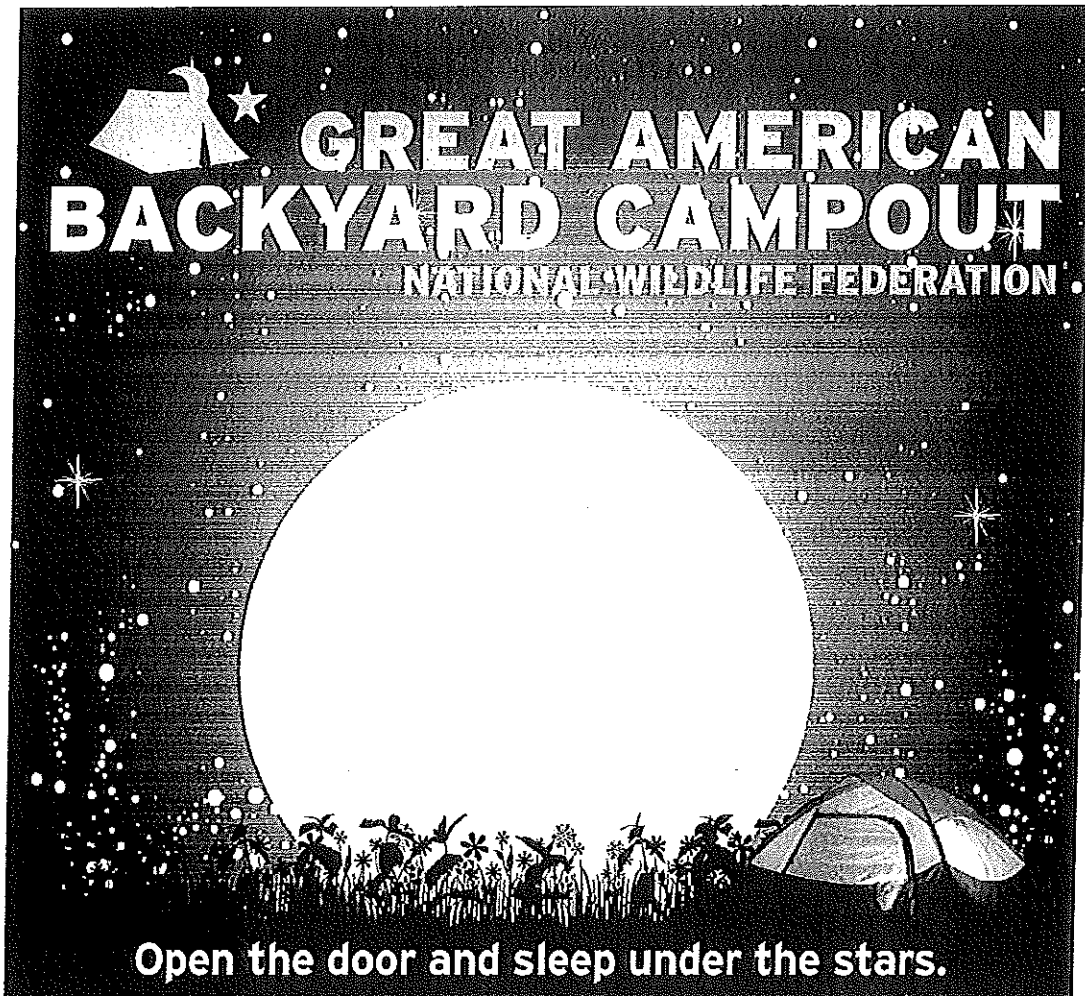
None.

Previous Relevant Board Actions for This Item

Attachments

Great American Campout Proposal, Registration Form & Waiver

AGENDA ITEM: G-4



Open the door and sleep under the stars.

Join National Wildlife Federation's Great American Backyard Campout today!

WHAT: www.backyardcampout.org

WHEN:

WITH WHO:

WHERE:



Great American Campout June 25th, 2011

Hosting Park: Town of Discovery Bay - Cornell Park

Set-up: 4:00 PM, Saturday, June 25

Break Down and Clean-up: Noon, Sunday, June 26

Sponsors:

- Town of Discovery Bay: will provide park and bathroom
- REI: Will provide free tents, sleeping bags, and bed rolls
- Amanda Dove/Delta Sun Times: Event Captain and Coordinator
- Boy Scout Troop 514: Clean-up and Activities
- Mom's Club of Discovery Bay and MOD Club: Activities
- Sutter Delta Medical Center: First Aid Tent
- Lions Club or Girl Scouts? Pancake breakfast at covered picnic area?

Security:

- Sheriff's Dept (Amanda will contact)
- Private Security Firm can be hired and paid for by Delta Sun Times

Waivers:

All Attendees must have registered their participants with the National Wildlife federation and tape their form to their tent. To register requires signing waiver to hold harmless all parties. (See attached)

Rules:

Regular Park Rules and Laws will be enforced, plus emphasis on

- No alcohol
- No fires
- No generators
- No loud noise 10pm-8am
- No fighting
- Animals on leash only
- Every participant will be assigned a camp area and is responsible for leaving that space as they found it... "Leave no trace!"
- Happy People Only!

Anticipated Participation: 50-200

Proposed Activities:

- Cornell Park Tile decorating fundraiser
- Scavenger Hunt
- Sack races
- Egg races
- Sing-a-longs
- Camp-site bedtime tales.
- Possible pancake breakfast Sunday morning.

Campout Committee is being formed now:

- Karen Rarey, REI
- Amanda Dove, Cub Scout Den 8 / Delta Sun Times
- Bill Morganstein, Boy Scout Troop 514
- Jeff Kroner, Boy Scout Troop 514
- Kathy Pazdel, President, Mothers of Discovery Bay
- Noelle Reinhardt, President, Moms Club of Discovery Bay
- Fairin Perez, Landscape Mgr, Town of Discovery Bay
- Chris Steele, Town of D.B. / CSD Director

GREAT AMERICAN CAMPOUT EVENT AGENDA:

Saturday, June 25, 2011

12:00 – 3:00 p.m. Camper registration/check in/set up campsites
12:00 – 5:00 p.m. Nature hikes + Nature crafts
5:30 – 6:30 Potluck dinner (bring your own)
6:30 – 8:00 p.m. Games
8:00 – 10:00 p.m. Campfire songs and stories
9:30+ Star-gazing, watching wildlife at night
Goodnight!

Sunday, June 26, 2011

7:00 a.m. Breakfast
9:00 a.m. Break down campsites and load vehicles

*Note: Campers are responsible for tents, camping gear, beverages. Water and meals may be provided

TO REGISTER:

Complete self-guided registration process, at: www.backyardcampout.org

- 🏠 Search for the team by entering the name: *DISCOVERY BAY*
- 🏠 Under search results click the team you wish to join. On the team page, select **join team**
- 🏠 Enter team password: *discoverybay*
- 🏠 Select a registration type (Adult or Junior Camper)
- 🏠 Click **New User**
- 🏠 Provide contact information
- 🏠 Agree to terms ----- Remember to read and accept the participant waiver when registering.

IF NOT REGISTERED ONLINE...

CAMPER MUST COMPLETE WAIVER FORM AT EVENT.

ALL CAMPERS WILL RECEIVE A RED TAG TO SHOW WAIVER HAS BEEN SIGNED, AND ATTACHE IT TO THEIR SLEEPING AREA.

GREAT AMERICAN CAMPOUT
Waiver Form

Participant full name _____ Age _____ Sex _____ Height _____ Weight _____ Date of Birth ____/____/____

Participant full name _____ Age _____ Sex _____ Height _____ Weight _____ Date of Birth ____/____/____

Participant full name _____ Age _____ Sex _____ Height _____ Weight _____ Date of Birth ____/____/____

Participant full name _____ Age _____ Sex _____ Height _____ Weight _____ Date of Birth ____/____/____

Full Address _____

Tel # Home _____ Work _____ Cell/Other _____

E-mail: _____

Person to notify in emergency _____ Tel # _____

Player's health insurance company _____ Health insurance policy # _____

Player's doctor name _____ Player's doctor Tel. # _____

Medical Concerns/Allergies of player (if none please write none, if yes please describe and see the T-Ball director) _____

WAIVER / INDEMNIFICATION

Individuals and Parent(s) or legal guardian for all of the above must sign to participate in the Great American Campout.

As parent/legal guardian of the child named herein, I hereby represent that the child has been examined by a pediatrician and is physically fit to participate in the Great American Campout. I understand there are inherent risks in participating. I hereby accept responsibility for and agree to pay any and all costs of medical treatment resulting from any injury suffered as a result of his/her participation. I further agree to indemnify and hold harmless the Town of Discovery Bay, National Wildlife Federation, REI, Delta Sun Times, and any or all sponsors of this event, nor servants and/or representatives from any and all liability, damage, cost or expense arising out of my participation, of every kind and nature, in the Great American Campout event at Cornell Park, Discovery Bay, CA 94505.

In the event that I cannot be reached in an emergency, I hereby give permission for care to be administered by a qualified event volunteer, emergency medical technician, physician/staff of a hospital, or any other qualified individual to provide any medical treatment deemed necessary.

Signature: _____ Date: _____

Print Name: _____

MUST BE RECEIVED AT OR BEFORE EVENT CHECK-IN: JUNE 25, 2011

NO PARTICIPANTS WITHOUT A SIGNED WAIVER

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # H

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # I

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # J

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # K



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF
THE FY 2011-12 BUDGET REVIEW COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday April 13, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 4:00 P.M.
Website address: www.todb.ca.gov

Budget Committee Members

Mark Simon, Chair; Ray Tetreault, Vice Chair, Christeen Era; Michael McCleery; Gaylin Zeigler

A. ROLL CALL

The meeting was called to order at 4:05 P.M.

B. BROWN ACT REVIEW AND REQUIREMENTS OF COMMITTEE MEMBERS

General Manager Howard provided the committee with a review of the Brown Act and its application to the Committee and its members.

C. BUDGET CALENDAR

This item was continued to the next meeting.

D. DISCUSSION OF THE DISTRICT'S CURRENT FINANCIAL SITUATION

This item was discussed as a part of Item E, below.

E. REVIEW OF PRIOR YEARS AND FY 2011-12 OPERATING AND CAPITAL IMPROVEMENT PROJECT BUDGETS

General Manager Howard and Financial Services staff Liz Hardy presented the FY 2010-11 Fiscal Year Revenues, Operating and Capital Improvement Program Budgets for the Committee's review. General Manager Howard presented to the Committee the proposed budget format going forward, and explained the proposed changes from the present year formats to the future budget format.

The Committee requested a presentation of the Landscape Budgets. General Manager Howard indicated that he has scheduled that presentation for a future meeting of the Committee.

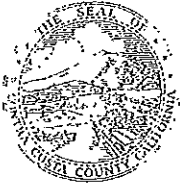
General Manager discussed the next meetings content to be the Proposed Operating, Capital and Revenue Budget for the FY 2011-12.

F. SET COMMITTEE CALENDAR

The next FY 2011-12 Budget Review Committee meeting was scheduled for Wednesday, April 20 at 4:00 p.m.

G. ADJOURNMENT

The meeting was adjourned at 6:05 p.m.



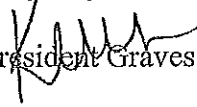
County Supervisor Mary Nejedly Piepho, District III
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Received 4/8/11
4/12/11 E-mailed to Board
G.M.C.

- COMMITTEES
- Internal Operations Committee
- Delta Protection Commission
- Transportation, Water & Infrastructure Committee
- Tri Valley Transportation Committee
- Local Agency Formation Commission
- Central Contra Costa Solid Waste Authority
- Airport Committee
- Association of Bay Area Governments
- Contra Costa Regional Medical Center Joint Services Committee
- Dougherty Valley Oversight Committee
- South West Area Transportation

April 6, 2011

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

Dear  President Graves and Members,

Please find enclosed a staff report for the Contra Costa County Board of Supervisor's Finance Committee that I believe will be of interest to the Town of Discovery Bay Community Services District.

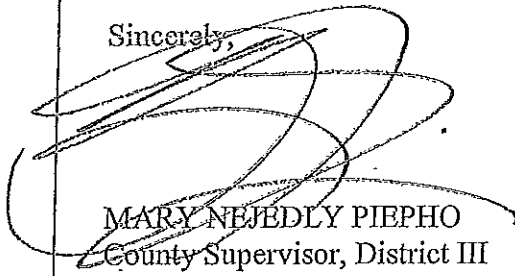
The report is with regards to a staff response and recommended actions to the Auditor-Controller report concerning the Keller Canyon Mitigation Funds.

The recommended action is to discontinue future funding from Keller Canyon Mitigation funds for the Bethel Island, Byron, Town of Discovery Bay and Knightsen advisory bodies.

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

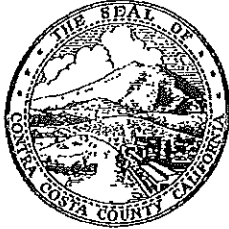
As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,



MARY NEJEDLY PIEPHO
County Supervisor, District III

MNP: kc.



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division
651 Pine Street, North Wing – 4th Floor
Martinez, CA 94553-1229
Telephone: 335-1210 Fax: 335-1222

TO: Finance Committee
Supervisor John Gioia, Chairperson
Supervisor Federal Glover, Member

FROM: Catherine Kutsuris, Director
By Bob Calkins, CDBG Program Manager

DATE: March 30, 2011

SUBJECT: Staff Response and Recommended Actions to the Auditor-Controller
Report Concerning the Keller Canyon Mitigation Fund

RECOMMENDATIONS

1. **ACCEPT** recommended actions proposed by staff and/or amended by the Committee.
2. **DIRECT** staff to prepare a Board Order forwarding the Committee recommendations to be considered by the Board of Supervisors on April 12, 2011.

BACKGROUND

As part of the Land Use Permit for the Keller Canyon Landfill approved by the Board of Supervisors (BOS), the Landfill operator is required to pay to the County a mitigation fee (Fee) of \$3 per ton on solid waste received at the Landfill. The purpose of this Fee is to: 1) mitigate general impacts of the Landfill-generated traffic on the County's road system, 2) mitigate the general impacts of the Landfill open space, existing and proposed recreational facilities, and agriculture or 3) mitigate any general impacts of the landfill upon the surrounding community. In 1996, the BOS approved allocating \$1.25 of this Fee directly to the City of Pittsburg. The remaining amount, \$1.75 per ton, remains with the County.

On November 5, 2010, the County's Auditor-Controller issued a report in response to several citizen allegations concerning the administration of the Keller Canyon Mitigation Fund (KCMF). The report (Attachment A) contained five recommendations on ways to improve the administration of the Fund. On February 7, 2011 the Auditor-Controller

presented their report to the Finance Committee. Below are staff's recommended actions in response to the report.

Auditor Recommendation #1: Publish an annual report of all Keller Canyon Mitigation Fund (KCMF) activities to improve accountability to the public.

Recommended Action: Staff agrees that specific actions should be taken to improve the transparency and accountability of KCMF. The following actions are recommended:

- By September 30 of each year, the KCMF Review Committee will prepare a report to the BOS on the use of KCMF funds in the previous fiscal year. At a minimum, this report will describe the revenue received during the year, the amount allocated and spent by each grantee, and the outcome(s) achieved for each funded activity.
- To increase the public's knowledge on how, where, and when to apply for KCMF funding, the funding timeline, request for proposal (KCMF application), and other applicable materials will be placed on the District V and County websites. The websites will also allow organizations and interested persons to add their contact information to ensure notification on matters related to KCMF.
- The current list of interested organizations wishing to be notified about the opportunity to apply for KCMF funding will be reviewed and updated annually to ensure the broadest outreach as possible.
- To ensure the tax exempt status of a nonprofit agency requesting funds is valid and in good standing, staff recommends requiring KCMF applicants submit their current non-profit status determination letter from the IRS, a copy of their most recent tax return, and the printout from the California Business Portal (<http://kepler.sos.ca.gov/>).

Auditor Recommendation #2: Involve the public in defining the KCMF mission, application, and selection process to improve governance and transparency.

Recommended Action: Beginning with the FY 2011/12 allocation process staff recommends the following:

- Changing the composition of the KCMF Review Committee to include the following individuals: District V Supervisor, District V Chief of Staff (or other person assigned by the Supervisor), a representative of the Bay Point Municipal Advisory Committee appointed by the Bay Point MAC, a Principal (or other senior school official) from a school located in the Bay Point area, and a representative from the Bay Point Chamber of Commerce. The representatives from the MAC, Bay Point area school, and Chamber of Commerce should be appointed to minimum two year terms.

- The KCMF Review Committee will be responsible for reviewing and updating, if necessary, the KCMF application materials and rating/evaluation criteria to ensure they are consistent with the conditions of approval for the Keller Canyon Landfill originally approved by the BOS in 1990. Specifically, the funds collected are to: 1) mitigate general impacts of the Landfill-generated traffic on the County's road system, 2) mitigate the general impacts of the Landfill open space, existing and proposed recreational facilities, and agriculture or 3) mitigate any general impacts of the landfill upon the surrounding community. For several years, the funds allocated to District V have been used to fund programs/projects in the following categories: youth services, code enforcement, economic development, public safety, and community services.
- To ensure KCMF funds are targeted to mitigate the impacts of the landfill, staff recommends the KCMF Review Committee's funding decisions be guided by the KCMF Target Area Map that establishes "Primary" and "Secondary" target areas for the use of funds (see Attachment B). Staff proposes that no less than 70 percent of the available funds be used to fund programs/projects/services located within the "Primary Target Area" or directly serving those in the target area.
- Funding recommendations from the KCMF Review Committee will be presented to the Board of Supervisors at a regularly scheduled meeting. The Board Order will list all of the applicants, the amount of funding requested, the amount recommended, and a short description of the proposed program/project and the proposed outputs and/or outcomes.

Auditor Recommendation #3: Establish an "Ethics Policy" that includes a recusal provision for the KCMF Committee recommendations. Train Committee members to ensure compliance with that policy.

Recommended Action: Staff will develop an ethics policy that includes a requirement for any member of the Review Committee to recuse him/herself from participating in the funding deliberation process of a particular application if that Committee member is affiliated with the organization including having a familial relationship with a staff member and/or sitting on the organization's Board of Directors, etc. Staff recommends this policy be put in place for the FY 2011/12 funding process.

Auditor Recommendation #4: Obtain Board authorization for all KCMF expenditures.

Recommended Action: To ensure that no expenditure of KCMF funds be recommended for payment by the Auditor-Controller unless the proposed expenditure has been approved by the BOS, staff proposes the following protocols be followed:


- Each KCMF Board Order (BO) will include detailed line items that identify the agencies who applied for funding, the amount of funds requested, the amount recommended, and a complete description of the proposed program/project to be funded.

- The approved BO will be provided to the Auditor for their files.
- Each Demand for payment forwarded to the Auditor-Controller will include the name of the agency, the KCMF item agenda number, and the item number of the approved program/project. (For example: New Connections, C.49, Item #45).

Auditor Recommendation #4a: Management should consider paying the vendors on a cost reimbursement basis. Under this approach, grantees would submit reimbursement documentation, including supporting invoices.

Recommended Action: Currently, KCMF funded non-profit agencies receive payments in advance of project implementation. Many of these agencies also receive program funding from other County departments and are therefore routinely paid on a reimbursement basis. However, some of the KCMF grantees don't receive any other funding from the County and are very small non-profits that may find it difficult to implement their project if KCMF funds are not advanced prior to project/program implementation. However, staff concurs with the Auditor's recommendation and starting with the next funding round, KCMF recipients will only receive funds on a reimbursement basis.

Auditor Recommendation #5: Allocate and authorize the KCMF for County Municipal Advisory Councils (MACS) and other Advisory Councils in compliance with the County's Municipal Advisory Council Policies, Advisory Body Procedures, and Fiscal Procedures and Controls for County Municipal Advisory Councils adopted by the County Board of Supervisors.

 **Recommended Action:** In the past, KCMF funds have been allocated to the East County MACs (Bay Point and Bethel Island), the Knightsen Town Advisory Council, and the Discovery Bay Community Services District. In February 2009, the BOS adopted a set of policies for MACs that included providing funding to the MACs as a goal but due to the County's current fiscal situation, financial support from the County General Fund is not presently possible. The Bay Point MAC is the only MAC whose boundary is within the proposed KCMF funding "Primary or Secondary Target Areas." Consequently, staff recommends future KCMF funding is provided only to the Bay Point MAC.

Other Recommended Actions: In addition to the above recommendations, the Auditor-Controller's report points out that for the last several years, expenditures in the KCMF fund have exceeded revenues resulting in a deficit in the fund balance of \$167,819 at the end of FY 2009/10. Staff recommends the following actions be taken to eliminate the current deficit in the fund balance by the end of the current fiscal year, and to ensure that future allocations are better aligned with anticipated revenues:

- Reduce the FY 2009/10 deficit to \$0 by reserving \$167,819 in FY 2011/12 projected revenue and allocating it to the deficit.

- Reduce the FY 2010/11 deficit, if any, to \$0 by immediately identifying and implementing potential cost saving strategies and/or reserving the necessary FY 2011/12 projected revenue and allocating it to the deficit.
- When determining the amount of KCMF funds to be made available for projects in future fiscal years, staff will analyze the revenue trend lines over the last 3-4 years and recommend that only 80 percent of the anticipated revenue be allocated to projects for the upcoming year. This protocol will reduce the likelihood that expenses will be greater than actual revenue received. Any revenue over expenses in one year can be added to the amount made available in the following year.

Attachment A - Auditor-Controller Report dated November 5, 2010

Attachment B - Proposed KCFM Funding Target Map dated March 11, 2011