



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 3, 2011

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

### Agenda Title

Public Hearing to consider Town of Discovery Bay CSD proposed combined rate increase pertaining to Water and Wastewater services for the 2011/12 fiscal year and for the 2012/13 Fiscal Year

Approval and Adoption of Resolution No. 2011-13 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll

### Recommended Action

Approve and Adopt Resolution No. 2011-13 Establishing Charges for Water and Wastewater Service and Continuing Collection of the service charges on the Contra Costa County Tax Roll for the Fiscal Years 2011-12 and 2012-13, respectively

### Executive Summary

Each year, as a part of the District's budgetary process, it is necessary to review water and wastewater rates in order to ensure revenues match expenditures. After a lengthy budget review process including five (5) meetings conducted by the Budget Review Committee, one (1) Budget Workshop with the Board of Directors, and one (1) Budget hearing, the FY 2011-12 Operating and CIP Budget was adopted by the Board of Directors on June 15, 2011.

Hornberger Engineering was authorized at the May 18, 2011 Board meeting to conduct a rate study for the two (2) year period beginning on July 1, 2011 and ending June 30, 2013. On June 1, 2011 Mr. Hornberger presented his findings to the Board. Those findings resulted in a proposed blended service rate increase of 22.0% for FY 2011-12 and 13.6% for FY 2012-13. As illustrated in Tables 1-3 in the Water and Wastewater Rate Study, an increase of 27.4% in FY 2011-12 and 27.8% in FY 2012-13 over current year rates is proposed for water service fees. Wastewater rates are proposed to increase 18.9% in FY 2011-12 and 5.1% in FY 2012-13 over current year rates.

However, at the Board Workshop on June 8, 2011 and as a part of budget deliberations for the current fiscal year (2011-12), the Board took action to moderate the proposed rate increases and successfully cut 5% from the current year projected rate reducing from 22% to 17% for the projected blended rate increase for FY 2011-12. It is also projected that the FY 2012-13 blended rates will increase 18.4%, resulting in a two-year blended average of 17.4%. The average homeowner in Discovery Bay with a 5,000-10,000 square foot parcel will see an increase of \$138.36 this fiscal year and \$181.56 next fiscal year as illustrated on the Town of Discovery Bay CSD Overall Rate Increase worksheet that is attached.

Pursuant to Proposition 218 approved by voters in 1996, each year that the District finds it necessary to increase utility rates that exceed the Consumer Price Index (CPI), a rate study and a public hearing must take place. The current CPI is 1.4%. As a consequence of the proposed rate increase for the two (2) year period, notices were mailed to all Discovery Bay property owners pursuant to Government Code §53755 on June 10, 2011. To date, thirty (30) qualifying letters of protest have been received of the 5,025 notices mailed. Additionally, there have been approximately twenty (20) emails that have been received by staff that fail to meet established protest requirements. A copy of the notice is also attached.

### Fiscal Impact:

Amount Requested \$

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

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

**Previous Relevant Board Actions for This Item**

Presentation by Hornberger Engineering on June 1, 2010  
Budget Workshop Meeting – June 8, 2010  
Adoption of FY 2011-12 Operating and Capital Improvement Program Budget June 15, 2011

**Attachments**

Prop 218 Required Public Notice  
Rate Study Prepared by Hornberger Engineering – June 2010  
FY 2011-12 Operating and CIP Budget  
Table 1 -3, Option 2 –Proposed Water & Wastewater Rates that contains the budget cut of 5%  
Town of Discovery Bay CSD – Overall Rate Increase excel worksheet by Parcel Size for 2011/12 & 2012/13  
Resolution No. 2011-13

**NOTICE OF PUBLIC HEARING**  
**WATER & WASTEWATER SERVICES**  
**PROPOSED RATE INCREASE**

FY 2011/2012 and 2012/2013

WEDNESDAY,

AUGUST 3, 2011 at 7:00p.m.

TOWN OF DISCOVERY BAY

COMMUNITY

SERVICES DISTRICT

1800 Willow Lake Road

(925) 634-1131

**Rate Study**

The District has contracted with Hornberger Engineering who prepared a rate review study report. This report has been filed with the District's Secretary and forecasts what the District plans to spend during the next two (2) years on operating expenses and system improvements in order to continue to provide and maintain the water and wastewater services to our customers. The data in the report is then compared to our water & wastewater revenue for the next two (2) years and used to develop future rates. Copies of the rate study are available at the district office at 1800 Willow Lake Road, Discovery Bay, CA 94505 and on our website at [www.todb.ca.gov](http://www.todb.ca.gov).

**Basis of Proposed Rates**

Rates are proposed to increase due to a number of factors, including, but not limited to the following:

- o Increased costs associated with a new five (5) year contract to operate and maintain our water and wastewater facilities;
- o Existing capacity requirements for our wastewater facilities;
- o Increasing costs of fuel and electricity;
- o Implementation of a long-term capital replacement reserve account, and an aging infrastructure requiring increased maintenance.
- o State requirement to study salinity in our wastewater.

In summary, increased operating expenses, additional capital improvements; and maintaining an aging infrastructure were the primary considerations in development of the current proposed rate study. It is important to note that the proposed increases in rates are not designed to accommodate residential growth.

PRESORTED  
 STANDARD  
 US POSTAGE PAID  
 BYRON, CA  
 PERMIT NO. 15

**TOWN OF DISCOVERY BAY CSD**  
 1800 Willow Lake Road  
 Discovery Bay, CA 94505



TO:

**Compliance with Proposition 218**

In 1996, California voters approved Proposition 218, which amended the state constitution as it relates to the passage of property related fees. This requires that local governments follow a strictly defined process when setting fees. The District must 1) inform property owners that a proposed rate increase is being considered, 2) clearly demonstrate the basis on which these fees are calculated (the rate study), and 3) hold a public hearing at least 45 days after notice where the District hears all protests to the rate increase. Water & Wastewater rates are subject to "majority protest" meaning they cannot be passed if a majority of property owners impacted by the rate change submit written protests opposing the increase.

**Concerns, Please Contact Us**

If you have any questions or comments about the proposed rate increases or wish to protest, you may:

**Address the Board:** Attend the Public Hearing on Wednesday, August 3, 2011.

**Write:** Written protests against the proposed rate change have to identify the address, or the parcel number of the impacted property, and include the signature(s) of the property owner(s). If the District receives written protests against the proposed water & wastewater rates by a majority of the affected property owners prior to the end of the hearing, the Board will not approve the change. Only one protest of each property will be counted.

**When will the changes take place?**

If approved, the rate changes would start for the fiscal year 2011/2012.

In order to allow for public input and comment, the Board of Directors of the Town of Discovery Bay Community Services District at their August 3, 2011 meeting at 7:00p.m. will hold a public hearing to consider adoption of Resolution No. 2011-13, increasing fees for water and sewer. The meeting location is at the District office at 1800 Willow Lake Road behind the Delta Community Presbyterian Church.

THE PROPOSED WATER & WASTEWATER RATES SHOWN IN TABLE 1 & TABLE 2 BELOW REPRESENT AN OVERALL INCREASE OF 22% IN THE FISCAL YEAR 2011/12 AND 13.6% IN THE FISCAL YEAR 2012/13.

<b>Table 1 - WATER</b>		<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
<b>Residential Unmetered</b>		Monthly	Yearly	Monthly	Yearly	Monthly	Yearly
		(\$/month/DU)	(\$/year/DU)	(\$/month/DU)	(\$/year/DU)	(\$/month/DU)	(\$/year/DU)
Parcel Size (Square Feet/DU)							
Multiple Family/Condo - No Irrigation							
Under 5,000		\$18.75	\$225.00	\$23.80	\$285.60	\$30.92	\$371.04
5,000 - 10,000		\$23.77	\$285.24	\$30.15	\$361.80	\$39.05	\$468.60
10,001 - 15,000		\$28.79	\$345.48	\$36.50	\$438.00	\$47.17	\$566.04
Over 15,000,		\$28.79	\$345.48	\$36.50	\$438.00	\$47.17	\$566.04
Plus Each Additional 1,000		\$1.67	\$20.04	\$2.12	\$25.44	\$2.71	\$32.52
<b>WATER All Metered</b>		Monthly	Use	Monthly	Use	Monthly	Use
		(\$/month)	(\$/ccf)	(\$/month)	(\$/ccf)	(\$/month)	(\$/ccf)
Nonirrigation Account Charge:							
5/8" Inch Meter		\$5.49		\$7.07		\$8.95	
1 Inch Meter		\$5.74		\$7.37		\$9.25	
1 1/2 Inch Meter		\$5.98		\$7.66		\$9.56	
2 Inch Meter		\$6.66		\$8.48		\$10.41	
3 Inch Meter		\$11.61		\$14.46		\$16.63	
4 Inch Meter		\$13.45		\$16.68		\$18.93	
6 Inch Meter		\$17.73		\$21.86		\$24.30	
Irrigation Account Charge:							
5/8" Inch Meter		\$1.80		\$2.32		\$2.41	
1 Inch Meter		\$2.05		\$2.61		\$2.72	
1 1/2 Inch Meter		\$2.29		\$2.91		\$3.02	
2 Inch Meter		\$2.97		\$3.72		\$3.87	
3 Inch Meter		\$7.92		\$9.71		\$10.90	
4 Inch Meter		\$9.76		\$11.93		\$12.39	
6 Inch Meter		\$14.04		\$17.10		\$17.76	
Metered Usage Charge:							
All Usage			\$0.803		\$1.104		\$1.413
<b>Table 2 - WASTEWATER</b>		<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
<b>Residential Unmetered</b>		Monthly	Yearly	Monthly	Yearly	Monthly	Yearly
		(\$/month)	(\$/year)	(\$/month)	(\$/year)	(\$/month)	(\$/year)
Single Family - Each DU		\$44.38	\$532.56	\$53.02	\$636.24	\$55.78	\$669.36
Multiple Family/Condos - Each DU		\$33.29	\$399.48	\$39.76	\$477.12	\$41.83	\$501.96
<b>Nonresidential Metered</b>		Use		Use		Use	
		(\$/ccf)		(\$/ccf)		(\$/ccf)	
Business/Government/Clubs		\$3.082		\$3.682		\$3.874	
Restaurants/Bars/Dining Facilities		\$9.048		\$10.783		\$11.344	
Schools		\$2.773		\$3.314		\$3.487	
Other Domestic Strength Users		\$3.082		\$3.682		\$3.874	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

The charges above are based on the "Water & Wastewater Rate Study" prepared by Hornberger Engineering for the District.

Water and wastewater rates comply with Proposition 218 and the wastewater rates also comply with the Revenue Program Guidelines of the State Water Resources Control Board.

6-2-11



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**WATER AND WASTEWATER RATE STUDY**

**Fiscal Years  
2011/12 – 2012/13**

**June 2011**

**Hornberger Engineering  
Campbell, California**

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## Findings and Recommendations

### Findings

1. The Town of Discovery Bay CSD's rates for water and wastewater service have been in effect since July 1, 2010. The Town would receive revenues of approximately \$4,793,000 from user charges, vacant parcel fees and miscellaneous revenues in fiscal year 2011/12 under the current fee schedules.
2. In July 2008 the Town initiated billing residential customers based on water meter readings. In 2010, 1,880 residential customers in the first eight phases of this program were billed for water on the basis of metered usage.
3. The Town's projected 2011/12 budget for water and wastewater operating expenses is \$4,032,000. This amount has increased by 9.2% from 2010/11 primarily due increases in general repairs, power and staff costs. The projected increase in operating expenses for 2012/13 is 3.2%.
4. The Town has identified \$3,480,000 in total capital costs for proposed projects in fiscal years 2011/12 and 2012/13. This amount includes \$840,000 for the water system and \$2,640,000 for the wastewater system. These projects will be financed on pay-as-you-go basis.
5. The Town has created four Infrastructure Replacement Funds to properly maintain the existing water and wastewater systems. The total annual replacement funding is \$384,000 in 2011/12 and \$ 400,000 in 2012/13.
6. The total revenue required to fund operating expenses, capital projects and replacements for the water system in fiscal years 2011/12 and 2012/13 is \$4,966,000. The total projected revenue from user charges, vacant parcel fees and miscellaneous revenues for that period is \$3,432,000, leaving a deficiency of \$1,534,000. This will require annual water rate increases of 27.4% in 2011/12 and 27.8% in 2012/13.
7. The total revenue required to fund operating expenses, capital projects and replacements for the wastewater system in fiscal years 2011/12 and 2012/13 is \$7,492,000. The total projected revenue from user charges, vacant parcel fees and miscellaneous revenues for

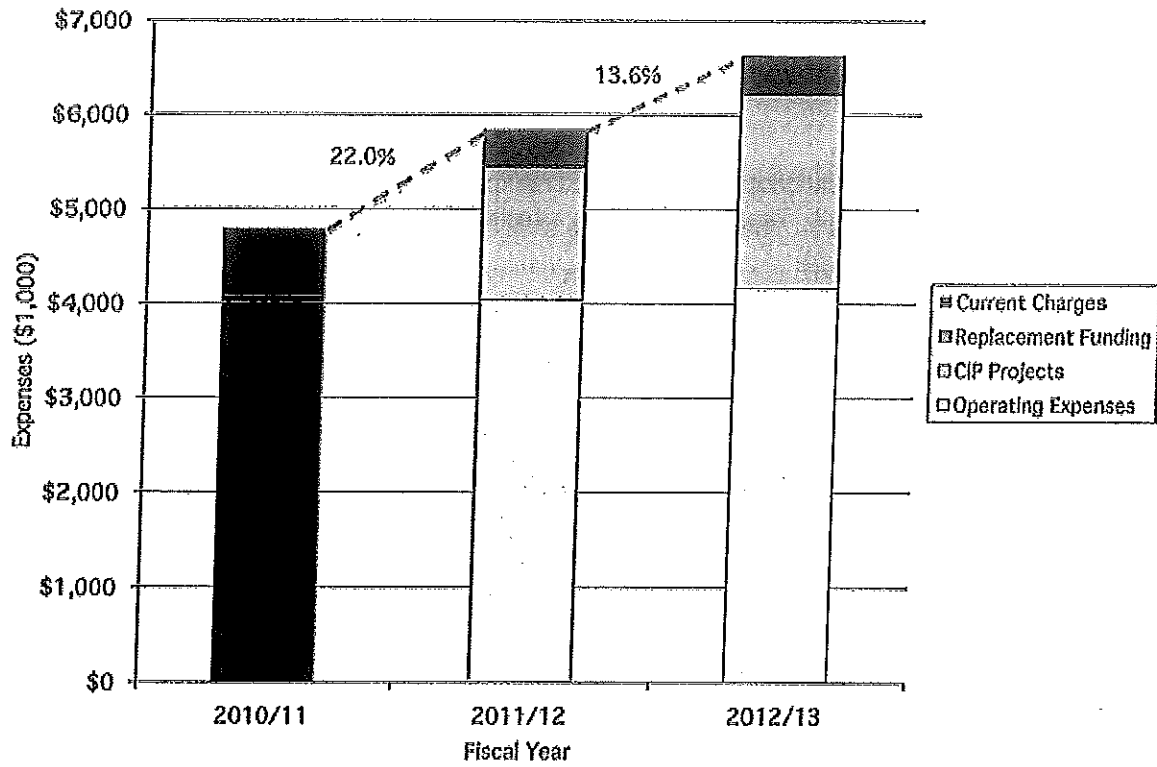
that period is \$6,152,000, leaving a deficiency of \$1,340,000. This will require annual wastewater rate increases of 18.9% in 2011/12 and 5.1% in 2012/13.

8. The overall rate increases required to fund operating expenses, capital projects and replacements of both systems are 22.0% in 2011/12 and 13.6% in 2012/13. The total revenue requirements are illustrated in Figure 1.

### **Recommendations**

9. The Town should adopt the rate structures for its water and wastewater systems shown in Tables 1 and 2. These rates will be effective in fiscal years 2011/12 and 2012/13. They are proportional to the cost of providing service to the customers of both systems and fulfill the calculation requirements of Proposition 218. Additionally, the wastewater rates comply with the Revenue Program Guidelines issued by the California State Water Resources Control Board.
10. The Town should comply with the rate adoption provisions of Proposition 218. This requires a public hearing at which the Town Board of Directors will consider all protests against the rates. Notices of the public hearing must be mailed to all parcel owners at least 45 days in advance.
11. The water and wastewater rates should be reviewed on an annual basis and increased to provide funding for inflation, additional operating expenses, capital projects and replacements.

Figure 1  
Total Revenue Requirements



**Table 1**  
**Proposed Water Rates**

Residential Unmetered	Existing FY 2010/11		Proposed FY 2011/12		Proposed FY 2012/13	
	Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)
Parcel Size (Square Feet/DU)						
MF/Condos-No Irrigation (1)			\$15.52	\$186.24	\$20.32	\$243.84
Under 5,000	\$18.75	\$225.00	\$23.80	\$285.60	\$30.92	\$371.04
5,000 - 10,000	\$23.77	\$285.24	\$30.15	\$361.80	\$39.05	\$468.60
10,001 - 15,000	\$28.79	\$345.48	\$36.50	\$438.00	\$47.17	\$566.04
Over 15,000, Plus Each Additional 1,000	\$28.79 \$1.67	\$345.48 \$20.04	\$36.50 \$2.12	\$438.00 \$25.44	\$47.17 \$2.71	\$566.04 \$32.52
Residential Metered	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Account Charge: All	\$5.74		\$7.37		\$9.25	
Metered Usage Charge: All Usage		\$0.803		\$1.104		\$1.413
Nonresidential Metered	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Nonirrigation Account Charge:						
5/8" Inch Meter	\$5.49		\$7.07		\$8.95	
1 Inch Meter	\$5.74		\$7.37		\$9.25	
1 1/2 Inch Meter	\$5.98		\$7.66		\$9.56	
2 Inch Meter	\$6.66		\$8.48		\$10.41	
3 Inch Meter	\$11.61		\$14.46		\$16.63	
4 Inch Meter	\$13.45		\$16.68		\$18.93	
6 Inch Meter	\$17.73		\$21.86		\$24.30	
Irrigation Account Charge:						
5/8" Inch Meter	\$1.80		\$2.32		\$2.41	
1 Inch Meter	\$2.05		\$2.61		\$2.72	
1 1/2 Inch Meter	\$2.29		\$2.91		\$3.02	
2 Inch Meter	\$2.97		\$3.72		\$3.87	
3 Inch Meter	\$7.92		\$9.71		\$10.09	
4 Inch Meter	\$9.76		\$11.93		\$12.39	
6 Inch Meter	\$14.04		\$17.10		\$17.76	
Metered Usage Charge: All Usage		\$0.803		\$1.104		\$1.413

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

(1) Included with parcels under 5,000 square feet in 2010/11 rates.

**Table 2**  
**Proposed Wastewater Rates**

Residential Unmetered	Existing FY 2010/11		Proposed FY 2011/12		Proposed FY 2012/13	
	Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)
Single Family - Each DU	\$44.38	\$532.56	\$53.02	\$636.24	\$55.78	\$669.36
Multiple Family/Condos - Each DU	\$33.29	\$399.48	\$39.76	\$477.12	\$41.83	\$501.96
Nonresidential Metered	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	\$3.082		\$3.682		\$3.874	
Restaurants/Bars/Dining Facilities	\$9.048		\$10.783		\$11.344	
Schools	\$2.773		\$3.314		\$3.487	
Other Domestic Strength Users	\$3.082		\$3.682		\$3.874	

DU = Dwelling Unit  
ccf = 100 cubic feet = 748 gallons

**Table 3**  
**Total Residential Charges**

Type	Parcel Size (Square Feet)	Service	FY 2010/11	FY 2011/12		FY 2012/13	
			Yearly (\$/year)	Yearly (\$/year)	Increase (\$/year)	Yearly (\$/year)	Increase (\$/year)
Unmetered							
Single Family	Under 5,000	Water	\$225.00	\$285.60		\$371.04	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$757.56	\$921.84	22%	\$1,040.40	13%
Single Family	5,000 - 10,000	Water	\$285.24	\$361.80		\$468.60	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$817.80	\$998.04	22%	\$1,137.96	14%
Single Family	10,001 - 15,000	Water	\$345.48	\$438.00		\$566.04	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$878.04	\$1,074.24	22%	\$1,235.40	15%
Multiple Family & Condominiums	Under 5,000	Water	\$225.00	\$285.60		\$371.04	
		Wastewater	\$399.48	\$477.12		\$501.96	
		Total	\$624.48	\$762.72	22%	\$873.00	14%
Multiple Family & Condominiums - No Irrigation	Under 5,000	Water	\$225.00	\$186.24		\$243.84	
		Wastewater	\$399.48	\$477.12		\$501.96	
		Total	\$624.48	\$663.36	6%	\$745.80	12%
Metered							
Single Family	18 ccf/month	Water	\$242.40	\$327.00		\$416.40	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$774.96	\$963.24	24%	\$1,085.76	13%

## **Chapter 1 - Introduction**

### **Purpose of Study**

The Town of Discovery Bay CSD currently provides waster and wastewater services to 5,498 existing customers and 351 vacant lots within an unincorporated area of eastern Contra Costa County. It was formed as the Discovery Bay Community Services District on July 1, 1998 and assumed responsibility for those services upon the dissolution of County Sanitation District No. 19. The current name became effective on January 1, 2000.

The primary source of revenues for waster and wastewater services has been charges for both metered and unmetered customers that were adopted in July 2010. Vacant parcels are billed \$400 per year, which has not changed since 1998. Water billing methods for residential customers include a parcel size rate for unmetered customers and a uniform commodity rate for metered customers. Residential wastewater is billed on a classified dwelling unit flat rate basis. Nonresidential billings for both systems are based on metered use.

In 2008 the Town initiated a residential water meter program in response to California law requiring that all new homes be metered by January 2010. The remaining homes must be metered by 2024. Approximately 1,880 homes were billed on a metered basis in 2010/11.

The user charges must also comply with the provisions of Proposition 218, the "Right to Vote on Taxes Act." Article XIII D, Section 6, of this constitutional initiative sets forth the procedures for new or increased fees and charges. A fee rate calculation established that no property owner's fee is greater than the proportionate cost of the service attributable to the parcel. In addition, the wastewater rates comply with the Revenue Program Guidelines of the California State Water Resources Control Board.

The purpose of this study is to develop charges for the water and wastewater charges that recover the revenue requirements of both system for next two fiscal years, 2011/12 through 202/13. These requirements include operating expenses and funding for capital projects and replacements. A two-year rate model for the water and wastewater systems has been provided separately.

### **Town Facilities and Revenue Collection**

The Town's water supply and distribution system includes five wells and approximately 30 miles of distribution lines. This system also includes two water treatment facilities. One treatment facility serves the customers in the original development and the second treatment facility serves the Discovery Bay West development and some adjacent customers.

The wastewater collection and treatment system includes a biological treatment facility, 13 lift stations and approximately 30 miles of lines. The treatment plant was expanded to serve the Discovery Bay West development.

Contra Costa County currently collects charges for unmetered customers and vacant parcels on the property tax bill. Revenues are deposited in an account held by the County with excess cash invested in a County pool. The Town maintains a secondary account at a local bank for small transactions. The Town bills metered customers directly for water and wastewater services. Residential customers are billed monthly and nonresidential customers are billed quarterly.



## **Chapter 2 - Customer Information**

### **Parcels and Accounts**

The total number of parcels and accounts in each classification for the water and wastewater systems are shown in Tables 4 and 5. These included the metered and unmetered residential customers, metered and unmetered nonresidential customers and vacant parcels. Unmetered and vacant parcels are billed on the tax roll. The Town bills metered customers directly. The totals in 2010/11 are shown with projections to the midpoint for each year in the study period. The residential water meter program includes 1,880 parcels in 2009/10. No additional homes will be metered during the study period. No growth in the customer base is projected for the study period.

### **Metered Residential Water Usage**

The Town initiated the residential water meter program in April 2008. Customers in the Village 4, Lakes West, Lakes East, Lakeshore West, Lakeshore East, Village 1, Ravenswood and Centes areas are currently metered. Customers are provided with trial bills for three months before being billed on the basis of meter readings. Credits are provided at the initiation of metered billing for water charges that were previously billed on the tax roll in the current fiscal year.

The average metered usages for Phases 1-8 are shown in Table 6. The time frame is the 12-month period of April 2010 through March 2011, which excludes the trial periods for each phase. The data indicates that the average annual metered water use for residential customers varies from 15.0 ccf per month in Phase 1 to 20.3 ccf per month in Phase 7. A value of 18.0 ccf per month is used in this study to estimate the total water usage from metered customers.

**Table 4**  
**Total Parcels and Accounts – Water System**

User Type	Classification	Fiscal Year		
		2009/10	2010/11	2011/12
	<b>Residential Parcels</b>			
Unmetered	Multiple Family/Condos - No Irrigation	174	174	174
	Under 5,000 Square Feet	137	137	137
	5,000 - 10,000 Square Feet	2,866	2,866	2,866
	10,001 - 15,000 Square Feet	307	307	307
	Over 15,000 Square Feet	28	28	28
	Additional 1,000 Square Feet	128	128	128
	<b>Total Unmetered Parcels</b>	<b>3,512</b>	<b>3,512</b>	<b>3,512</b>
Metered	<b>Total Metered Parcels</b>	<b>1,880</b>	<b>1,880</b>	<b>1,880</b>
Vacant Parcels	Empty Lots	59	59	59
	Vacant Lots/W&S Services	292	292	292
	<b>Total Vacant Parcels</b>	<b>351</b>	<b>351</b>	<b>351</b>
<b>Total Residential</b>		<b>5,743</b>	<b>5,743</b>	<b>5,743</b>
	<b>Nonresidential Accounts</b>			
Metered	Domestic	28	28	28
	Irrigation	67	67	67
Unmetered	LU/No meter	9	9	9
	Island on Lake	2	2	2
<b>Total Nonresidential</b>		<b>106</b>	<b>106</b>	<b>106</b>
<b>Total Parcels and Accounts - Water System</b>		<b>5,849</b>	<b>5,849</b>	<b>5,849</b>

**Table 5**

**Total Parcels and Accounts – Wastewater System**

User Type	Classification	Fiscal Year		
		2010/11	2011/12	2012/13
	<b>Residential Parcels</b>			
Occupied	Single Family	5,167	5,167	5,167
	Multiple Family/Condos	224	224	224
	Total Occupied Parcels	5,391	5,391	5,391
Vacant Parcels	Empty Lots	59	59	59
	Vacant Lots/W&S Services	292	292	292
	Total Vacant Parcels	351	351	351
<b>Total Residential</b>		<b>5,742</b>	<b>5,742</b>	<b>5,742</b>
	<b>Nonresidential Accounts</b>			
Metered	Businesses	18	18	18
	Restaurants	8	8	8
	Schools	2	2	2
Unmetered	Large Users	6	6	6
<b>Total Nonresidential</b>		<b>34</b>	<b>34</b>	<b>34</b>
<b>Total Parcels and Accounts - Wastewater System</b>		<b>5,776</b>	<b>5,776</b>	<b>5,776</b>

**Table 6**  
**Metered Residential Water Usage**

Phase	Average Monthly Usage												Average Annual Usage (ccf/month)
	2010									2011			
	April (ccf)	May (ccf)	June (ccf)	July (ccf)	Aug. (ccf)	Sept. (ccf)	Oct. (ccf)	Nov. (ccf)	Dec. (ccf)	Jan. (ccf)	Feb. (ccf)	March (ccf)	
1 Village 4	11.9	17.7	17.5	23.4	23.1	23.8	14.7	11.5	8.7	8.4	8.5	9.1	15.0
2 Lakes West	21.1	19.7	23.5	27.9	27.6	25.7	17.0	19.3	11.5	10.5	10.2	12.1	18.8
3 Lakes East	13.8	22.1	25.7	27.6	27.4	26.3	19.6	13.9	10.5	10.2	10.0	10.7	18.2
4 Lakeshore West	16.5	18.5	25.9	28.0	28.1	26.4	17.7	13.5	9.6	9.2	9.0	9.4	17.6
5 Lakeshore East	13.1	21.9	25.5	29.7	27.9	28.2	18.2	13.4	10.2	9.1	9.3	9.8	18.1
6 Village 1	12.3	21.1	26.9	30.0	28.5	27.7	18.5	13.0	10.2	9.7	9.3	10.1	18.1
7 Ravenswood	16.6	24.2	30.5	32.7	38.4	30.9	18.6	13.4	8.9	8.7	9.9	10.1	20.3
8 Centex	11.2	20.2	24.2	27.2	25.4	24.9	17.3	12.1	10.3	10.3	9.9	10.0	16.9
Phases 1-8	14.6	20.8	25.5	28.6	28.3	26.8	17.9	13.9	10.2	9.7	9.6	10.3	18.0

**Unmetered Residential Water Usage**

Unmetered residential water usage is based on parcel size, divided into three tiers of 5,000 square foot increments. This method recognizes varying water use on small, medium and large parcels. An additional tier includes those multiple family and condo parcels that have no irrigation usage. The four-tier rate structure is shown in Table 7. Approximately 82% of unmetered parcels on the 2010/11 tax roll fall within the second tier. A parcel in this tier is established as one ERU (Equivalent Dwelling Unit) with a usage of 23 ccf per month, as calculated below. Usage by parcels in the first and third tiers is set at 75% and 125%, respectively, of one ERU. Parcels larger than 15,000 square feet are assigned usage of 0.083 ERUs per 1,000 square feet above that threshold. Starting in 2011/12, multiple family and condo parcels that have no irrigation are assigned usage equivalent to their wastewater discharge as shown in Table 12.

The total residential and unmetered nonresidential water ERUs for 2010 are shown in Table 8 and the calculation of water use per ERU shown in Table 9. This is based on the actual water production records for the year 2010. Metered residential and nonresidential usage in that year is deducted from total water production and divided by the total ERUs. The calculated value has been rounded to 23 ccf per month per ERU.

**Table 7**  
**Unmetered Residential Water Billing Method**

Parcel Size (Square Feet)	Equivalent Residential Units (ERUs)	Water Use	
		ccf/month	gallons/day
Under 5,000	0.75	17.25	424
5,000 - 10,000	1.00	23.00	566
10,001 - 15,000	1.25	28.75	707
Each Additional 1,000	0.083	1.92	47
Multiple Family/Condos - No Irrigation	0.42	9.75	240

**Table 8**  
**2010 Water ERUs**

Parcel Size (Square Feet)	Parcels	ERUs/ Parcel	Total ERUs
<b>Residential</b>			
Under 5,000	137	0.75	103
5,000 - 10,000	2,866	1.00	2,866
10,001 - 15,000	307	1.25	384
Over 15,000	28	1.25	35
Additional 1,000	128	0.083	11
MF/Condos - No Irrigation	174	0.42	73
<b>Unmetered Nonresidential</b>	13		37
<b>Total ERUs</b>			<b>3,508</b>

**Table 9**  
**Water Usage Calculation**

Item	Water Use	Units
Total 2010 Water Production	1,199.00 1,602,941	MG/year ccf/year
Less: 2010 Nonresidential Metered Use	(199,771)	ccf/year
Less: 2010 Residential Metered Use	(424,914)	ccf/year
Unmetered Water Use	978,256	ccf/year
Water ERUs - Table 8	3,508	ERUs
Water Use per ERU	23.2	ccf/month
Assigned Use per ERU	23.0	ccf/month

**Metered Nonresidential Water and Wastewater Usage**

The projected water usage for metered nonresidential customers is based actual 2010 billings prepared by the Town staff. Wastewater usage is also assigned to strength classifications. Irrigation meters are only billed for water use. The projected nonresidential metered water and wastewater use for the study period is shown in Table 10.

**Table 10**  
**Metered Nonresidential Water and Wastewater Usage**

Customer Group	Service Type	No. Meters	Projected Usage		Wastewater Strength Classification
			Water (ccf/yr)	Wastewater (ccf/yr)	
Sandy Cove Shopping Center	Domestic	4	1,039	1,039	Business Restaurant
	Domestic	4	3,010	3,010	
	Irrigation	1	2,679		
	<b>Subtotals</b>	<b>9</b>	<b>6,728</b>	<b>4,049</b>	
Lakeview Business Plaza	Domestic	1	2,882	2,882	Restaurant Business
			152	152	
	Irrigation	1	2,406		
	<b>Subtotals</b>	<b>2</b>	<b>5,440</b>	<b>3,034</b>	
Other Nonresidential	Domestic	14	24,053	13,568	Business School Restaurant
	Domestic	2	1,043	1,043	
	Domestic	3	2,872	2,832	
	Irrigation	65	159,635		
	<b>Subtotals</b>	<b>84</b>	<b>187,603</b>	<b>17,443</b>	
Total Metered Nonresidential	Domestic	18	25,244	14,759	Business Restaurant School
	Domestic	8	8,764	8,724	
	Domestic	2	1,043	1,043	
	Irrigation	67	164,720		
	<b>Totals</b>	<b>95</b>	<b>199,771</b>	<b>24,526</b>	

**Total Water Usage**

The total projected water usage for the study period is shown in Table 11. This is based on the parcels and accounts in Table 4, estimated metered residential usage of 18.0 ccf per month, the unmetered residential usage shown in Table 7 and the metered nonresidential usage in Table 10. No growth in the customer base is included in these projections.

**Table 11**  
**Total Water Usage**

User Type	2011/12		2012/13	
	Accounts (No.)	Usage (ccf/yr.)	Accounts (No.)	Usage (ccf/yr.)
<b>Residential</b>				
Unmetered				
Under 5,000 SF	137	28,359	137	28,359
5,000 - 10,000 SF	2,866	791,016	2,866	791,016
10,001 - 15,000 SF	307	105,915	307	105,915
Over 15,000 SF	28	9,660	28	9,660
Additional 1,000 SF	128	2,949	128	2,949
MF/Condos - No Irrigation	174	20,358	174	20,358
Metered	1,880	406,080	1,880	406,080
<b>Total Residential</b>	<b>5,392</b>	<b>1,364,337</b>	<b>5,392</b>	<b>1,364,337</b>
<b>Nonresidential</b>				
Metered				
Domestic	28	35,051	28	35,051
Irrigation	67	164,720	67	164,720
<b>Total Nonresidential</b>	<b>95</b>	<b>199,771</b>	<b>95</b>	<b>199,771</b>
<b>Total Water System (1)</b>	<b>5,487</b>	<b>1,564,108</b>	<b>5,487</b>	<b>1,564,108</b>

(1) Excludes Vacant Lots

### Unmetered Residential Wastewater Usage

Unmetered residential wastewater discharge is based on two classifications of dwelling units, single family and multiple family/condominiums. This method recognizes varying wastewater discharges between the smaller and larger dwelling units and is similar to the rate structures used by most agencies.

The two-classification wastewater rate structure is shown in Table 12. Approximately 96% of the parcels are in the single family classification. A parcel in this classification is established as one ERU with a wastewater discharge of 13 ccf per month, as calculated below. Discharge by multiple family/condominium parcels is set at 75% of one ERU, or 9.75 ccf per month.

The total residential and unmetered nonresidential water ERUs for 2013 are shown in Table 13 and the calculation of wastewater discharge per ERU shown in Table 14. This is based on the wastewater treatment plant influent records for the year 2010. Metered nonresidential usage in that year is deducted from total water production and divided by the total ERUs. The calculated value has been rounded to 13 ccf/month.

**Table 12**  
**Residential Wastewater Billing Method**

Residential Classification	Equivalent Residential Units (ERUs)	Wastewater Discharge	
		ccf/month	gallons/day
Single Family	1.00	13.00	320
Multiple Family/Condos	0.75	9.75	240

**Table 13**  
**2010 Wastewater ERUs**

Residential Classification	Residential Parcels	ERUs/ Parcel	Total ERUs
Single Family	5,167	1.00	5,167
Multiple Family/Condos	224	0.75	168
Unmetered Nonresidential	3		8
<b>Total ERUs</b>			<b>5,343</b>

**Wastewater Strength**

Wastewater service charges are based on both the volume of wastewater discharged and the pollutants in the wastewater. Pollutants are measured by two parameters, biochemical oxygen demand (BOD) and suspended solids (SS). BOD is a measure of the organic material in the discharge and SS is a measure of suspended material. Both of these are removed at the wastewater treatment plant. BOD and SS discharges are expressed in pounds, which are a function of concentration, milligrams per liter (mg/l), and the volume of wastewater discharged. Residential pollutant concentrations are based on influent sampling at the treatment plant. Nonresidential concentrations are based on standards published in the Revenue Program Guidelines issued by the State Water Resources Control Board. The assigned wastewater pollutant strengths are shown in Table 15.

**Table 14**



### Wastewater Discharge Calculation

Item	Wastewater Discharge	Units
2010 Treatment Plant Influent	651.37	MG/year
Less: 2010 Nonresidential Metered Discharge	870,816 (24,526)	ccf/year ccf/year
Unmetered Wastewater Discharge	846,290	ccf/year
Wastewater ERUs - Table 13	5,343	ERUs
Wastewater Discharge per ERU	13.2	ccf/month
Assigned Discharge per ERU	13.0	ccf/month

**Table 15**  
**Wastewater Pollutant Strengths**

User Classification	Pollutant Concentrations	
	BOD (mg/l)	Suspended Solids (mg/l)
Residential	175	200
Business/Government/Clubs	150	150
Restaurants/Bars/Dining Facilities	1,000	600
Schools	130	100
Other Domestic Strength Users	150	150

#### **Total Wastewater Discharge**

The total projected wastewater discharge for the study period is shown in Table 16. This is based on the parcels and accounts in Table 5, the metered nonresidential usage in Table 10 and the unmetered residential discharges shown in Table 12. No growth in the customer base is included in these projections.

**Table 16**  
**Total Wastewater Discharge**

User Type	2011/12		2012/13	
	Accounts (No.)	Usage (ccf/yr.)	Accounts (No.)	Usage (ccf/yr.)
<b>Residential</b>				
Single Family	5,167	806,052	5,167	806,052
Multiple Family/Condos	224	26,208	224	26,208
<b>Total Residential</b>	<b>5,391</b>	<b>832,260</b>	<b>5,391</b>	<b>832,260</b>
<b>Nonresidential</b>				
<b>Metered</b>				
Businesses	18	14,759	18	14,759
Restaurants	8	8,724	8	8,724
Schools	2	1,043	2	1,043
<b>Total Nonresidential</b>	<b>28</b>	<b>24,526</b>	<b>28</b>	<b>24,526</b>
<b>Total Wastewater System (1)</b>	<b>5,419</b>	<b>856,786</b>	<b>5,419</b>	<b>856,786</b>

(1) Excludes Vacant Lots

**Revenues at Current Rates**

The total revenues generated by the current water rates for the two-year study period are shown in Table 18. These revenues are based on the current water rates in Table 17, the parcels and accounts in Table 4 and water usage in Table 11. Vacant lots and unmetered nonresidential customers are currently billed at \$176 per year for water and \$226 per year for wastewater. The total estimated water revenues for the study period are \$3,396,000.

The total revenues generated by the current wastewater rates for the two-year study period are shown in Table 20. These revenues are based on the current wastewater rates in Table 19, the parcels and accounts in Table 5 and the wastewater discharge in Table 16. The total estimated wastewater revenues for the study period are \$6,097,000.

The total estimated revenues from the current rates for both systems are \$9,493,000 for fiscal years 2011/12 and 2012/13. These are summarized in Table 21.

**Table 17**  
**Current Water Rates**

Residential Unmetered	FY 2010/11	
	Monthly (\$/month/DU)	Yearly (\$/year/DU)
Parcel Size (Square Feet/DU)		
Under 5,000 (1)	\$18.75	\$225.00
5,000 - 10,000	\$23.77	\$285.24
10,001 - 15,000	\$28.79	\$345.48
Over 15,000, Plus Each Additional 1,000	\$28.79 \$1.67	\$345.48 \$20.04
Residential Metered	Monthly (\$/month)	Use (\$/ccf)
Account Charge:	\$5.74	
Metered Usage Charge:		
All		
All Usage		\$0.803
Nonresidential Metered	Monthly (\$/month)	Use (\$/ccf)
Nonirrigation Account Charge:		
5/8" Inch Meter	\$5.49	
1 Inch Meter	\$5.74	
1 1/2 Inch Meter	\$5.98	
2 Inch Meter	\$6.66	
3 Inch Meter	\$11.61	
4 Inch Meter	\$13.45	
6 Inch Meter	\$17.73	
Irrigation Account Charge:		
5/8" Inch Meter	\$1.80	
1 Inch Meter	\$2.05	
1 1/2 Inch Meter	\$2.29	
2 Inch Meter	\$2.97	
3 Inch Meter	\$7.92	
4 Inch Meter	\$9.76	
6 Inch Meter	\$14.04	
Metered Usage Charge:		
All Usage		\$0.803

DU = Dwelling Unit  
ccf = 100 cubic feet = 748 gallons  
(1) Includes Multiple Family/Condos with No Irrigation

**Table 18**

**Water System Revenues at Current Rates**

User Type	Classification	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
Unmetered	<b>Residential Parcels</b>			
	Under 5,000 Square Feet (1)	\$69,975	\$69,975	\$139,950
	5,000 - 10,000 Square Feet	\$817,498	\$817,498	\$1,634,996
	10,001 - 15,000 Square Feet	\$106,062	\$106,062	\$212,124
	Over 15,000 Square Feet	\$9,673	\$9,673	\$19,346
	Additional 1,000 Square Feet	\$2,463	\$2,463	\$4,926
	<b>Total Unmetered Parcels</b>	\$1,005,671	\$1,005,671	\$2,011,342
Metered	<b>Total Metered Parcels</b>	\$463,328	\$463,328	\$926,656
Vacant Parcels	Vacant Lots/W&S Services	\$51,392	\$51,392	\$102,784
	Others	\$12,320	\$12,320	\$24,640
	<b>Total Vacant Parcels</b>	\$63,712	\$63,712	\$127,424
<b>Total Residential</b>		\$1,532,711	\$1,532,711	\$3,065,422
	<b>Nonresidential Accounts</b>			
Metered	Domestic	\$30,915	\$30,915	\$61,830
	Irrigation	\$134,541	\$134,541	\$269,082
<b>Total Nonresidential</b>		\$165,456	\$165,456	\$330,912
<b>Total Water System Revenues</b>		\$1,698,167	\$1,698,167	\$3,396,334

(1) Includes Multiple Family/Condos with No Irrigation

**Table 19  
Current Wastewater Rates**

Residential	FY 2010/11	
	Monthly (\$/month)	Yearly (\$/year)
Single Family - Each DU	\$44.38	\$532.56
Multiple Family/Condos - Each DU	\$33.29	\$399.48
<b>Nonresidential Metered</b>		<b>Use (\$/ccf)</b>
Business/Government/Clubs	\$3.082	
Restaurants/Bars/Dining Facilities	\$9.048	
Schools	\$2.773	
Other Domestic Strength Users	\$3.082	

DU = Dwelling Unit  
ccf = 100 cubic feet = 748 gallons

**Table 20**

**Wastewater System Revenues at Current Rates**

User Type	Classification	Fiscal Year		Two-Year Totals
		2010/11	2011/12	
Unmetered	Residential Parcels			
	Single Family	\$2,751,811	\$2,751,811	\$5,503,622
	Multiple Family/Condos	\$89,472	\$89,472	\$178,944
	Total Unmetered Parcels	\$2,841,283	\$2,841,283	\$5,682,566
Vacant Parcels	Vacant Lots/W&S Services	\$65,408	\$65,408	\$130,816
	Others	\$14,560	\$14,560	\$29,120
	Total Vacant Parcels	\$79,968	\$79,968	\$159,936
Total Residential		\$2,921,251	\$2,921,251	\$5,842,502
	Nonresidential Accounts			
Metered	Total Nonresidential	\$127,312	\$127,312	\$254,624
Total Wastewater System Revenues		\$3,048,563	\$3,048,563	\$6,097,126

**Table 21**  
**Total Customer Revenues**

System	Classification	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
Water	Residential	\$1,532,711	\$1,532,711	\$3,065,422
	Nonresidential	\$165,456	\$165,456	\$330,912
	Total Water Revenue	\$1,698,167	\$1,698,167	\$3,396,334
Wastewater	Residential	\$2,921,251	\$2,921,251	\$5,842,502
	Nonresidential	\$127,312	\$127,312	\$254,624
	Total Wastewater Revenue	\$3,048,563	\$3,048,563	\$6,097,126
Both Systems	Residential	\$4,453,962	\$4,453,962	\$8,907,924
	Nonresidential	\$292,768	\$292,768	\$585,536
	Total Revenue	\$4,746,730	\$4,746,730	\$9,493,460

## **Chapter 3 - Operating Expenses**

### **Introduction**

Veolia Water (Veolia) provides operation, maintenance and management of the Town's water and wastewater systems. Veolia provides all operational services and a specified amount of preventive and corrective maintenance and repairs for a fixed monthly cost. Annual adjustments are made for inflation. Adjustments may also be made for additional staffing requirements. Additional maintenance and line repairs are performed by outside contractors.

The Town's 12 person staff includes the General Manager, three division managers and eight staff members. Staff salary costs and expenses associated with landscaping services provided by the Town are segregated from those for water and wastewater services. Legal assistance is provided by outside counsel. An independent firm provides engineering consulting services. Contra Costa County provides revenue collection, investment and accounting services.

### **Projected Total Operating Expenses**

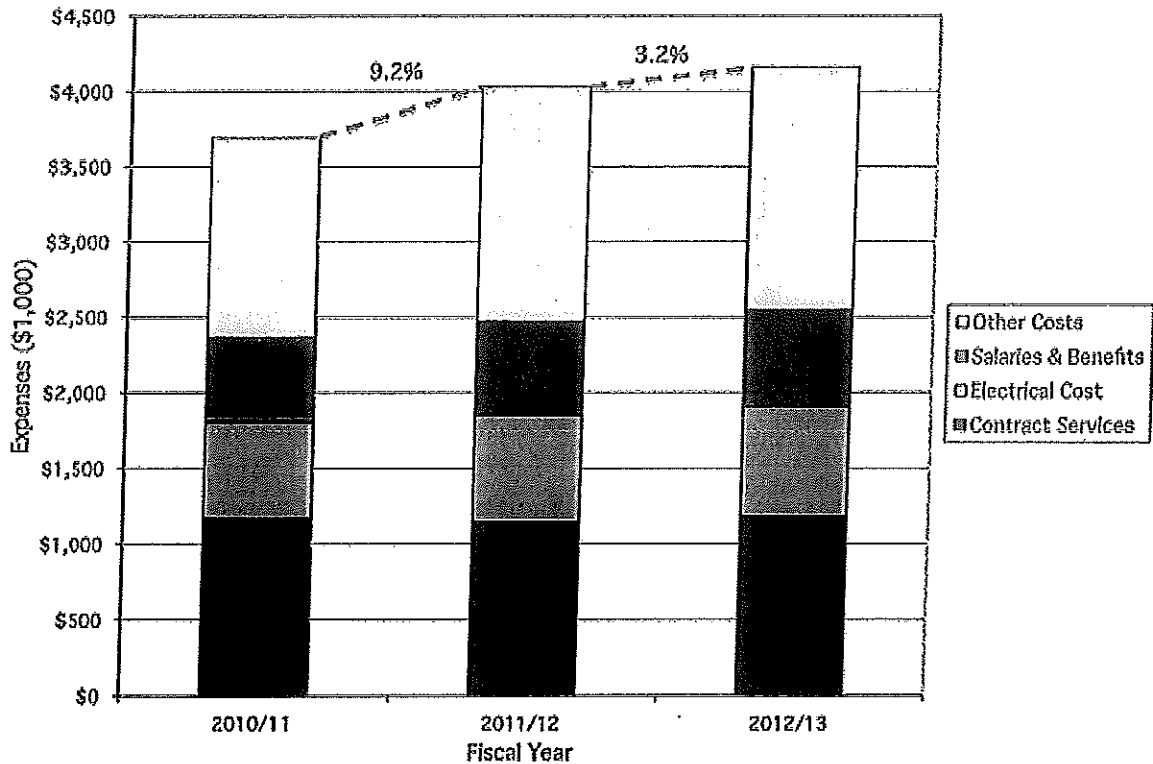
General repairs and pump repairs represent the most significant increase in the Town's operating expenses. The 2010/11 budget for these services is \$500,000. The projections for the study period are \$650,000 in 2011/12 and \$670,000 in 2012/13. These are based on actual expenditures required as the systems age. Other significant increases include \$80,000 for power costs and \$50,000 for Town staff costs.

The total projected operating expenses for the water and wastewater systems are shown in Table 22 and illustrated in Figure 2. These exclude landscaping costs in the budget, which are reimbursed. The operating expense increase in 2011/12 is \$341,000, or 9.2%. An additional 3.2% increase of \$130,000 is projected for 2011/12.

**Table 22  
Projected Total Operating Expenses**

Account No.	Budget Item	2011/12	2012/13	Two-Year Totals
7000	Salary & Wages			
7001	Salary & Wages	\$531,551	\$547,498	\$1,079,049
7005	Overtime	\$5,000	\$5,150	\$10,150
7007	Auto Allowance	\$4,200	\$4,326	\$8,526
7010	Payroll Taxes	\$53,655	\$55,265	\$108,920
7011	Group Insurance (Partial EE Reimb.)	\$44,400	\$45,732	\$90,132
7021	Landscape Related Salary & Wages (Reimb.)	\$157,737	\$162,469	\$320,206
7022	Landscape Related Overtime (Reimb.)	\$3,000	\$3,090	\$6,090
7023	Landscape Related Payroll Taxes (Reimb.)	\$16,073	\$16,555	\$32,628
7024	Landscape Related Group Ins (Partial EE Reimb.)	\$23,600	\$24,308	\$47,908
7030	Worker's Comp	\$8,000	\$8,240	\$16,240
	<b>Subtotal Salaries &amp; Wages</b>	<b>\$847,216</b>	<b>\$872,632</b>	<b>\$1,719,848</b>
7100	Board of Directors			
7101	Compensation	\$38,000	\$37,080	\$73,080
7102	Travel & Training	\$2,500	\$2,575	\$5,075
	<b>Subtotal Board of Directors</b>	<b>\$38,500</b>	<b>\$39,655</b>	<b>\$78,155</b>
7200	Contractual Services			
7205	Legal Services	\$80,000	\$82,400	\$162,400
7210	Consulting Services	\$210,000	\$216,300	\$426,300
7215	Water & Wastewater Services Contract	\$1,148,000	\$1,182,440	\$2,330,440
7220	Liability Insurance	\$50,000	\$51,500	\$101,500
7225	Accounting Financial Services	\$30,000	\$30,900	\$60,900
	<b>Subtotal Contractual Services</b>	<b>\$1,518,000</b>	<b>\$1,563,540</b>	<b>\$3,081,540</b>
7300	Operations & Maintenance			
7012	Preventive & Corrective Fund	\$107,000	\$110,210	\$217,210
7014	Outsource of Water Billing	\$15,000	\$15,450	\$30,450
7135	Electrical Cost (water)	\$335,000	\$345,050	\$680,050
7137	Electrical Cost (sewer)	\$370,000	\$381,100	\$751,100
7210	Public Communications & Noticing	\$5,000	\$5,150	\$10,150
7220	Election Expenses	\$0	\$10,000	\$10,000
7230	Rent - Public Meetings	\$500	\$515	\$1,015
7250	Memberships	\$17,500	\$18,025	\$35,525
7280	Permits	\$40,000	\$41,200	\$81,200
7285	NPDES NOV Fines (s)	\$25,000	\$25,000	\$50,000
7290	Travel & Training	\$3,000	\$3,090	\$6,090
7300	General Repairs - Water/Sewer	\$550,000	\$566,500	\$1,116,500
7305	General Repairs - Pumps	\$100,000	\$103,000	\$203,000
7310	NTR/SIP Testing - RWQCB	\$5,000	\$5,150	\$10,150
7320	Special Equipment	\$3,000	\$3,090	\$6,090
7330	Chemicals/Odor Supplies	\$100,000	\$103,000	\$203,000
7410	Copier Maintenance	\$4,500	\$4,635	\$9,135
7420	Postage	\$2,500	\$2,575	\$5,075
7430	Office Supplies	\$8,000	\$8,240	\$16,240
7510	Info Systems Maintenance	\$2,500	\$2,575	\$5,075
7520	Cellular Communications/Data	\$6,500	\$6,695	\$13,195
7550	Telephone	\$4,800	\$4,944	\$9,744
7630	Facility Maintenance/Landscape	\$15,000	\$15,450	\$30,450
7665	Office Buildings/Improvements	\$10,000	\$10,300	\$20,300
7670	Office Equipment/Software	\$30,000	\$30,900	\$60,900
7680	Office Furnishings	\$1,000	\$1,030	\$2,030
7685	Miscellaneous Small Tools	\$3,500	\$3,605	\$7,105
7690	Equipment Maintenance/Fuel	\$20,000	\$20,600	\$40,600
7925	Miscellaneous Bank Charges	\$500	\$515	\$1,015
7950	Miscellaneous Services & Supplies	\$2,500	\$2,575	\$5,075
7951	Miscellaneous Reimbursable	\$1,000	\$1,030	\$2,030
7952	Landscape Related Reimbursables	\$200,000	\$206,000	\$406,000
7970	Unrecoverable Charges	\$5,000	\$5,150	\$10,150
7990	G.F. Expenditures	\$24,000	\$24,720	\$48,720
	<b>Subtotal Operations and Maintenance</b>	<b>\$2,017,300</b>	<b>\$2,087,069</b>	<b>\$4,104,369</b>
7800	Inter-Governmental Charges			
7805	Revenue Collection	\$6,000	\$6,180	\$12,180
7810-0810	Investment Fee	\$200	\$206	\$406
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$480	\$494	\$974
7820	Accounting (A/P, A/R, GL)	\$2,000	\$2,060	\$4,060
7825	Public Works - Permits	\$10,000	\$10,300	\$20,300
7850	Property Taxes	\$10,000	\$10,300	\$20,300
	<b>Subtotal Inter-Governmental Charges</b>	<b>\$28,680</b>	<b>\$29,540</b>	<b>\$58,220</b>
	<b>Total Operations &amp; Maintenance Budget</b>	<b>\$4,449,696</b>	<b>\$4,592,437</b>	<b>\$9,042,133</b>
	Landscape & Other Deductions			
9015	EE Group Insurance Contributions	\$17,052	\$17,564	\$34,616
9251	Landscape Related Payroll Reimbursements	\$176,810	\$182,114	\$358,924
9252	Landscape Related Reimbursements	\$200,000	\$206,000	\$406,000
9253	Landscape Related Group Insurance (Partial EE Reimb.)	\$23,600	\$24,308	\$47,908
	<b>Total Landscape &amp; Other Deductions</b>	<b>\$417,462</b>	<b>\$429,986</b>	<b>\$847,448</b>
	<b>Total Water &amp; Sewer Operations &amp; Maintenance Budget</b>	<b>\$4,032,234</b>	<b>\$4,162,451</b>	<b>\$8,194,685</b>

**Figure 2**  
**Projected Total Operating Expenses**



**Water and Wastewater Operating Expenses**

In order to develop the revenue requirements for each system, total operating expenses are separated into water and wastewater components. Line items in the budget are assigned between the two systems, as discussed below.

The Town staff estimates that 20% of contracted consulting services and 40% of Veolia services are related to the water system. In addition, 60% of the general repairs to lines and 60% of the chemicals are also related to water. The balance of these costs is assigned to the wastewater system. Power costs are assigned directly to each system. Special testing and fines are assigned directly to wastewater. Water meter billing and maintenance are assigned directly to water. Staff salaries and benefits costs are assigned 40% to water and 60% to wastewater. The remaining operating expenses are assigned 40% to water and 60% to wastewater.

The projected 2011/12 and 2012/13 operating expenses for each system are shown in Table 23.



**Table 23**  
**Water and Wastewater Operating Expenses**

Budget Item	Assignment		FY 2011/12		FY 2012/13	
	Water	Wastewater	Water	Wastewater	Water	Wastewater
Consulting Services	20%	80%	\$42,000	\$168,000	\$43,260	\$173,040
Water & WW Services Contract	40%	60%	\$459,200	\$688,800	\$472,976	\$709,464
Prev. & Corrective Fund	40%	60%	\$42,800	\$64,200	\$44,084	\$66,126
Electrical Cost - Water	100%		\$335,000	\$0	\$345,050	\$0
Electrical Cost - Wastewater		100%	\$0	\$370,000	\$0	\$381,100
General Repairs - Water/Sewer	60%	40%	\$330,000	\$220,000	\$339,900	\$226,600
General Repairs - Pumps	60%	40%	\$60,000	\$40,000	\$61,800	\$41,200
NTR/SIP Testing		100%	\$0	\$5,000	\$0	\$5,150
NPDES NOV Fines		100%	\$0	\$25,000	\$0	\$25,000
Chemicals/Odor Materials	60%	40%	\$60,000	\$40,000	\$61,800	\$41,200
Water Meter Billing Staff	100%		\$93,085	\$0	\$95,878	\$0
Water Meter Maintenance Staff	100%		\$62,649	\$0	\$64,528	\$0
Other Staff	40%	60%	\$189,608	\$284,412	\$195,296	\$292,945
Outsource of Water Billing	100%		\$15,000	\$0	\$15,450	\$0
Other Operating Expenses	40%	60%	\$174,992	\$262,488	\$184,242	\$276,362
<b>Total Operating Expenses</b>			<b>\$1,864,334</b>	<b>\$2,167,900</b>	<b>\$1,924,264</b>	<b>\$2,238,187</b>

## **Chapter 4 - Capital Improvement Program**

### **Introduction**

The capital improvement program for each system has been divided into two general classifications: (1) capital projects, and (2) infrastructure replacement funding. Examples of capital projects for the water system include the new filters and supply wells. Examples of capital projects for the wastewater system are the belt presses and the salinity project. Revenue from rates, capacity charges, capital contributions or other sources may fund these costs.

Replacement costs are those expenditures required to keep the water and wastewater systems in proper operating condition throughout their useful lives. Commencing in 2011/12, the Town has established four infrastructure replacement funds for these costs. Replacement items typically include pumps, motors, electrical controls, mobile equipment, main replacement and small projects. Replacement costs are considered to be part of operation and maintenance expenses and are funded by revenue from rates.

### **Water System Capital Projects**

The Town staff has developed a two-year capital improvement program for the water system. The total project costs in 2011/12 are \$144,000 plus \$16,000 of miscellaneous projects allocated to the water system. The total project costs in 2112/13 are \$680,000. These projects will be funded on a pay as you go basis in revenue from rates. The Water Meter Program is not included as customers reimburse the Town directly for meter installation. The water system capital projects are shown in Table 24.

### **Wastewater System Capital Projects**

The Town staff has developed a two-year capital improvement program for the wastewater system. The total project costs in 2011/12 are \$1,235,655 plus \$24,000 of miscellaneous projects allocated to the water system. The total project costs in 2112/13 are \$1,380,000. These projects will be funded on a pay as you go basis in revenue from rates. The wastewater system capital projects are shown in Table 25.

**Table 24**

### Water System Capital Projects

Account Number	Project	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
0910-011	Security Door Locks (12)	\$8,000		\$8,000
0910-012	Ladder Vandal Guard	\$10,000		\$10,000
1011-013	Rehab Wells	\$30,000	\$30,000	\$60,000
1011-015	Water Meter Trailer	\$20,000		\$20,000
1112-006	New supply well to Willow Lake WTP	\$40,000	\$575,000	\$615,000
1112-008	Install water well transducers & wellhead survey	\$36,000		\$36,000
	Miscellaneous Water projects (TBD)		\$75,000	\$75,000
1011-018	Portable Message Units - 40% (1)	\$12,000		\$12,000
1112-007	Fuel Tank - Regular Fuel - 40% (1)	\$4,000		\$4,000
	<b>Total Water System Capital Projects</b>	<b>\$160,000</b>	<b>\$680,000</b>	<b>\$840,000</b>

(1) Miscellaneous Capital Improvement Program project allocation to Water System

**Table 25**  
**Wastewater System Capital Projects**

Account Number	Project	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
0910-001	Carport for Equipment	\$110,000		\$110,000
0910-004	Manhole Rehabilitation Project	\$15,000	\$15,000	\$30,000
0910-005	Landscape @ Plant #1	\$7,000		\$7,000
0910-007	UV System	\$23,665		\$23,665
0910-008	Salinity Project	\$70,000		\$70,000
1011-002	Upgrade/Replace SCADA PLC's (Multi-Year)	\$25,000	\$25,000	\$50,000
1011-003	Biosolids Pumps (2) wet well	\$20,000		\$20,000
1011-004	Re-Activate Pump Station W	\$20,000	\$358,000	\$378,000
1011-005	Bypass Valve Lift Sta "S"	\$10,000		\$10,000
1011-006	Metal Cover for UV Area	\$25,000		\$25,000
1011-008	Paving for Biosolids Containment Area	\$15,000		\$15,000
1011-010	Road Crossing Ramps	\$15,000		\$15,000
1112-001	Trailered Trash-Pump	\$20,000		\$20,000
1112-002	Raise Manholes	\$20,000		\$20,000
1112-003	Two New Solar Dryers and 2 Belt Presses	\$800,000	\$800,000	\$1,600,000
1112-009	Collection System Pump Station Improvements	\$40,000	\$50,000	\$90,000
	Portable Mixer in Influent Pump Station (if needed)		\$5,000	\$5,000
	Influent Pump Station Modifications, Upgrade		\$90,000	\$90,000
	Emergency Storage Facilities (Plant 1 Lagoon)		\$27,000	\$27,000
	Revise UV Disinfection Weirs		\$10,000	\$10,000
1011-018	Portable Message Units - 60% (1)	\$18,000		\$18,000
1112-007	Fuel Tank - Regular Fuel - 60% (1)	\$6,000		\$6,000
	<b>Total Wastewater System Capital Projects</b>	<b>\$1,259,665</b>	<b>\$1,380,000</b>	<b>\$2,639,665</b>

(1) Miscellaneous Capital Improvement Program project allocation to Wastewater System

### Infrastructure Replacement Funds

The Town has established four separate funds for infrastructure replacement, starting in 2011/12. The total funding to be generated from water and wastewater rates is \$384,000 in 2011/12 and \$400,000 in 2012/13. A list of these funds and their allocation to the two utilities is shown in Table 26.

**Table 26**  
**Infrastructure Replacement Funds**

Account Number	Replacement Fund	Assignment		2011/12			2012/13		
		Water	Wastewater	Total	Water	Wastewater	Total	Water	Wastewater
R1112-008	Sewer Facilities		100%	\$150,000	\$0	\$150,000	\$150,000	\$0	\$150,000
R1112-009	Pumps/Motors	60%	40%	\$40,000	\$24,000	\$16,000	\$100,000	\$60,000	\$40,000
R1011-010	Water Facilities	100%		\$94,000	\$94,000	\$0	\$100,000	\$100,000	\$0
R1112-011	Facilities & Vehicles	40%	60%	\$100,000	\$40,000	\$60,000	\$50,000	\$20,000	\$30,000
	Totals Funds			\$384,000	\$158,000	\$226,000	\$400,000	\$180,000	\$220,000

## Chapter 5 - Total Revenue Requirements

### Total Revenues and Revenue Requirements

Projected revenues from the current 2010/11 rates are developed in Chapter 2. Operating expenses and capital improvement program costs are developed in Chapters 3 and 4. The total revenues and revenue requirements for the individual water and wastewater systems are shown in Table 27. There is a \$1,570,000,000 funding deficit at the current rates for the water system and a \$1,395,000 funding deficit for the wastewater system over the two-year study period.

**Table 27**  
**Water and Wastewater Revenues and Revenue Requirements**

Item	Table No.	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
<b>Water System</b>				
Revenues				
Revenue from Current Rates	18	\$1,698,167	\$1,698,167	\$3,396,334
Revenue Requirements				
Operating Expenses	23	\$1,864,344	\$1,924,264	\$3,788,608
Capital Projects	24	\$160,000	\$680,000	\$840,000
Replacement Funding	26	\$158,000	\$180,000	\$338,000
Total Revenue Requirements		\$2,182,344	\$2,784,264	\$4,966,608
Revenues less Requirements		(\$484,177)	(\$1,086,097)	(\$1,570,274)
<b>Wastewater System</b>				
Revenues				
Revenue from Current Rates	20	\$3,048,563	\$3,048,563	\$6,097,126
Revenue Requirements				
Operating Expenses	23	\$2,167,900	\$2,238,187	\$4,406,087
Capital Projects	25	\$1,259,665	\$1,380,000	\$2,639,665
Replacement Funding	26	\$226,000	\$220,000	\$446,000
Total Revenue Requirements		\$3,653,565	\$3,838,187	\$7,491,752
Revenues less Requirements		(\$605,002)	(\$789,624)	(\$1,394,626)

### Revenue Required from Rates

An additional adjustment is made to the total revenue requirements for each system in order to develop the revenues to be recovered from rates in the study period. This includes interest income and other miscellaneous revenues. These other revenues total \$46,000 per year and are allocated 40% to the water system and 60% to the wastewater system. The total revenues required from rates

for each system are shown in Table 28. The water and wastewater rates required to generate these revenues are developed in the Chapter 6.

**Table 28**  
**Revenue Required from Rates**

Item	Table No.	Fiscal Year		Two-Year Totals
		2011/12	2012/13	
<b>Water System</b>				
Total Revenue Requirements	27	\$2,182,344	\$2,784,264	\$4,966,608
Less: Miscellaneous Revenues		(\$18,400)	(\$18,400)	(\$36,800)
<b>Total Revenue from Rates</b>		<b>\$2,163,944</b>	<b>\$2,765,864</b>	<b>\$4,929,808</b>
<b>Wastewater System</b>				
Total Revenue Requirements	27	\$3,653,565	\$3,838,187	\$7,491,752
Less: Miscellaneous Revenues		(\$27,600)	(\$27,600)	(\$55,200)
<b>Total Revenue from Rates</b>		<b>\$3,625,965</b>	<b>\$3,810,587</b>	<b>\$7,436,552</b>

**Total Cash Flow**

The projected cash flow from July 2011 through June 2013 is shown in Table 29. This is presented on a semiannual basis to recognize the tax roll revenue lag at the beginning of each fiscal year. The Town receives revenues from the tax roll billings for unmetered water and wastewater customers just prior to the middle of the current fiscal year. Revenues from metered residential water customers are received monthly. Revenues from metered nonresidential water and wastewater customers are received quarterly. The cash flow in Table 29 is based on the receipt of tax roll funds at the end of December and equal semiannual operating expenses and capital improvement expenses. A minimum cash balance of \$2,407,000 occurs in December 2012.

**Table 29**

**Total Cash Flow at Proposed Rates**

Item	Fiscal Year			
	2011/12		2012/13	
	July-Dec.	Jan.-June	July-Dec.	Jan.-June
Beginning Balance (1)	\$5,269,560	\$2,736,055	\$5,269,560	\$2,407,460
Source of Funds:				
Revenue From Water Rates	\$322,326	\$1,841,609	\$385,030	\$2,380,835
Revenue From Wastewater Rates	\$39,119	\$3,586,846	\$41,096	\$3,769,491
Miscellaneous Revenues	\$23,000	\$23,000	\$23,000	\$23,000
Total Source of Funds	\$384,445	\$5,451,455	\$449,126	\$6,173,326
Use of Funds:				
Operating Expenses	\$2,016,117	\$2,016,117	\$2,081,226	\$2,081,226
Water CIP	\$159,000	\$159,000	\$430,000	\$430,000
Wastewater CIP	\$742,833	\$742,833	\$800,000	\$800,000
Total Use of Funds	\$2,917,950	\$2,917,950	\$3,311,226	\$3,311,226
Ending Balance (1)	\$2,736,055	\$5,269,560	\$2,407,460	\$5,269,560

(1) Includes \$3,000,000 held for reserves.

## Chapter 6 - Water and Wastewater Rates

### **Water Unit Costs**

In order to calculate unit costs, the components of the water revenue requirements are initially classified as variable or fixed costs. Variable costs are expenses that change with the volume of water provided to customers and include power and chemicals. Fixed costs are expenses that do not vary with water usage and include all the remaining items. In this study, 100% of the operating costs for power and chemicals and 25% of the Veolia operations costs are classified as variable. All of the remaining operating expenses, addition and improvement funding and replacement costs are classified as fixed. In addition, public fire protection costs are assumed to be 20% of total fixed costs. This is based on the American Water Works Association Water Rates Manual M1. All costs are reduced for prorated vacant parcel revenue and miscellaneous revenues.

Unit fixed costs are calculated by dividing the total fixed costs, excluding fire protection, by the total annual usage from all parcels shown in Table 11. Unit costs for fire protection are calculated by dividing those costs by the total number of accounts, excluding irrigation accounts. This process allocates fire protection costs equally to all customers. Unit variable costs are calculated by dividing the total variable costs by the total annual usage from all parcels.

Unit costs for water meter billing are calculated by dividing those costs by the total number of metered customers shown in Table 11. Since 36% of the current customers are metered, the total costs for billing have reduced accordingly. These costs will be phased in as additional meters are installed.

The unit costs for meter maintenance are developed on the basis of meter equivalents. Typical meter equivalents are published in AWWA Manual M1 and recognize the relative difference in costs incurred with various size water meters. Residential meters in the Town are 1 inch and nonresidential meters currently vary from 5/8 inch to 4 inches. The number of water meters and meter equivalents for the study period are shown in Table 30. Similar to billing costs, meter maintenance costs are reduced and will be phased in as additional meters are installed.

The calculated unit costs for the water system in 2011/12 and 2012/13 are shown in Tables 31 and 32.



**Table 30**  
**Meters and Meter Equivalents**

Meter Size	5/8 inch	1 inch	1 1/2 inch	2 inch	3 inch	4 inch	6 inch	Totals
Meter Equivalent	1.0	1.4	1.8	2.9	11.0	14.0	21.0	
Residential Meters		1,880						1,880
Nonresidential Meters	1	26	22	34	5	7	0	95
<b>Total Meters</b>	<b>1</b>	<b>1,906</b>	<b>22</b>	<b>34</b>	<b>5</b>	<b>7</b>	<b>0</b>	<b>1,975</b>
Meter Equivalentents	1	2,668	40	99	55	98	0	2,961

**Table 31**  
**2011/12 Water Unit Costs**

Item	Table No.	FY 2011/12					
		Total	Fixed	Fire	Variable	Billing	Meter Maint.
Operating Expenses:	23						
Veolia Water		\$459,200	\$275,520	\$68,880	\$114,800		
Electrical & Chemicals		\$395,000			\$395,000		
Meter Billing and Postage (2)		\$38,911				\$38,911	
Meter Maintenance (2)		\$27,288					\$27,288
Other Operating Expenses		\$943,935	\$755,148	\$188,787			
<b>Total Operating Expenses</b>		<b>\$1,864,334</b>	<b>\$1,030,668</b>	<b>\$257,667</b>	<b>\$509,800</b>	<b>\$38,911</b>	<b>\$27,288</b>
Capital Projects	24	\$160,000	\$128,000	\$32,000			
Replacement Funding	26	\$158,000	\$126,400	\$31,600			
<b>Total Revenue Requirement</b>		<b>\$2,182,334</b>	<b>\$1,285,068</b>	<b>\$321,267</b>	<b>\$509,800</b>	<b>\$38,911</b>	<b>\$27,288</b>
Adjustments:							
Miscellaneous Revenues	28	(\$18,400)	(\$10,835)	(\$2,709)	(\$4,298)	(\$328)	(\$230)
Vacant Parcel Revenue	18	(\$63,712)	(\$37,517)	(\$9,379)	(\$14,883)	(\$1,136)	(\$797)
<b>Net Revenue Requirement</b>		<b>\$2,100,222</b>	<b>\$1,236,716</b>	<b>\$309,179</b>	<b>\$490,818</b>	<b>\$37,447</b>	<b>\$26,261</b>
Total Usage	11/30		1,564,108 ccf/year	5,420 accounts	1,564,108 ccf/year	1,975 meters	2,961 meter equiv.
Unit Costs		\$1.1044 \$/ccf (1)	\$0.7907 \$/ccf	\$4.7537 \$/month	\$0.3137 \$/ccf	\$1.5800 \$/month	\$0.7391 \$/month/ meter equiv.

- (1) Total Fixed and Variable Unit Costs.  
(2) 36% of total. Balance in Other Operating Expenses.

**Table 32**

## 2012/13 Water Unit Costs

Item	Table No.	FY 2012/13					
		Total	Fixed	Fire	Variable	Billing	Meter Maint.
Operating Expenses:	23						
Veolia Water		\$472,976	\$283,786	\$70,946	\$118,244		
Electrical & Chemicals		\$408,850			\$408,850		
Meter Billing and Postage (2)		\$40,078				\$40,078	
Meter Maintenance (2)		\$28,106					\$28,106
Other Operating Expenses		\$976,254	\$781,003	\$195,251			
<b>Total Operating Expenses</b>		<b>\$1,924,264</b>	<b>\$1,064,789</b>	<b>\$266,197</b>	<b>\$525,094</b>	<b>\$40,078</b>	<b>\$28,106</b>
Capital Projects	24	\$680,000	\$544,000	\$136,000			
Replacement Funding	26	\$180,000	\$144,000	\$36,000			
<b>Total Revenue Requirement</b>		<b>\$2,784,264</b>	<b>\$1,752,789</b>	<b>\$438,197</b>	<b>\$525,094</b>	<b>\$40,078</b>	<b>\$28,106</b>
Adjustments:							
Miscellaneous Revenues	28	(\$18,400)	(\$11,583)	(\$2,896)	(\$3,470)	(\$265)	(\$186)
Vacant Parcel Revenue	18	(\$63,712)	(\$40,109)	(\$10,027)	(\$12,016)	(\$917)	(\$643)
<b>Net Revenue Requirement</b>		<b>\$2,702,152</b>	<b>\$1,701,097</b>	<b>\$425,274</b>	<b>\$509,608</b>	<b>\$38,896</b>	<b>\$27,277</b>
Total Usage	11/30		1,564,108 ccf/year	5,420 accounts	1,564,108 ccf/year	1,975 meters	2,961 meter equiv.
Unit Costs		\$1.4134 \$/ccf (1)	\$1.0876 \$/ccf	\$6.5387 \$/month	\$0.3258 \$/ccf	\$1.6412 \$/month	\$0.7677 \$/month/ meter equiv.

(1) Total Fixed and Variable Unit Costs.

(2) 36% of total. Balance in Other Operating Expenses.

### Water Rates

The water use assigned to each unmetered residential parcel size in Table 7 and the unit costs in Tables 31 and 32 are used to develop the proposed rates for those parcels. These include the fixed, variable and fire protection unit costs. Unmetered parcels do not pay for metered billing and meter maintenance. The proposed unmetered water rates are shown in Tables 33 and 34.

**Table 33**  
**Proposed 2011/12 Unmetered Residential Water Rates**

Residential Parcel Size (Square Feet)	Monthly Use (ccf/month)	FY 2011/12			
		Fixed & Variable \$1.1044/ccf	Fire Protection \$4.7537/month	Total Monthly (\$/month)	Total Yearly (\$/year)
MF/Condos-No Irrigation	9.75	\$10.77	\$4.75	\$15.52	\$186.24
Under 5,000	17.25	\$19.05	\$4.75	\$23.80	\$285.60
5,000 - 10,000	23.00	\$25.40	\$4.75	\$30.15	\$361.80
10,001 - 15,000	28.75	\$31.75	\$4.75	\$36.50	\$438.00
Each Additional 1,000	1.92	\$2.12		\$2.12	\$25.44

**Table 34**  
**Proposed 2012/13 Unmetered Residential Water Rates**

Residential Parcel Size (Square Feet)	Monthly Use (ccf/month)	FY 2012/13			
		Fixed & Variable \$1,4134/ccf	Fire Protection \$6.5387/month	Total Monthly (\$/month)	Total Yearly (\$/year)
MF/Condos - No Irrigation	9.75	\$13.78	\$6.54	\$20.32	\$243.84
Under 5,000	17.25	\$24.38	\$6.54	\$30.92	\$371.04
5,000 - 10,000	23.00	\$32.51	\$6.54	\$39.05	\$468.60
10,001 - 15,000	28.75	\$40.64	\$6.54	\$47.17	\$566.04
Each Additional 1,000	1.92	\$2.71		\$2.71	\$32.52

Water rates for metered customers include all the unit costs shown in Tables 31 and 32. Both metered and unmetered water rates include the same fixed, variable costs and fire protection unit costs. In addition, metered rates include billing and meter maintenance unit costs. An exception is that irrigation accounts are excluded from paying fire protection costs. The residential and nonresidential water rates are based on the same units and meet the requirement that they be proportional to the cost of service attributable to each parcel. Calculations of the proposed water rates are shown in Tables 35 and 36.

**Table 35  
Proposed 2011/12 Metered Water Rates**

Meter Size	Meter Equivalent (ME)	FY 2011/12				
		Meter Billing (\$1,5800/month)	Meter Maintenance (\$0.7391/ME/mo.)	Total Irrigation (\$/month)	Fire Protection (\$4,7537/month)	Total Nonirrigation (\$/month)
<b>Account Charge:</b>						
5/8 inch	1.0	\$1.58	\$0.74	\$2.32	\$4.75	\$7.07
1 inch	1.4	\$1.58	\$1.03	\$2.61	\$4.75	\$7.37
1 1/2 inch	1.8	\$1.58	\$1.33	\$2.91	\$4.75	\$7.66
2 inch	2.9	\$1.58	\$2.14	\$3.72	\$4.75	\$8.48
3 inch	11.0	\$1.58	\$8.13	\$9.71	\$4.75	\$14.46
4 inch	14.0	\$1.58	\$10.35	\$11.93	\$4.75	\$16.68
6 inch	21.0	\$1.58	\$15.52	\$17.10	\$4.75	\$21.86
<b>Metered Usage Charge:</b>		<b>\$1,104/ccf</b>				

**Table 36  
Proposed 2012/13 Metered Water Rates**

Meter Size	Meter Equivalent (ME)	FY 2012/13				
		Meter Billing (\$1,6412/month)	Meter Maintenance (\$0.7677/ME/mo.)	Total Irrigation (\$/month)	Fire Protection (\$6,5387/month)	Total Nonirrigation (\$/month)
Account Charge:						
5/8 inch	1.0	\$1.64	\$0.77	\$2.41	\$6.54	\$8.95
1 inch	1.4	\$1.64	\$1.07	\$2.72	\$6.54	\$9.25
1 1/2 inch	1.8	\$1.64	\$1.38	\$3.02	\$6.54	\$9.56
2 inch	2.9	\$1.64	\$2.23	\$3.87	\$6.54	\$10.41
3 inch	11.0	\$1.64	\$8.45	\$10.09	\$6.54	\$16.63
4 inch	14.0	\$1.64	\$10.75	\$12.39	\$6.54	\$18.93
6 inch	21.0	\$1.64	\$16.12	\$17.76	\$6.54	\$24.30
Metered Usage Charge:		\$1.413/ccf				

### Wastewater Unit Costs

The components of the wastewater revenue requirements are initially classified as fixed or variable costs using the same classification methodology as the water system. In addition, the costs are allocated to the parameters of flow, BOD and suspended solids. Typically in a wastewater system, 75% of the total revenue requirement is related to the treatment function and 25% is related to the collection function. The treatment function costs are allocated equally to flow, BOD and suspended solids. Collection function costs are allocated to entirely to flow. This results in an overall allocation of 50% to flow, 25% to BOD and 25% to suspended solids. All costs are adjusted by prorated vacant parcel revenue, interest income and funds used for rate stabilization.

Unit costs are calculated by dividing the fixed and variable costs for each parameter by the total annual discharge of that parameter from all parcels. For example, the fixed costs allocated to BOD are divided by the total pounds of BOD discharged by all customers. This results in a unit cost expressed as dollars per pound of BOD. Unit variable costs for each parameter are calculated in a similar manner. The calculated unit costs for the study period are shown in Tables 37 and 38.

**Table 37**  
**2011/12 Wastewater Unit Costs**

Item	Table No.	Total	Fixed Costs				Variable Costs			
			Total	Flow	BOD	SS	Total	Flow	BOD	SS
Operating Expenses:	23									
Veolia Water		\$688,800	\$516,600	\$258,300	\$129,150	\$129,150	\$172,200	\$86,100	\$43,050	\$43,050
Electrical Cost		\$370,000					\$370,000	\$185,000	\$92,500	\$92,500
Chemicals/Odor Materials		\$40,000					\$40,000	\$20,000	\$10,000	\$10,000
Other Operating Expenses		\$1,069,100	\$1,069,100	\$534,550	\$267,275	\$267,275				
<b>Total Operating Expenses</b>		<b>\$2,167,900</b>	<b>\$1,585,700</b>	<b>\$792,850</b>	<b>\$396,425</b>	<b>\$396,425</b>	<b>\$582,200</b>	<b>\$291,100</b>	<b>\$145,550</b>	<b>\$145,550</b>
Capital Projects	25	\$1,259,665	\$1,259,665	\$629,833	\$314,916	\$314,916				
Replacement Funding	26	\$226,000	\$226,000	\$113,000	\$56,500	\$56,500				
<b>Total Revenue Requirement</b>		<b>\$3,653,565</b>	<b>\$3,071,365</b>	<b>\$1,535,683</b>	<b>\$767,841</b>	<b>\$767,841</b>	<b>\$582,200</b>	<b>\$291,100</b>	<b>\$145,550</b>	<b>\$145,550</b>
Adjustments:										
Miscellaneous Revenues	28	(\$27,600)	(\$23,202)	(\$11,601)	(\$5,800)	(\$5,800)	(\$4,398)	(\$2,199)	(\$1,100)	(\$1,100)
Vacant Parcel Revenue	20	(\$79,968)	(\$67,225)	(\$33,613)	(\$16,806)	(\$16,806)	(\$12,743)	(\$6,371)	(\$3,186)	(\$3,186)
<b>Net Revenue Requirement</b>		<b>\$3,545,997</b>	<b>\$2,980,938</b>	<b>\$1,490,469</b>	<b>\$745,235</b>	<b>\$745,235</b>	<b>\$565,059</b>	<b>\$282,529</b>	<b>\$141,263</b>	<b>\$141,265</b>
Total Discharge	16			856,786 ccf/year	977,663 lbs/year	1,085,496 lbs/year		856,786 ccf/year	977,663 lbs/year	1,085,496 lbs/year
Unit Costs				\$1.73960 \$/ccf	\$0.76226 \$/lb	\$0.68654 \$/lb		\$0.32975 \$/ccf	\$0.14449 \$/lb	\$0.13014 \$/lb
<b>Total Fixed and Variable Unit Costs</b>				<b>\$2.06936 \$/ccf</b>	<b>\$0.90675 \$/lb</b>	<b>\$0.81668 \$/lb</b>				

**Table 38**  
**2012/13 Wastewater Unit Costs**

Item	Table No.	Total	Fixed Costs				Variable Costs			
			Total	Flow	BOD	SS	Total	Flow	BOD	SS
Operating Expenses:	23									
Veolia Water		\$709,464	\$532,098	\$266,049	\$133,025	\$133,025	\$177,366	\$88,683	\$44,342	\$44,342
Electrical Cost		\$381,100					\$381,100	\$190,550	\$95,275	\$95,275
Chemicals/Odor Materials		\$41,200					\$41,200	\$20,600	\$10,300	\$10,300
Other Operating Expenses		\$1,106,423	\$1,106,423	\$553,212	\$276,606	\$276,606				
<b>Total Operating Expenses</b>		<b>\$2,238,187</b>	<b>\$1,638,521</b>	<b>\$819,261</b>	<b>\$409,630</b>	<b>\$409,630</b>	<b>\$599,666</b>	<b>\$299,833</b>	<b>\$149,917</b>	<b>\$149,917</b>
Capital Projects	25	\$1,380,000	\$1,380,000	\$690,000	\$345,000	\$345,000				
Replacement Funding	26	\$220,000	\$220,000	\$110,000	\$55,000	\$55,000				
<b>Total Revenue Requirement</b>		<b>\$3,838,187</b>	<b>\$3,238,521</b>	<b>\$1,619,261</b>	<b>\$809,630</b>	<b>\$809,630</b>	<b>\$599,666</b>	<b>\$299,833</b>	<b>\$149,917</b>	<b>\$149,917</b>
Adjustments:										
Miscellaneous Revenues	28	(\$27,600)	(\$23,288)	(\$11,644)	(\$5,822)	(\$5,822)	(\$4,312)	(\$2,156)	(\$1,078)	(\$1,078)
Vacant Parcel Revenue	20	(\$79,968)	(\$67,474)	(\$33,737)	(\$16,869)	(\$16,869)	(\$12,494)	(\$6,247)	(\$3,123)	(\$3,123)
<b>Net Revenue Requirement</b>		<b>\$3,730,619</b>	<b>\$3,147,759</b>	<b>\$1,573,880</b>	<b>\$786,940</b>	<b>\$786,940</b>	<b>\$582,860</b>	<b>\$291,430</b>	<b>\$145,715</b>	<b>\$145,715</b>
Total Discharge	16			856,786 ccf/year	977,663 lbs/year	1,085,496 lbs/year		856,786 ccf/year	977,663 lbs/year	1,085,496 lbs/year
Unit Costs				\$1.83696 \$/ccf	\$0.80492 \$/lb	\$0.72496 \$/lb		\$0.34014 \$/ccf	\$0.14904 \$/lb	\$0.13424 \$/lb
<b>Total Fixed and Variable Unit Costs</b>				<b>\$2.17710 \$/ccf</b>	<b>\$0.95396 \$/lb</b>	<b>\$0.85920 \$/lb</b>				

**Wastewater Rates**

The discharges assigned to each residential classification in Table 12, the pollutant strengths in Table 15 and the total unit costs in Tables 37 and 38 are used to develop the proposed residential and nonresidential wastewater rates. Total discharge rates, in terms of dollars per hundred cubic feet, are based on both the volume of wastewater and the quantities of pollutants in the wastewater. They are the sum of the following three items: (1) the unit flow cost, (2) the pounds of BOD in each hundred cubic feet multiplied by the BOD unit cost per pound, and (3) the pounds of suspended solids in each hundred cubic feet multiplied by the suspended solids unit cost per pound. The charges for residential customers are equivalent to the assigned monthly discharge multiplied by the total residential discharge rate. The charges for nonresidential customers are equivalent to the metered use multiplied by the total discharge rate for each specific classification.

The residential and nonresidential wastewater rates are based on the same unit costs and meet the requirement that they be proportional to the cost of service attributable to each customer. Calculations of the proposed wastewater rates for the study period are shown in Tables 39 and 40.

**Table 39  
Proposed 2011/12 Wastewater Rates**

Classification	Monthly Discharge (ccf/month)	Strength		Unit Costs					Total Discharge (\$/ccf)	Total Monthly (\$/month)
		BOD (mg/l)	SS (mg/l)	Flow (\$/ccf)	BOD @ \$0.90675/lb (lbs/ccf)	SS @ \$0.81668/lb (lbs/ccf)	SS @ \$0.81668/lb (\$/ccf)			
<b>Residential</b>										
Single Family	13.00	175	200	\$2.069	1.09	\$0.990	1.25	\$1.019	\$4.078	\$53.02
Multiple Family/Condos	9.75	175	200	\$2.069	1.09	\$0.990	1.25	\$1.019	\$4.078	\$39.76
<b>Nonresidential</b>										
	<b>Metered</b>									
Business/Gov./Clubs		150	150	\$2.069	0.94	\$0.848	0.94	\$0.764	\$3.682	
Restaurants/Bars/Dining		1,000	600	\$2.069	6.24	\$5.657	3.74	\$3.057	\$10.783	
Schools		130	100	\$2.069	0.81	\$0.735	0.62	\$0.509	\$3.314	
Other Domestic Strength		150	150	\$2.069	0.94	\$0.848	0.94	\$0.764	\$3.682	

**Table 40  
Proposed 2012/13 Wastewater Rates**

Classification	Monthly Discharge (ccf/month)	Strength		Unit Costs					Total Discharge (\$/ccf)	Total Monthly (\$/month)
		BOD (mg/l)	SS (mg/l)	Flow (\$/ccf)	BOD @ \$0.95396/lb (lbs/ccf)	SS @ \$0.85920/lb (lbs/ccf)	SS @ \$0.85920/lb (\$/ccf)			
Residential										
Single Family	13.00	175	200	\$2.177	1.09	\$1.041	1.25	\$1.072	\$4.291	\$55.78
Multiple Family/Condos	9.75	175	200	\$2.177	1.09	\$1.041	1.25	\$1.072	\$4.291	\$41.83
Nonresidential	Metered									
Business/Gov./Clubs		150	150	\$2.177	0.94	\$0.893	0.94	\$0.804	\$3.874	
Restaurants/Bars/Dining		1,000	600	\$2.177	6.24	\$5.951	3.74	\$3.216	\$11.344	
Schools		130	100	\$2.177	0.81	\$0.774	0.62	\$0.536	\$3.487	
Other Domestic Strength		150	150	\$2.177	0.94	\$0.893	0.94	\$0.804	\$3.874	

### Proposed Rates Increases

A comparison of the existing and proposed rates for residential customers is shown in Table 41. This comparison is based on the proposed water rates shown in Tables 33 through 36 and the proposed wastewater rates shown in Tables 39 and 40. Charges for nonresidential customers will vary with actual metered usage and classification. The current fee for vacant parcels will be retained. The overall rate increases for the two-year study period are shown in Table 42.

**Table 41  
Proposed Residential Rate Increases**

Type	Parcel Size (Square Feet)	Service	FY 2010/11	FY 2011/12		FY 2012/13	
			Yearly (\$/year)	Yearly (\$/year)	Increase (\$/year)	Yearly (\$/year)	Increase (\$/year)
Unmetered							
Single Family	Under 5,000	Water	\$225.00	\$285.60		\$371.04	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$757.56	\$921.84	22%	\$1,040.40	13%
Single Family	5,000 - 10,000	Water	\$285.24	\$361.80		\$468.60	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$817.80	\$998.04	22%	\$1,137.96	14%
Single Family	10,001 - 15,000	Water	\$345.48	\$438.00		\$566.04	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$878.04	\$1,074.24	22%	\$1,235.40	15%
Multiple Family & Condominiums	Under 5,000	Water	\$225.00	\$285.60		\$371.04	
		Wastewater	\$399.48	\$477.12		\$501.96	
		Total	\$624.48	\$762.72	22%	\$873.00	14%
Multiple Family & Condominiums - No Irrigation	Under 5,000	Water	\$225.00	\$186.24		\$243.84	
		Wastewater	\$399.48	\$477.12		\$501.96	
		Total	\$624.48	\$663.36	6%	\$745.80	12%
Metered							
Single Family	18 ccf/month	Water	\$242.40	\$327.00		\$416.40	
		Wastewater	\$532.56	\$636.24		\$669.36	
		Total	\$774.96	\$963.24	24%	\$1,085.76	13%

**Table 42  
Proposed Overall Rate Increases**

Item	Fiscal Year		
	2010/11	2011/12	2012/13
<b>Water System</b>			
Residential	\$1,468,999	\$1,873,290	\$2,412,701
Nonresidential	\$165,456	\$226,932	\$289,451
Vacant Parcels	\$63,712	\$63,712	\$63,712
Total Revenues	\$1,698,167	\$2,163,934	\$2,765,864
Rate Increase		27.4%	27.8%
<b>Wastewater System</b>			
Residential	\$2,841,283	\$3,394,128	\$3,570,843
Nonresidential	\$127,312	\$151,869	\$159,776
Vacant Parcels	\$79,968	\$79,968	\$79,968
Total Revenues	\$3,048,563	\$3,625,965	\$3,810,587
Rate Increase		18.9%	5.1%
<b>Both Systems</b>			
Total Revenues	\$4,746,730	\$5,789,899	\$6,576,451
Rate Increase		22.0%	13.6%



<b>TOWN OF DISCOVERY BAY CSD</b>						
<b>CAPITAL Improvement Program - FY 11/12</b>						
Approval 6/15/11						
Acct. #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 Approved Budget
<b>SEWER</b>						
0107-008	Wetlands Trial @ WWTP #1 - Voted in 3/21/07	\$12,090	\$0		\$0	
0910-001	Carport for Equipment	\$9,427	\$0		\$0	
0910-002	Catch Basin for Vac-Truck	\$55,387	\$0		\$0	
0910-004	Manhole Rehabilitation Project	\$0	\$15,000	\$24,070	(\$9,070)	\$15,000
0910-005	Landscape @ Plant #1	\$2,636	\$5,000	\$0	\$5,000	\$7,000
0910-006	Replace Sewer Main - Discovery Point	\$0	\$0	\$175,550	(\$175,550)	
0910-007	UV System Upgrade	\$457,297	\$0	\$315,027	(\$315,027)	\$23,665
0910-008	Salinity Study Project	\$0	\$200,000	\$0	\$200,000	\$70,000
0910-009	Pumps/Motors Replacement	\$35,470	\$0	\$20,000	(\$20,000)	
0910-010	Wetlands	\$8,304	\$85,000	\$0	\$85,000	
1011-001	By-Pass Pipeline	\$0	\$80,000	\$10,708	\$69,292	
1011-002	Upgrade/Replace SCADA PLC's (Multi Year)	\$0	\$20,000	\$0	\$20,000	\$25,000
1011-003	Bio-Solids Pumps (2) Wet Well	\$0	\$22,000	\$0	\$22,000	\$20,000
1011-004	Rehab Lift Station W	\$0	\$60,000	\$500	\$59,500	\$20,000
1011-005	Bypass Valve Lift Station S	\$0	\$12,000	\$0	\$12,000	\$10,000
1011-006	Metal Cover for UV Area *	\$0	\$125,000	\$0	\$125,000	\$25,000
1011-007	Clarifier Cleaning Devices	\$0	\$25,000	\$0	\$25,000	
1011-008	Paving for Bio-Solids Containment Area	\$0	\$15,000	\$0	\$15,000	\$15,000
1011-009	New Moles (2)	\$0	\$80,000	\$78,000	\$2,000	
1011-010	Road Crossing Ramps	\$0	\$25,000	\$0	\$25,000	\$15,000
1011-022	Emergency Sewer Main Repairs - Cherry Hills			\$100,000	(\$100,000)	
1112-001	Trailer Trash-Pump				\$0	\$20,000
1112-002	Raise Manholes				\$0	\$20,000
1112-003	Beltpress - Bio-sollids Area (Multi-year)				\$0	\$800,000
1112-009	Collection System Pump Station Improvements					\$40,000
	<b>Sewer Sub Total</b>	<b>\$581,376</b>	<b>\$769,000</b>	<b>\$723,855</b>	<b>\$45,145</b>	<b>\$1,125,665</b>

<b>WATER</b>						
0105-003	Develop Water Meter Plan	\$592			\$0	
0809-002	Well #6 Design & Drill Test Hole	\$475,615	\$0		\$0	
0910-011	Security Door Locks (12)	\$12,980	\$6,000		\$6,000	\$8,000
0910-012	Ladder Vandel Guard	\$0	\$2,000		\$2,000	\$10,000
0910-013	Pumps / Motors Replacement	\$2,972	\$0		\$0	
0910-014	Water Meter Program (Multi-Year)	\$63,079	\$500,000	\$21,360	\$478,640	\$500,000
0910-000	Water Meter Program: Reimbursements		-\$500,000	\$0	(\$500,000)	(\$500,000)
1011-011	Filter Media Replacement		\$40,000	\$45,769	(\$5,769)	
1011-013	Rehabilitate Well(s)		\$30,000	\$10,335	\$19,665	\$30,000
1011-015	Water Meter Trailer		\$20,000	\$0	\$20,000	\$0
1112-006	New Well #7 (Multi-Year)				\$0	\$40,000
1112-008	Install Water Well Transducers & Wellhead Survey					\$36,000
	<b>Water Sub Total</b>	<b>\$555,238</b>	<b>\$98,000</b>	<b>\$77,464</b>	<b>\$20,536</b>	<b>\$124,000</b>

<b>MISC.</b>						
0910-015	Replace District Office Roof	\$0	\$0	\$20,000	(\$20,000)	
0910-017	Forklift	\$7,251			\$0	
1011-016	Pickup Truck (1)		\$20,000	\$0	\$20,000	
1011-017	K-Rail for Bulk Material		\$15,000	\$0	\$15,000	
1011-018	Portable Message Units		\$30,000	\$0	\$30,000	\$0
1011-019	GPS Tracking Device		\$12,000	\$0	\$12,000	
1011-020	Replace Fence Near Marina		\$15,000	\$0	\$15,000	
1011-021	New Chairs for Board Room		\$6,000	\$0	\$6,000	
	<b>Misc. Sub Total</b>	<b>\$7,251</b>	<b>\$98,000</b>	<b>\$20,000</b>	<b>\$78,000</b>	<b>\$0</b>

	<b>Total Capital Budget</b>	<b>\$1,143,865</b>	<b>\$965,000</b>	<b>\$821,319</b>	<b>\$143,681</b>	<b>\$1,249,665</b>
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<b>Infrastructure Replacement Fund</b>						
1112-008	Sewer Infrastructure Replacement Program					\$150,000
1112-009	Pumps/Motors Replacement Program					\$40,000
1011-010	Water Infrastructure Replacement Program		\$50,000	\$0	\$50,000	\$100,000
1112-011	Facilities and Vehicles Replacement Fund					\$30,000
	<b>Total Replacement Fund</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$320,000</b>
	<b>Total Replacement Fund &amp; Capital Budget</b>	<b>\$1,143,865</b>	<b>\$1,015,000</b>	<b>\$821,319</b>	<b>\$193,681</b>	<b>\$1,569,665</b>



<b>TOWN OF DISCOVERY BAY CSD</b>						
<b>O&amp;M BUDGET - FY 11/12</b>						
Approved 6/15/11						
Obj #	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 Approved Budget
<b>Salary &amp; Wages</b>						
7001	Salary & Wages	\$492,397	\$526,000	\$516,870	\$9,130	\$531,551
7005	Overtime	\$0	\$0	\$5,000	(\$5,000)	\$5,000
7007	Auto Allowance			\$4,200	(\$4,200)	\$4,200
7010	Payroll Taxes	\$0	\$0	\$52,607	(\$52,607)	\$53,655
7011	Group Insurance (Partial EE Reimb)		\$52,500	\$22,200	\$30,300	\$44,400
7021	Landscape Related Salary & Wages (Reimb)	\$0	\$121,000	\$107,150	\$13,850	\$157,737
7022	Landscape Related Overtime (Reimb)	\$0	\$0	\$1,000	(\$1,000)	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$0	\$0	\$10,800	(\$10,800)	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$0		\$11,800	(\$11,800)	\$23,600
7030	Worker's Comp	\$0	\$6,000	\$6,000	\$0	\$8,000
	<b>Sub-Total</b>	<b>\$492,397</b>	<b>\$705,500</b>	<b>\$737,627</b>	<b>(\$32,127)</b>	<b>\$847,216</b>
<b>Board of Directors</b>						
7101	Compensation	\$25,038	\$36,000	\$25,000	\$11,000	\$36,000
7102	Travel & Training	\$312	\$600	\$300	\$300	\$2,500
	<b>Sub-Total</b>	<b>\$25,350</b>	<b>\$36,600</b>	<b>\$25,300</b>	<b>\$11,300</b>	<b>\$38,500</b>
<b>Contractual Services</b>						
7205	Legal Services	\$87,417	\$80,000	\$76,000	\$4,000	\$80,000
7210	Consulting Services *	\$104,787	\$210,000	\$165,000	\$45,000	\$210,000
7215	Water & Wastewater Services Contract	\$1,079,476	\$1,173,000	\$1,060,000	\$113,000	\$1,148,000
7220	Liability Insurance	\$102,503	\$48,000	\$48,000	\$0	\$50,000
7225	Accounting Financial Services	\$21,025	\$35,000	\$29,580	\$5,420	\$30,000
	<b>Sub-Total</b>	<b>\$1,395,208</b>	<b>\$1,546,000</b>	<b>\$1,378,580</b>	<b>\$167,420</b>	<b>\$1,518,000</b>
<b>Operations &amp; Maintenance</b>						
7301	General Repairs - Water/Sewer	\$554,147	\$350,000	\$650,000	(\$300,000)	\$550,000
7305	General Repairs - Pumps	\$0	\$150,000	\$115,000	\$35,000	\$100,000
7310	NTR/SIP Testing - RWQCB	\$0	\$15,000	\$0	\$15,000	\$5,000
7312	Preventive & Corrective Fund	\$101,819	\$80,000	\$70,000	\$10,000	\$107,000
7330	Chemicals/Odor Supplies	\$97,797	\$65,000	\$100,000	(\$35,000)	\$100,000
7385	NPDES NOV Fines (s)	\$0	\$25,000	\$15,000	\$10,000	\$25,000
7410	Copier Maintenance	\$4,697	\$4,500	\$3,000	\$1,500	\$4,500
7414	Outsource of Water Billing	0	\$24,000	\$0	\$24,000	\$15,000
7420	Postage	\$0	\$2,500	\$12,000	(\$9,500)	\$2,500
7430	Office Supplies	\$17,497	\$8,000	\$6,500	\$1,500	\$8,000
7440	Public Communications & Noticing	\$13,367	\$5,000	\$4,000	\$1,000	\$5,000
7450	Election Expenses	\$0	\$12,000	\$5,281	\$6,719	\$0
7460	Memberships	\$28,073	\$16,000	\$16,023	(\$23)	\$17,500
7470	Rent - Public Meetings	\$0	\$500	\$0	\$500	\$500
7480	Permits	\$29,233	\$50,000	\$38,000	\$12,000	\$40,000
7490	Travel & Training	\$1,716	\$2,500	\$2,700	(\$200)	\$3,000
7510	Info Systems Maintenance	\$29,109	\$1,000	\$4,500	(\$3,500)	\$2,500
7520	Cellular Communications/Data	\$4,849	\$4,500	\$6,300	(\$1,800)	\$6,500
7535	Electrical Cost (water)	\$328,208	\$300,000	\$335,000	(\$35,000)	\$335,000
7537	Electrical Cost (sewer)	\$371,784	\$325,000	\$370,000	(\$45,000)	\$370,000
7550	Telephone	\$6,371	\$4,000	\$4,200	(\$200)	\$4,800
7620	Special Equipment	\$4,699	\$3,000	\$1,000	\$2,000	\$3,000
7630	Facility Maintenance/Landscape	\$23,632	\$15,000	\$20,000	(\$5,000)	\$15,000
7665	Office Buildings/Improvements	\$21,877	\$10,000	\$6,000	\$4,000	\$10,000
7670	Office Equipment/Software	\$30,035	\$8,000	\$3,500	\$4,500	\$30,000
7680	Office Furnishings	\$1,456	\$1,000	\$397	\$603	\$1,000
7685	Miscellaneous Small Tools	\$6,193	\$3,500	\$6,500	(\$3,000)	\$3,500
7690	Equipment Maintenance/Fuel	\$25,323	\$19,000	\$25,100	(\$6,100)	\$20,000
7925	Miscellaneous Bank Charges	\$0	\$0	\$450	(\$450)	\$500
7950	Miscellaneous Services & Supplies	\$161,203	\$12,000	\$2,000	\$10,000	\$2,500
7951	Miscellaneous Reimbursable	\$0	\$10,000	\$500	\$9,500	\$1,000
7952	Landscape Related Reimbursables	\$0	\$100,000	\$100,000	\$0	\$200,000
7970	Unrecoverable Charges			\$5,000	(\$5,000)	\$5,000
7990	G.F. Expenditures			\$0	\$0	\$0
	<b>Sub-Total</b>	<b>\$1,863,085</b>	<b>\$1,626,000</b>	<b>\$1,927,951</b>	<b>(\$301,951)</b>	<b>\$1,993,300</b>
<b>Inter-Governmental Charges</b>						
7805	Revenue Collection	\$5,153	\$5,500	\$4,640	\$860	\$6,000
7810-0810	Investment Fee	\$0	\$700	\$400	\$300	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$0	\$0	\$480	(\$480)	\$480
7820	Accounting (A/P, A/R, GL)	\$0	\$2,500	\$2,000	\$500	\$2,000
7825	Public Works - Permits	\$21,180	\$6,000	\$13,000	(\$7,000)	\$10,000
7850	Property Taxes			\$8,313	(\$8,313)	\$10,000
	<b>Sub-Total</b>	<b>\$26,333</b>	<b>\$14,700</b>	<b>\$28,833</b>	<b>(\$14,133)</b>	<b>\$28,680</b>
<b>TOTAL O&amp;M Budget</b>						
		<b>\$3,802,373</b>	<b>\$3,928,800</b>	<b>\$4,098,291</b>	<b>(\$169,491)</b>	<b>\$4,425,696</b>



TOWN OF DISCOVERY BAY CSD						
REVENUE PROJECTIONS - FY 11/12						
Approved 6/15/11						
Acct#	Account Description	2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 Approved Budget
9000	Revenue					
9110	General Fund			\$2,000	\$2,000	\$0
9210	Property Tax Revenue		\$4,165,000	\$4,120,050	(\$44,950)	\$4,754,252
9220	Commercial Water & Sewer		\$240,000	\$240,000	\$0	\$365,266
9230	Residential Water		\$372,000	\$432,000	\$60,000	\$436,381
9240	Sewer/Water Permits		\$1,150	\$950	(\$200)	\$0
9250	Sewer Capacity Fee		\$2,789	\$0	(\$2,789)	\$0
9260	Water Capacity Fee		\$297	\$0	(\$297)	\$0
9270	Investments/CCC		\$10,778	\$8,000	(\$2,778)	\$10,000
9310	Misc. Reimbursements		\$39,882		(\$39,882)	\$10,000
9320	Misc Receivables		\$13,686	\$2,000	(\$11,686)	\$2,000
9410	EE Group Insurance Contributions		\$0	\$8,590	\$8,590	\$17,052
9420	Landscape Related Payroll Reimbursements			\$118,950	\$118,950	\$176,810
9430	Landscape Related Reimbursements			\$100,000	\$100,000	\$200,000
9450	Landscape Related Group Ins (Partial EE Reimb)			\$6,110	\$6,110	\$23,600
	Contribution from Reserves		\$0	\$100,000	\$100,000	
	<b>GRAND TOTAL REVENUE</b>	\$0	\$4,845,582	\$5,138,650	\$293,068	\$5,995,361

TOWN OF DISCOVERY BAY CSD						
SUMMARY						
		2009/2010 ACTUALS	2010/2011 BUDGET	2010/2011 Projected ACTUALS	2010/2011 Year End Variance	2011/2012 Approved Budget
	TOTAL O&M BUDGET	\$3,802,373	\$3,928,800	\$4,098,291	(\$169,491)	\$4,425,696
	TOTAL CAPITAL BUDGET	\$1,143,865	\$965,000	\$821,319	\$143,681	\$1,249,665
	TOTAL REPLACEMENT FUND	\$0	\$50,000	\$0	\$50,000	\$320,000
	CONTRIBUTION TO RESERVES		\$0	\$100,000	(\$100,000)	
	<b>GRAND TOTAL EXPENSE BUDGETS</b>	\$4,946,238	\$4,893,800	\$5,019,610	(\$75,810)	\$5,995,361
	<b>GRAND TOTAL REVENUE BUDGETS</b>	\$0	\$4,845,582	\$5,138,650	\$293,068	\$5,995,361
	<b>VARIANCE</b>	(\$4,946,238)	(\$48,218)	\$119,040	\$217,258	\$0

WATER BOARD  
 6-16-11

**Table 1**  
**Town of Discovery Bay CSD**  
**Proposed 2011/12 - 2012/13 Water Rates**  
**Option 2 : Existing Rate Structure with Multiple Family Rate Adjustment**

Residential Unmetered	Existing FY 2010/11		Proposed FY 2011/12		Proposed FY 2012/13	
	Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)
Parcel Size (Square Feet/DU)						
Multiple Family - No Irrigation	\$18.75	\$225.00	\$15.05	\$180.60	\$20.31	\$243.72
Under 5,000	\$18.75	\$225.00	\$23.11	\$277.32	\$30.91	\$370.92
5,000 - 10,000	\$23.77	\$285.24	\$29.29	\$351.48	\$39.04	\$468.48
10,001 - 15,000	\$28.79	\$345.48	\$35.47	\$425.64	\$47.17	\$566.04
Over 15,000,	\$28.79	\$345.48	\$35.47	\$425.64	\$47.17	\$566.04
Plus Each Additional 1,000	\$1.67	\$20.04	\$2.06	\$24.72	\$2.71	\$32.52
All Metered	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Nonirrigation Account Charge:						
5/8" Inch Meter	\$5.49		\$6.90		\$8.95	
1 Inch Meter	\$5.74		\$7.19		\$9.26	
1 1/2 Inch Meter	\$5.98		\$7.49		\$9.57	
2 Inch Meter	\$6.66		\$8.31		\$10.41	
3 Inch Meter	\$11.61		\$14.31		\$16.65	
4 Inch Meter	\$13.45		\$16.54		\$18.96	
6 Inch Meter	\$17.73		\$21.73		\$24.36	
Irrigation Account Charge:						
5/8" Inch Meter	\$1.80		\$2.33		\$2.42	
1 Inch Meter	\$2.05		\$2.62		\$2.73	
1 1/2 Inch Meter	\$2.29		\$2.92		\$3.03	
2 Inch Meter	\$2.97		\$3.74		\$3.88	
3 Inch Meter	\$7.92		\$9.74		\$10.12	
4 Inch Meter	\$9.76		\$11.97		\$12.43	
6 Inch Meter	\$14.04		\$17.16		\$17.83	
Metered Usage Charge:						
All Usage		\$0.803		\$1.075		\$1.413

DU = Dwelling Unit  
 ccf = 100 cubic feet = 748 gallons

6/10/2011

**Table 2**  
**Town of Discovery Bay CSD**  
**Proposed 2011/12 - 2012/13 Wastewater Rates**

Residential Unmetered	Existing FY 2010/11		Proposed FY 2011/12		Proposed FY 2012/13	
	Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)
Single Family - Each DU	\$44.38	\$532.56	\$50.39	\$604.68	\$55.77	\$669.24
Multiple Family/Condos - Each D	\$33.29	\$399.48	\$37.79	\$453.48	\$41.83	\$501.96
Nonresidential Metered	Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs	\$3.082		\$3.499		\$3.873	
Restaurants/Bars/Dining Facilitie	\$9.048		\$10.248		\$11.343	
Schools	\$2.773		\$3.150		\$3.486	
Other Domestic Strength Users	\$3.082		\$3.499		\$3.873	

DU = Dwelling Unit  
ccf = 100 cubic feet = 748 gallons

6/10/2011

**Table 3**  
**Town of Discovery Bay CSD**  
**Proposed Water and Wastewater Charges**  
**Option 2 - Existing Rate Structure with Multiple Family Rate Adjustment**

Customer	2010/11	2011/12		2012/13		Units
	Charge	Charge	Increase	Charge	Increase	
<b>Residential Unmetered</b>						
Single Family, Under 5,000 SF						
Water	\$18.75	\$23.11	23.3%	\$30.91	33.8%	\$/month
Wastewater	\$44.38	\$50.39	13.5%	\$55.77	10.7%	\$/month
Total	\$63.13	\$73.49	16.4%	\$86.68	17.9%	\$/month
	\$757.57	\$881.94	16.4%	\$1,040.19	17.9%	\$/year
Single Family, 5-10,000 SF						
Water	\$23.77	\$29.29	23.2%	\$39.04	33.3%	\$/month
Wastewater	\$44.38	\$50.39	13.5%	\$55.77	10.7%	\$/month
Total	\$68.15	\$79.68	16.9%	\$94.81	19.0%	\$/month
	\$817.81	\$956.10	16.9%	\$1,137.71	19.0%	\$/year
Single Family, 10-15,000 SF						
Water	\$28.79	\$35.47	23.2%	\$47.17	33.0%	\$/month
Wastewater	\$44.38	\$50.39	13.5%	\$55.77	10.7%	\$/month
Total	\$73.17	\$85.86	17.3%	\$102.94	19.9%	\$/month
	\$878.05	\$1,030.26	17.3%	\$1,235.23	19.9%	\$/year
Multiple Family, Condominiums, Under 5,000 SF						
Water	\$18.75	\$23.11	23.3%	\$30.91	33.8%	\$/month
Wastewater	\$33.29	\$37.79	13.5%	\$41.83	10.7%	\$/month
Total	\$52.04	\$60.90	17.0%	\$72.74	19.4%	\$/month
	\$624.43	\$730.78	17.0%	\$872.88	19.4%	\$/year
Multiple Family, Condominiums, No Irrigation						
Water	\$18.75	\$15.05	-19.7%	\$20.31	35.0%	\$/month
Wastewater	\$33.29	\$37.79	13.5%	\$41.83	10.7%	\$/month
Total	\$52.04	\$52.84	1.5%	\$62.14	17.6%	\$/month
	\$624.43	\$634.05	1.5%	\$745.68	17.6%	\$/year
<b>Residential Metered</b>						
Single Family, 18 CCF/Month						
Water	\$20.20	\$26.54	31.4%	\$34.70	30.7%	\$/month
Wastewater	\$44.38	\$50.39	13.5%	\$55.77	10.7%	\$/month
Total	\$64.58	\$76.92	19.1%	\$90.47	17.6%	\$/month
	\$774.92	\$923.10	19.1%	\$1,085.62	17.6%	\$/year
Vacant Parcels						
Water	\$14.67	\$14.67	0.0%	\$14.67	0.0%	\$/month
Wastewater	\$18.67	\$18.67	0.0%	\$18.67	0.0%	\$/month
Total	\$33.33	\$33.33	0.0%	\$33.33	0.0%	\$/month
	\$400.00	\$400.00	0.0%	\$400.00	0.0%	\$/year
Nonresidential Metered Sandy Cove Shopping Center						
Water	\$6,208	\$8,132	31.0%	\$10,616	30.5%	\$/year
Wastewater	\$30,437	\$34,481	13.3%	\$38,166	10.7%	\$/year
Total	\$36,645	\$42,613	16.3%	\$48,783	14.5%	\$/year
Overall Rate Increase						2 Year Average
Water			24.0%		31.3%	27.6%
Wastewater			13.2%		10.4%	11.8%
Total			17.0%		18.4%	17.7%
<b>Rate Stabilization</b>						
Cash Generated or (Used)						
Water		\$0		\$0		
Wastewater		\$0		\$0		
Total		\$0		\$0		
Ending Cash Balances (1)						
July-Dec.		\$2,835,305		\$2,400,324		
Jan.-June	\$5,263,560	\$5,263,560		\$5,263,560		

(1) Cash balance includes \$3 million in reserves.

**Town of Discovery Bay CSD**  
**Overall Rate Increase Tables for 2010/11 vs. 2011/12 & 2011/12 vs. 2012/13**  
**By Parcel Size Chart**

Discovery Bay's Parcel Size/Sq. ft.	2010/11 Increase Rate per Year			2011/12 Increase Rate per Year			\$ Increase Per Year
	Water Rate	Sewer Rate	Total	Water Rate	Sewer Rate	Total	
under 5,000 condo w/no irrigation	\$225.00	\$399.48	\$624.48	\$180.60	\$453.48	\$634.08	\$9.60
under 5,000 condo w/irrigation	\$225.00	\$399.48	\$624.48	\$277.32	\$453.48	\$730.80	\$106.32
under 5,000 homes	\$225.00	\$532.56	\$757.56	\$277.32	\$604.68	\$882.00	\$124.44
5,000 to 10,000	\$285.24	\$532.56	\$817.80	\$351.48	\$604.68	\$956.16	\$138.36
10,001 to 15,000	\$345.48	\$532.56	\$878.04	\$425.64	\$604.68	\$1,030.32	\$152.28
15,001 to 16,000	\$365.52	\$532.56	\$898.08	\$450.36	\$604.68	\$1,055.04	\$156.96
16,001 to 17,000	\$385.56	\$532.56	\$918.12	\$475.08	\$604.68	\$1,079.76	\$161.64
17,001 to 18,000	\$405.60	\$532.56	\$938.16	\$499.80	\$604.68	\$1,104.48	\$166.32
18,001 to 19,000	\$425.64	\$532.56	\$958.20	\$524.52	\$604.68	\$1,129.20	\$171.00
19,001 to 20,000	\$445.68	\$532.56	\$978.24	\$549.24	\$604.68	\$1,153.92	\$175.68
20,001 to 21,000	\$465.72	\$532.56	\$998.28	\$573.96	\$604.68	\$1,178.64	\$180.36
21,001 to 22,000	\$485.76	\$532.56	\$1,018.32	\$598.68	\$604.68	\$1,203.36	\$185.04
22,001 to 23,000	\$505.80	\$532.56	\$1,038.36	\$623.40	\$604.68	\$1,228.08	\$189.72
23,001 to 24,000	\$525.84	\$532.56	\$1,058.40	\$648.12	\$604.68	\$1,252.80	\$194.40
24,001 to 25,000	\$545.88	\$532.56	\$1,078.44	\$672.84	\$604.68	\$1,277.52	\$199.08
25,001 to 26,000	\$565.92	\$532.56	\$1,098.48	\$697.56	\$604.68	\$1,302.24	\$203.76
26,001 to 27,000	\$585.96	\$532.56	\$1,118.52	\$722.28	\$604.68	\$1,326.96	\$208.44
33,001 to 34,000	\$726.24	\$532.56	\$1,258.80	\$870.60	\$604.68	\$1,475.28	\$216.48

Discovery Bay's Parcel Size/Sq. ft.	2011/12 Increase Rate per Year			2012/13 Increase Rate per Year			\$ Increase Per Year
	Water Rate	Sewer Rate	Total	Water Rate	Sewer Rate	Total	
under 5,000 condo w/no irrigation	\$180.60	\$453.48	\$634.08	\$243.72	\$501.96	\$745.68	\$111.60
under 5,000 condo w/irrigation	\$277.32	\$453.48	\$730.80	\$370.92	\$501.96	\$872.88	\$142.08
under 5,000 homes	\$277.32	\$604.68	\$882.00	\$370.92	\$669.24	\$1,040.16	\$158.16
5,000 to 10,000	\$351.48	\$604.68	\$956.16	\$468.48	\$669.24	\$1,137.72	\$181.56
10,001 to 15,000	\$425.64	\$604.68	\$1,030.32	\$566.04	\$669.24	\$1,235.28	\$204.96
15,001 to 16,000	\$450.36	\$604.68	\$1,055.04	\$598.56	\$669.24	\$1,267.80	\$212.76
16,001 to 17,000	\$475.08	\$604.68	\$1,079.76	\$631.08	\$669.24	\$1,300.32	\$220.56
17,001 to 18,000	\$499.80	\$604.68	\$1,104.48	\$663.60	\$669.24	\$1,332.84	\$228.36
18,001 to 19,000	\$524.52	\$604.68	\$1,129.20	\$696.12	\$669.24	\$1,365.36	\$236.16
19,001 to 20,000	\$549.24	\$604.68	\$1,153.92	\$728.64	\$669.24	\$1,397.88	\$243.96
20,001 to 21,000	\$573.96	\$604.68	\$1,178.64	\$761.16	\$669.24	\$1,430.40	\$251.76
21,001 to 22,000	\$598.68	\$604.68	\$1,203.36	\$793.68	\$669.24	\$1,462.92	\$259.56
22,001 to 23,000	\$623.40	\$604.68	\$1,228.08	\$826.20	\$669.24	\$1,495.44	\$267.36
23,001 to 24,000	\$648.12	\$604.68	\$1,252.80	\$858.72	\$669.24	\$1,527.96	\$275.16
24,001 to 25,000	\$672.84	\$604.68	\$1,277.52	\$891.24	\$669.24	\$1,560.48	\$282.96
25,001 to 26,000	\$697.56	\$604.68	\$1,302.24	\$923.76	\$669.24	\$1,593.00	\$290.76
26,001 to 27,000	\$722.28	\$604.68	\$1,326.96	\$956.28	\$669.24	\$1,625.52	\$298.56
33,001 to 34,000	\$870.60	\$604.68	\$1,475.28	\$1,151.40	\$669.24	\$1,820.64	\$345.36



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2011-13**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
ESTABLISHING CHARGES FOR WATER AND WASTEWATER SERVICE AND CONTINUING  
COLLECTION OF WATER AND WASTEWATER  
SERVICE CHARGES ON THE COUNTY ROLL**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District ("Board") has caused to be prepared a report entitled "Water and Wastewater Rate Study – Fiscal Years 2011/12 & 2012/13" by Hornberger Engineering of Campbell (called the "Report"); and

WHEREAS, the Board has adopted the Report on June 1, 2011; and

WHEREAS, the Board has determined that it is necessary to increase the water and wastewater service charges for metered users; and

WHEREAS, the Board has determined that it is necessary to increase the water and wastewater service charges for non-metered residential users and to collect such charges on the County tax rolls; and

WHEREAS, the Board has determined that it is necessary to accept and continue in effect those charges for water and sewer services established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by Town of Discovery Bay Community Services District Ordinance No. 1, including collection of those charges on the County tax rolls, for those users within the Town of Discovery Bay CSD which are not metered or are not non-metered residential users; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has prepared a report of all parcels in the district receiving water and wastewater services, and the amount of the charge for each parcel for the year; and that written notice of said report was mailed to each person to whom any parcel of real estate described in such report is assessed; and that the Town of Discovery Bay Community Services District has held a public hearing pursuant to Government Code section 61115; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has complied with the requirements of California Constitution Article XIII D, Section 6 (Proposition 218), and that no majority protest was received;

NOW THEREFORE BE IT RESOLVED the Board of Directors of the Town of Discovery Bay Community Services District as follows:

1. The above recitals are true and correct, and are incorporated as part of this Resolution.
2. For Fiscal Years 2011/2012 and 2012/2013 the water and wastewater are established as set forth in Table 1 and Table 2, attached hereto as Exhibit A.
3. The General Manager shall have the authority, in the event of a parcel having large irrigated areas, to reduce the sewer use component of the above rates to recognize that water for irrigation does not enter the wastewater system.



4. The rates for water and wastewater service for all parcels which are non-metered and are not included in the categories set forth in Exhibit A of this Resolution are continued at the level established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 13, and accepted and continued by the Town of Discovery Bay Community Services District Ordinance No. 1.
5. The Board finds and declares that the annual charge for non-metered water and wastewater services shall be collected on the Contra Costa County tax roll as set forth in Government Code §§ 61115 and following, and the Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file the report of such charges, and all other documents necessary, with the Auditor-Controller of Contra Costa County.
6. For fiscal year 2013/2014 and thereafter the rates set forth in this Resolution shall be changed each year as inflation rises or falls and the cost of labor to read metered water meters increases or decreases. This change shall be based on the Consumer Price Index for All Urban Consumers for the San Francisco-Oakland-San Jose, CA area. This percentage shall increase or decrease each fiscal year by using the CPI for the two (2) previous years.
7. The Board finds and declares that the adoption of this Resolution and the rates established herein is exempt from the requirements of the California Environmental Quality Act pursuant to Title 14, California Code of Regulations § 15273(a), and specifically adopts and incorporates herein as part of the record and as findings those sections of the Report which discuss the need for revenue, including the projected total operating expenses, the capital projects and the improvements required, and specifically finds and declares that the charges established herein are for the purposes specified in Title 14, California Code of Regulations, § 15273(a)(1) through 15273(a)(4).
8. The Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file a Notice of Exemption pursuant to Title 14, California Code of Regulations, §15062.

PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST, 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 August 3, 2011, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary

**EXHIBIT "A"**  
**Town of Discovery Bay CSD**  
**Proposed 2011/12 - 2012/13 Water & Wastewater Rates**

<b>Table 1 - WATER</b>		<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
Residential Unmetered		Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)	Monthly (\$/month/DU)	Yearly (\$/year/DU)
Parcel Size (Square Feet/DU)							
Multiple Family - No Irrigation		\$18.75	\$225.00	\$15.05	\$180.60	\$20.31	\$243.72
Under 5,000		\$18.75	\$225.00	\$23.11	\$277.32	\$30.91	\$370.92
5,000 - 10,000		\$23.77	\$285.24	\$29.29	\$351.48	\$39.04	\$468.48
10,001 - 15,000		\$28.79	\$345.48	\$35.47	\$425.64	\$47.17	\$566.04
Over 15,000, Plus Each Additional 1,000		\$28.79 \$1.67	\$345.48 \$20.04	\$35.47 \$2.06	\$425.64 \$24.72	\$47.17 \$2.71	\$566.04 \$32.52
<b>WATER All Metered</b>		Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)	Monthly (\$/month)	Use (\$/ccf)
Nonirrigation Account Charge:							
5/8" Inch Meter		\$5.49		\$6.90		\$8.95	
1 Inch Meter		\$5.74		\$7.19		\$9.26	
1 1/2 Inch Meter		\$5.98		\$7.49		\$9.57	
2 Inch Meter		\$6.66		\$8.31		\$10.41	
3 Inch Meter		\$11.61		\$14.31		\$16.65	
4 Inch Meter		\$13.45		\$16.54		\$18.96	
6 Inch Meter		\$17.73		\$21.73		\$24.36	
Irrigation Account Charge:							
5/8" Inch Meter		\$1.80		\$2.33		\$2.42	
1 Inch Meter		\$2.05		\$2.62		\$2.73	
1 1/2 Inch Meter		\$2.29		\$2.92		\$3.03	
2 Inch Meter		\$2.97		\$3.74		\$3.88	
3 Inch Meter		\$7.92		\$9.74		\$10.12	
4 Inch Meter		\$9.76		\$11.97		\$12.43	
6 Inch Meter		\$14.04		\$17.16		\$17.83	
Metered Usage Charge:							
All Usage			\$0.803		\$1.075		\$1.413
<b>Table 2 - WASTEWATER</b>		<b>Existing FY 2010/11</b>		<b>Proposed FY 2011/12</b>		<b>Proposed FY 2012/13</b>	
Residential Unmetered		Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)	Monthly (\$/month)	Yearly (\$/year)
Single Family - Each DU		\$44.38	\$532.56	\$50.39	\$604.68	\$55.77	\$669.24
Multiple Family/Condos - Each D		\$33.29	\$399.48	\$37.79	\$453.48	\$41.83	\$501.96
Nonresidential Metered		Use (\$/ccf)		Use (\$/ccf)		Use (\$/ccf)	
Business/Government/Clubs		\$3.082		\$3.499		\$3.873	
Restaurants/Bars/Dining Facilities		\$9.048		\$10.248		\$11.343	
Schools		\$2.773		\$3.150		\$3.486	
Other Domestic Strength Users		\$3.082		\$3.499		\$3.873	

DU = Dwelling Unit

ccf = 100 cubic feet = 748 gallons

The charges above are based on the "Water & Wastewater Rate Study" prepared by Hornberger Engineering for the District

Water and wastewater rates comply with Proposition 218 and the wastewater rates also comply with the Revenue Program Guidelines of the State Water Resources Control Board.



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 3, 2011

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

### Agenda Title

Public Hearing to consider Town of Discovery Bay CSD Assessments for the Fiscal Year 2011-2012; to continue Collection of Assessments on County Tax Roll for Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvement District

### Recommended Action

Approve and Adopt Resolution No. 2011-18, Confirming the Engineering Report and Ordering the Levy and Collection of Charges for the Annual Assessment on the Contra Costa County Tax Roll for the Ravenswood Improvement District on County Tax Roll for Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvement District for Fiscal Year 2011-12.

### Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District; Discovery Bay Landscape and Lighting Zone #9, the Board approved and adopted Resolution 2011-10 directing HERWIT Engineering to prepare the FY 2011-2012 assessment report. HERWIT provided the Final Assessment Engineer's Report to the District staff on July 28, 2011. In this report, HERWIT determined that based on anticipated increased Operating expenses (Increases to payroll, water fees and additional water usage/splash pad), as well as some Capital Improvement completion charges (Retention payment on Splash Pad), the per parcel assessment would have equated to \$683.01; however, the maximum allowable assessment is \$561.44. The recommended assessment for the 2011-2012 Fiscal Year is \$561.44. This represents an increase over last year's assessment of \$150.58 per parcel.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution.

### Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: N/A

### Previous Relevant Board Actions for This Item

Approval and adoption of Resolution 2011-10 on May 4, 2011; Directing HERWIT Engineering to prepare annual assessment for the Ravenswood Improvement District – DB L&L Zone #9

Approval and adoption of 2011-2012 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9, - June 15, 2011

Approval and adoption of Resolution 2011-18, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB L&L #9 for the Fiscal Year 2011-18

### Attachments

Resolution 2011-20

Final Assessment Engineer's Report, July 2011

AGENDA ITEM: F-2



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2011-20**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FOR THE FISCAL YEAR 2011-2012

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIID (Proposition 218);

WHEREAS, the proposed assessments for the 2011-2012 fiscal year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for fiscal year 2011-2012 is adopted and confirmed.
3. The assessment specified in the Report for the Ravenswood District, for fiscal year 2011-2012 is hereby imposed on the real property within such district for fiscal year 2011-2012.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.

6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.
7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST, 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 August 3, 2011, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

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

**For Fiscal Year 2011-2012**

**Prepared by  
HERWIT Engineering**

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

**JULY 2011**



**Town of Discovery Bay Community Services District**

**Director and President**

Kevin Graves

**Director and Vice President**

Brian Dawson

**Director**

Mark Simon

**Director**

Chris Steele

**Director**

Ray Tetreault

**General Manager**

Rick Howard

**Water and Wastewater Manager**

Virgil Koehne

**Landscape Manager**

Fairin Perez

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2011

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

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2011-2012 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

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

**PART B. Estimate of Cost**

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

**PART C. Method of Apportionment of Assessment**

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

**PART D. District Diagram of Assessment**

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

**PART E. Property Owner List & Assessment Roll**

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

**Engineers Assessment Report for 2010-2011 year**

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

\$ 85,010      Annual assessments & investment revenue was received  
\$ 226,260      Annual expenses grounds maintenance, capital improvements, and administrative expenses.

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

**\$ 109,765**      Fund total after 2010-2011 annual expenses.

**Note:** The expenses were higher for the 2010-2011 fiscal year than the previous fiscal years because the Town of Discovery Bay CSD is currently managing the District and some large capital improvements were constructed for the District. The expenses for the 2010-2011 fiscal year exceeded the assessment and revenue collected, resulting in a decrease in the District's reserve account.



### *Current Assessment*

The 2010-2011 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$410.86 per parcel. This is less than the initial year assessment as defined in the Assessment Engineers Report because excess revenues from the previous year were used to reduce the assessment.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2011, the same CPI index is reported as 234.1. Based upon the change in the CPI, the new maximum assessment allowed for the 2011-2012 fiscal year is \$561.44.

### *Calculation of Maximum Reserve Account Balance*

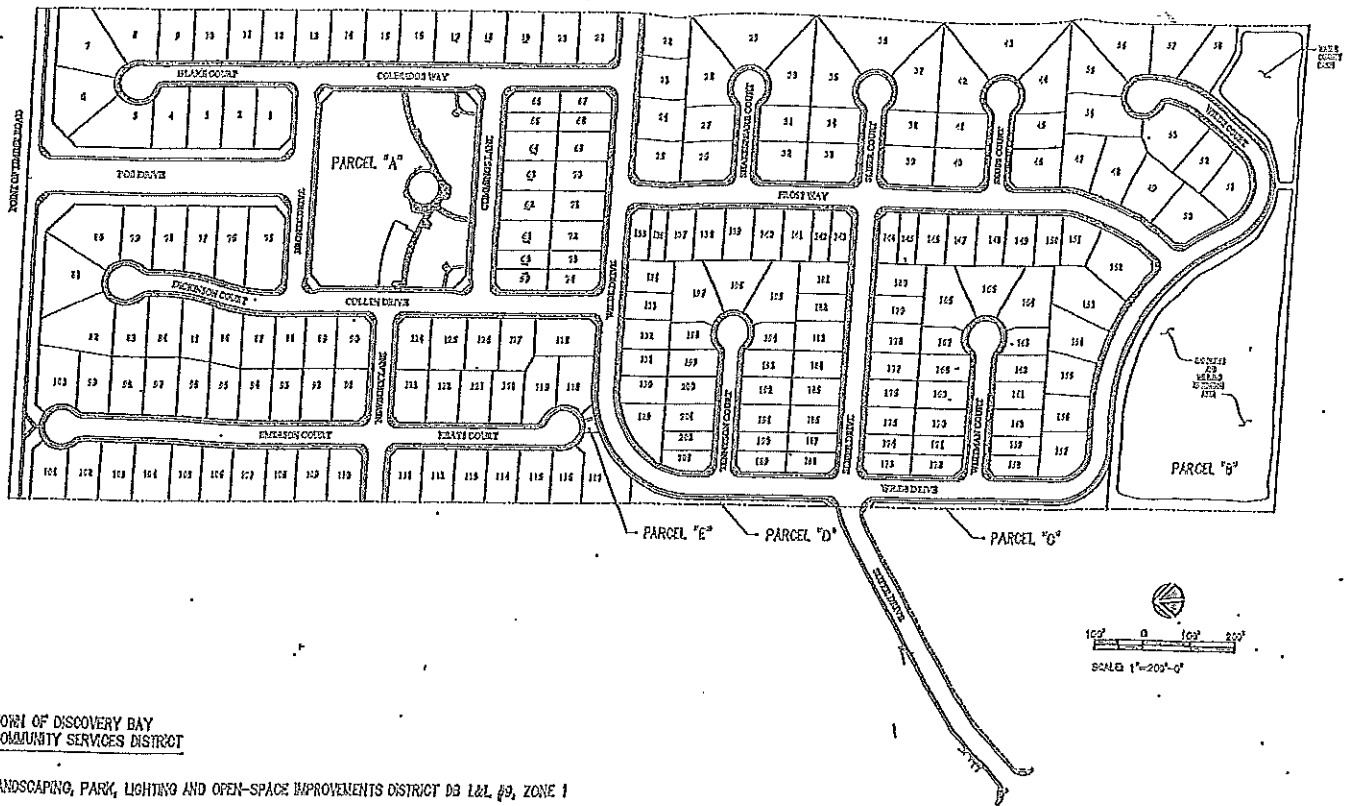
As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2011-2012 fiscal year is \$ 561.44. This assessment is equally assessed to 203 parcels for an annual total of \$113,972.32. Therefore, the maximum Reserve Account Balance is \$ 227,944.64. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2011-2012 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for completion of previously budgeted capital improvements construction projects this fiscal year. The estimated budget for 2011-2012 is \$ 138,652. This equates to \$ 683.01 per parcel for all 203 parcels, which exceeds the maximum allowable assessment of \$ 561.44 per parcel, or \$ 113,972.32 maximum assessment. As a result, the balance in the reserve account will decrease this fiscal year.

Based on this report, the assessment for 2011-2012 tax year must be the maximum allowable assessment to minimize the decrease in the reserve fund. The Assessment for the 2011-2012 fiscal year is then \$ 561.44 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

PART "D"



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT

LANDSCAPING, PARK, LIGHTING AND OPEN-SPACE IMPROVEMENTS DISTRICT DB L&L #9, ZONE 1

Ravenswood DB #9 APNs for Tax Roll Year 2011-12  
PART "E"

APN	Situs Address	Assessment
011-600-001-9	701 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-002-7	707 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-003-5	715 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-004-3	719 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-005-0	725 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-006-8	731 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-007-6	732 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-008-4	726 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-009-2	720 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-010-0	714 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-011-8	708 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-012-6	702 BLAKE CT DISCOVERY BAY, CA 94505-2659	\$561.44
011-600-013-4	1501 COLERIDGE WAY BYRON, CA 94505-2657	\$561.44
011-600-014-2	1509 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-600-015-9	1517 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-600-016-7	1525 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-600-017-5	1533 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-600-018-3	600 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-019-1	608 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-020-9	616 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-021-7	624 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-022-5	632 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-023-3	640 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-024-1	648 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-025-8	641 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-026-6	633 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-027-4	625 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-028-2	617 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-029-0	609 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-030-8	601 DICKINSON CT DISCOVERY BAY, CA 94505-2661	\$561.44
011-600-031-6	1400 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.44
011-600-032-4	1412 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.44
011-600-033-2	1424 CULLEN DR DISCOVERY BAY, CA 94505-2662	\$561.44
011-600-034-0	404 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-035-7	410 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-036-5	416 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-037-3	422 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-038-1	428 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-039-9	434 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-040-7	440 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-041-5	446 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-042-3	452 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-043-1	458 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-044-9	459 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-045-6	453 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-046-4	447 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-047-2	441 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-048-0	435 EMERSON CT DISCOVERY BAY, CA 94505	\$561.44
011-600-049-8	429 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-050-6	423 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-051-4	417 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-052-2	411 EMERSON CT DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-053-0	405 EMERSON CT 110 DISCOVERY BAY, CA 94505-2663	\$561.44
011-600-054-8	502 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-600-055-5	510 KEATS CT 112 DISCOVERY BAY, CA 94505-2637	\$561.44
011-600-056-3	511 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-600-057-1	503 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-600-058-9	1436 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.44
011-600-059-7	1448 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.44
011-610-001-7	1541 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-610-002-5	1549 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44

APN	Situs Address	Assessment
011-610-003-3	1557 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-610-004-1	1565 COLERIDGE WAY DISCOVERY BAY, CA 94505-2657	\$561.44
011-610-005-8	1671 WILDE DR BYRON, CA 94505-2655	\$561.44
011-610-006-6	1679 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.44
011-610-007-4	1687 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.44
011-610-008-2	1695 WILDE DR DISCOVERY BAY, CA 94505-2655	\$561.44
011-610-009-0	403 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-010-8	411 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-011-6	419 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-012-4	428 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-013-2	420 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-014-0	412 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-015-7	404 SHAKESPEARE CT DISCOVERY BAY, CA 94505-2654	\$561.44
011-610-016-5	501 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-017-3	509 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-018-1	517 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-019-9	524 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-020-7	516 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-021-5	508 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-022-3	500 SLIFER CT DISCOVERY BAY, CA 94505-2653	\$561.44
011-610-023-1	1467 CULLEN DR DISCOVERY BAY, CA 94505-2639	\$561.44
011-610-024-9	4308 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-025-6	4316 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-026-4	4324 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-027-2	4332 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-028-0	4340 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-029-8	4348 CUMMINGS LN DISCOVERY BAY, CA 94505-2660	\$561.44
011-610-030-6	1552 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.44
011-610-031-4	1568 COLERIDGE WAY DISCOVERY BAY, CA 94505-2658	\$561.44
011-610-032-2	1688 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.44
011-610-033-0	1692 WILDE DR BYRON, CA 94505-2656	\$561.44
011-610-034-8	1696 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.44
011-610-035-5	1700 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.44
011-610-036-3	1704 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.44
011-610-037-1	1708 WILDE DR DISCOVERY BAY, CA 94505-2656	\$561.44
011-610-038-9	1453 CULLEN DR DISCOVERY BAY, CA 94505	\$561.44
011-610-039-7	518 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-040-5	526 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-041-3	534 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-042-1	542 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-043-9	550 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-044-7	543 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-045-4	535 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-046-2	527 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-047-0	519 KEATS CT DISCOVERY BAY, CA 94505-2637	\$561.44
011-610-048-8	1460 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.44
011-610-049-6	1472 CULLEN DR DISCOVERY BAY, CA 94505-2638	\$561.44
011-610-050-4	1718 WILDE DR DISCOVERY BAY, CA 94505-2640	\$561.44
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011-610-052-0	1725 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.44
011-610-053-8	1721 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.44
011-610-054-6	1717 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.44
011-610-055-3	1713 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.44
011-610-056-1	1709 WILDE DR DISCOVERY BAY, CA 94505-2641	\$561.44
011-610-057-9	1703 WILDE DR BYRON, CA 94505-2641	\$561.44
011-610-058-7	1812 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.44
011-610-059-5	1824 FROST WAY BYRON, CA 94505-2682	\$561.44
011-610-060-3	1836 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.44
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011-610-062-9	1860 FROST WAY BYRON, CA 94505-2682	\$561.44
011-610-063-7	1872 FROST WAY DISCOVERY BAY, CA 94505-2682	\$561.44
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011-610-065-2	4281 SLIFER DR DISCOVERY BAY, CA 94505-2646	\$561.44
011-610-066-0	4284 SLIFER DR BYRON, CA 94505-2644	\$561.44

APN	Situs Address	Assessment
011-610-067-8	1909 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-610-068-6	1745 WILDE DR	DISCOVERY BAY, CA 94505-2645 \$561.44
011-610-069-4	4228 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-070-2	4236 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-071-0	4244 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-072-8	4252 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-073-6	4260 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-074-4	4268 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-075-1	4276 SLIFER DR	DISCOVERY BAY, CA 94505-2644 \$561.44
011-610-076-9	4273 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
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011-610-078-5	4257 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
011-610-079-3	4249 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
011-610-080-1	4241 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
011-610-081-9	4233 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
011-610-082-7	4225 SLIFER DR	DISCOVERY BAY, CA 94505-2646 \$561.44
011-610-083-5	1741 WILDE DR	DISCOVERY BAY, CA 94505-2643 \$561.44
011-610-084-3	1737 WILDE DR	DISCOVERY BAY, CA 94505-2643 \$561.44
011-610-085-0	104 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-086-8	108 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-087-6	112 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-088-4	116 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-089-2	118 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-090-0	124 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-091-8	130 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-092-6	127 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-093-4	123 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-094-2	119 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-095-9	115 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-096-7	111 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-097-5	107 TENNYSON CT	DISCOVERY BAY, CA 94505-2642 \$561.44
011-610-098-3	1733 WILDE DR	DISCOVERY BAY, CA 94505-2641 \$561.44
011-620-001-5	603 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-002-3	609 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-003-1	615 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-004-9	622 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-005-6	614 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-006-4	608 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-007-2	602 SEUSS CT	DISCOVERY BAY, CA 94505-2652 \$561.44
011-620-008-0	1960 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.44
011-620-009-8	1968 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.44
011-620-010-6	1976 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.44
011-620-011-4	1982 FROST WAY	DISCOVERY BAY, CA 94505-2650 \$561.44
011-620-012-2	709 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-013-0	717 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-014-8	725 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-015-5	745 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-016-3	748 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-017-1	740 WILDE CT	BYRON, CA 94505-2649 \$561.44
011-620-018-9	732 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-019-7	724 WILDE CT	DISCOVERY BAY, CA 94505-2649 \$561.44
011-620-020-5	1917 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-620-021-3	1925 FROST WAY	BYRON, CA 94505-2651 \$561.44
011-620-022-1	1933 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-620-023-9	1941 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-620-024-7	1949 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-620-025-4	1957 FROST WAY	DISCOVERY BAY, CA 94505-2651 \$561.44
011-620-026-2	1789 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-027-0	1783 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-028-8	1777 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-029-6	1771 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-030-4	1765 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-031-2	1759 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44
011-620-032-0	1753 WILDE DR	DISCOVERY BAY, CA 94505-2647 \$561.44

APN		Situs Address	Assessment
011-620-033-8	208 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-034-6	214 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-035-3	220 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-036-1	226 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-037-9	232 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-038-7	238 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-039-5	244 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-040-3	239 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-041-1	233 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-042-9	227 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-043-7	221 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-044-5	215 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-045-2	209 WHITMAN CT	DISCOVERY BAY, CA 94505-2648	\$561.44
011-620-046-0	1749 WILDE DR	DISCOVERY BAY, CA 94505-2645	\$561.44
		<b>Total</b>	<b>\$113,972.32</b>

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # G

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 COMMUNITY CENTER COMMITTEE  
OF THE TOWN OF DISCOVERY BAY CSD  
Tuesday June 7, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 3:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

## **Community Center Committee Members**

**Ray Tetreault, Chair, Chris Steele, Vice Chair, Bob Abbadie, Sean O'Toole, Jim Mattison**

**A. ROLL CALL**

The meeting was called to order at 3:02 P.M. by CSD Director Tetreault. All Committee members were present.

**B. APPROVE MINUTES OF May 17, 2011 COMMUNITY CENTER COMMITTEE MEETING**

The minutes of the May 17, 2011 were approved on motion by Bob Abbadie, second by Jim Mattison. Motion Passed 5-0.

**C. PRESENTATION OF RE-DRAFT COMMUNITY NEEDS SURVEY**

Committee Member O'Toole provided the Committee with a re-draft of a community survey aimed at identifying the community's desires for a future Community Center to be distributed to the community via the internet and advertised via post card mailing.

On a motion by Committee Member Bob Abbadie, with a second by Member Mattison, the Committee recommended that an amount not to exceed \$2,000 be used to advertise the website by postcard. The motion passed 5-0.

On a motion by Committee Member Bob Abbadie, with a second by Member Steele, the survey was approved and is ready for distribution. The motion passed 5-0.

**D. REVIEW CRITERIA FOR DETERMINING SITE SELECTION**

General Manager Howard asked if the Committee had any comments or recommended changes related to the Site Selection Review Criteria. The Committee had no further comments.

**E. REVIEW DRAFT PROJECT PLAN WITH MILESTONES TO REACH A RECOMMENDATION TO THE CSD BOARD BY DECEMBER 31, 2011**

Committee Member O'Toole presented a milestone project plan to the Committee. There were a number of changes to the schedule and no formal action was taken other than updating the milestone schedule. It was also determined that Task 6 – Investigate Activity Viability, be included on the next agenda for discussion and consideration.

**F. UPDATE AND INFORMATION ON INQUIRY TO NEIGHBOR COMMUNITY CENTERS**

General Manager Howard indicated that he had contacted the neighbor community centers seeking information relative to layouts and costs of operation. It was determined by the Committee that a sub Committee consisting of Members Steele and Mattison visit the various local community centers and report back to the full Committee at their next meeting.

**G. DISCUSSION OF FINANCIAL CONSIDERATIONS AND FUTURE FUNDING OPPORTUNITIES**

General Manager Howard presented information to the Committee relative to possible funding opportunities, including the possible creation of a 501(C) 3 organization to act as a foundation for the future Discovery Bay Community Center. Mr. Howard requested the Committee review the materials which can be considered at the next Community Center Committee meeting.

**H. SET COMMITTEE CALENDAR**

The next Community Center Committee meeting was scheduled for Tuesday, July 19, 2011 at 3:00 p.m.

**I. FUTURE DISCUSSION/AGENDA ITEMS**

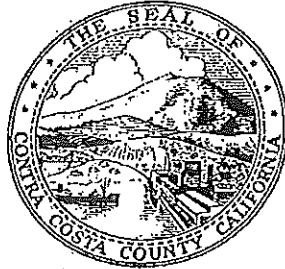
There were no future agenda items other than those action items discussed.

**J. ADJOURNMENT**

The meeting was adjourned at 4:41 pm

RH//cmc – 6.15.11

**Byron  
Municipal  
Advisory  
Council**



2-15-11  
Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
181 Sand Creek Road, Suite L  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

**DRAFT**

*The Byron Municipal Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 7:01 p.m.**

**Thursday, May 19, 2011**

1.) Meeting called to order by Vice Chair Schmit at 7:01 p.m. Council members Della Nina, Beltran and Lopez present. Absent: Chair Juarez.

2.) **Public Comment:** Annette Holdiman discussed her personal support and the support of ECHO (East County Horseman's Association) for the Brentwood Feed store to remain open. Michelle Bautista, owner of Brentwood Feed, also spoke about her concerns and desire for the Brentwood Feed store to remain open in its current location. Mike Nisen discussed his concerns with the possible closure of the Brentwood Feed store.

3.) **Review of Record of Actions of 1-20-11 meeting:** Council member Lopez made a motion to accept the Record of Actions as prepared. Second by Council member Della Nina. Motion carried 4-0.

### **4.) Agency Reports**

a.) **East Contra Costa Fire Protection District:** Field Representative Cornell distributed the monthly report from April 2011.

b.) **Contra Costa County Sheriff's Department:** No representative present.

c.) **California Highway Patrol:** No representative present.

d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell reported on the following items: Re-districting is taking place based on the 2010 Census and workshops are being held throughout the County. There will be a workshop taking place on Wednesday, May 25<sup>th</sup> in Brentwood. Flyers were distributed listing all the re-districting workshops; distributed flyers regarding the upcoming Household Hazardous Waste events hosted by Delta Diablo Sanitation District for East County residents; distributed flyers regarding the upcoming work at the Vasco Road and Camino Diablo intersection; distributed copies of the 2011 Harvest Time maps; updated the group that the CHP anticipates doubling patrol staff in the area beginning in July 2011; the 2010 Annual Crop report has been completed by the Agricultural Department and is available for review; County staff is looking into applying for a Airport Improvement Program grant to perform an infrastructure analysis at the Byron Airport; distributed copies of the Public Works 2011 spring newsletter; reminded the Byron MAC that their 2011 Keller Canyon Mitigation funds will expire at the end of June 2011 and lastly provided the group with an update on the Brentwood Feed situation regarding the General Plan designation.

### **5.) Items for Discussion and/or Action**

a.) **Discuss 2011 Byron Community Clean-up Day-June 25, 2011:** Supervisor Piepho's office will be sending 200 flyers to the community in the months of May and June. Discussion of using Keller Canyon monies to purchase water and lunch for the volunteers.

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa  
County Ordinance Code.*

**AGENDA ITEM - M-1**

- b.) Agency Comment Request for a land-use permit renewal of land-use permit LP99-2070 to operate a wireless telecommunications facility (50' monopole) at 575 Camino Diablo Road, Byron CA APN 003-020-032: Motion to approve the application without comment made by Council member Lopez. Second made by Council member Beltran.
- c.) Agency Comment Request for a land-use permit to establish a new telecommunications facility to include 45' monopole with a total of 9 antennas, one equipment cabinet and back-up generator of Longwell Ave, southeast of Vasco Road: Motion to approve the application without comment made by Council member Lopez. Second made by Council member Beltran.
- d.) Invoice for Byron MAC P.O. Box -\$70.00: Motion to approve made by Council member Lopez. Second made by Council member Della Nina. Motion carried 4-0.

**6.) Correspondence Key: R= Received S= Sent**

- a.) R-4/25/11 Contra Costa County Zoning Administrator Special Meeting Agenda for Monday, April 25, 2011
- b.) R-5/2/11 Contra Costa County Zoning Administrator Agenda for Monday, May 2, 2011
- c.) R-5/10/11 Contra Costa County Planning Commission notice of meeting cancellation for Tuesday, May 10, 2011
- d.) R-5/11/11 Supervisor Piepho regarding request for CHP presence on Marsh Creek Road
- e.) R-5/11/11 Supervisor Piepho regarding National Safe Boating Week in Contra Costa County
- f.) R-5/12/11 Supervisor Piepho regarding funding recommendation for a School Resource Officer at the Byron Union School District
- g.) R-5/16/11 Contra Costa County Zoning Administrator Agenda for Monday, May 16, 2011
- h.) R-5/16/11 Contra Costa County Zoning Administrator Notice of Public Hearing

**7.) Future Agenda Items:**

- a.) 2011 Byron Community Clean-up-June 25
  - b.) Discuss Brentwood Feed
  - c.) Keller Canyon Fund Expenditures
  - d.) Park Dedication Fund Update
- 8.) Adjourned to next meeting scheduled for June 16, 2011.

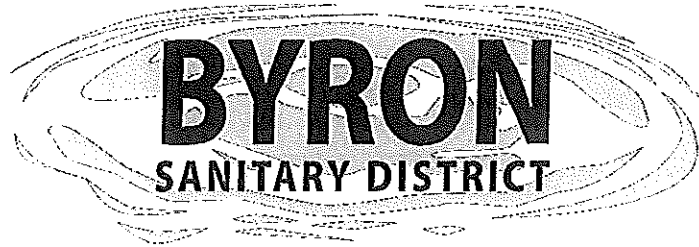
G. LEE CUMMINGS  
Chairman

MICHAEL A. NISEN  
Vice Chairman

HARRY W LEIGHTON  
Director

DANNY HAMBY  
Director

RANDOLPH J. KNAUS  
Director



RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

January 18, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER

Vice Chairman Nisen called the meeting to order at 6:34 p.m.

### ROLL CALL

#### **Directors Present:**

Mike Nisen  
Randy Knaus  
Harry W. Leighton  
Danny Hamby

#### **Staff Present:**

Rick Gilmore, General Manager  
Kelley Geyer, BBID Director of Administration  
Mark Cornelius, General Counsel, via teleconference  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Leighton) (Ayes-4, Noes-0, and Absent-1, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of December 2010.
2. Approve payment register for the period December 15, 2010 through January 18, 2011 and Treasurer's Report for December 2010.

(M/S/C) (Hamby/Leighton) (Ayes-4, Noes-0, and Absent-1, Abstain-0): Approve the Consent Calendar.

### REPORTS/COMMENTS:

Operations: Mr. Doty provided an overview of December operations.

General Counsel: Mr. Cornelius indicated the next Ethics Training class is scheduled for March 21, 2011 at the Pleasant Hill Park and Recreation District.



**ADJOURNMENT:**

Vice Chairman Nisen adjourned the meeting at 6:50 p.m.

Submitted on February 12, 2011

Approved on February 15, 2011

/s/ Rick Gilmore  
Rick Gilmore, Secretary

/s/ Mike Nisen  
Mike Nisen, Vice Chairman

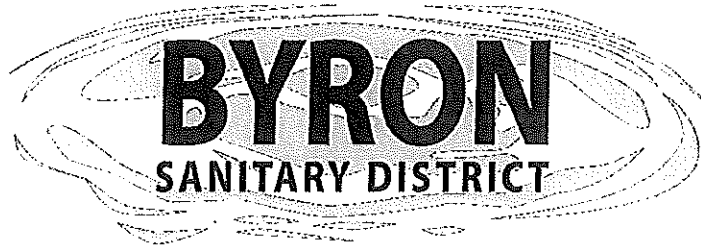
G. LEE CUMMINGS  
Chairman

MICHAEL A. NISEN  
Vice Chairman

HARRY W LEIGHTON  
Director

DANNY HAMBY  
Director

RANDOLPH J. KNAUS  
Director



RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

February 15, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER

Chairman Cummings called the meeting to order at 6:30 p.m.

### ROLL CALL

#### Directors Present:

Mike Nisen  
Randy Knaus  
Lee Cummings  
Danny Hamby

#### Staff Present:

Rick Gilmore, General Manager  
Kelley Geyer, BBID Director of Administration  
Mark Cornelius, General Counsel, via teleconference  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Knaus) (Ayes-4, Noes-0, and Absent-1, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of January 2011.
2. Approve payment register for the period January 19, 2011 through February 15, 2011 and Treasurer's Report for January 2011.

(M/S/C) (Nisen/Hamby) (Ayes-4, Noes-0, and Absent-1, Abstain-0): Approve the Consent Calendar.

### REPORTS/COMMENTS:

Operations: Mr. Doty provided an overview of January operations.

General Counsel: Mr. Cornelius reminded the Board the next Ethics Training class is scheduled for March 21, 2011 at the Pleasant Hill Park and Recreation District.

**ADJOURNMENT:**

Chairman Cummings adjourned the meeting at 6:50 p.m.

Submitted on March 10, 2011

Approved on March 15, 2011

/s/Rick Gilmore  
Rick Gilmore, Secretary

/s/ Lee Cummings  
Lee Cummings, Chairman

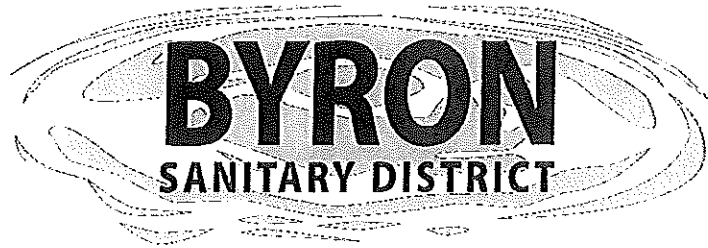
G. LEE CUMMINGS  
Chairman

MICHAEL A. NISEN  
Vice Chairman

HARRY W LEIGHTON  
Director

DANNY HAMBY  
Director

RANDOLPH J. KNAUS  
Director



RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

March 15, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER

Chairman Cummings called the meeting to order at 6:31 p.m.

### ROLL CALL

#### **Directors Present:**

Mike Nisen  
Lee Cummings  
Danny Hamby  
Randy Knaus  
Bill Leighton

#### **Staff Present:**

Kelley Geyer, BBID Director of Administration  
Mark Cornelius, General Counsel, via teleconference  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Knaus) (Ayes-5, Noes-0, and Absent-0, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of February 2011.
2. Approve payment register for the period February 16, 2011 through March 15, 2011 and Treasurer's Report for February 2011.

Ms. Geyer noted that revisions were made to the revised check register and disbursement journal.

(M/S/C) (Nisen/Leighton) (Ayes-5, Noes-0, and Absent-0, Abstain-0): Approve the Consent Calendar.

### REPORTS/COMMENTS:

Operations / Administration: Mr. Doty provided an overview of February operations. Ms. Geyer reminded the Board regarding the FPPC Form 700's that are due in April.

General Counsel: Mr. Cornelius reminded the Board the next Ethics Training class is scheduled for March 21, 2011 at the Pleasant Hill Park and Recreation District.

**ADJOURNMENT:**

Chairman Cummings adjourned the meeting at 6:49 p.m.

Submitted on April 10, 2011

Approved on April 19, 2011

/s Rick Gilmore  
Rick Gilmore, Secretary

/s/ Lee Cummings  
Lee Cummings, Chairman

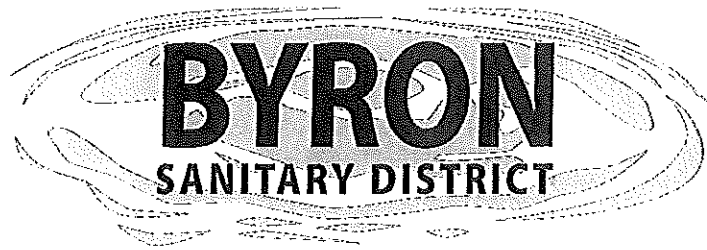
G. LEE CUMMINGS  
Chairman

MICHAEL A. NISEN  
Vice Chairman

HARRY W LEIGHTON  
Director

DANNY HAMBY  
Director

RANDOLPH J. KNAUS  
Director



RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

April 19, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER

Vice Chairman Nisen called the meeting to order at 6:35 p.m.

### ROLL CALL

#### Directors Present:

Mike Nisen  
Danny Hamby  
Randy Knaus

#### Staff Present:

Rick Gilmore, General Manager  
Kelley Geyer, BBID Director of Administration  
Mark Cornelius, General Counsel  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Knaus) (Ayes-3, Noes-0, and Absent-2, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of March 2011.
2. Approve payment register for the period March 15, 2011 through April 19, 2011 and Treasurer's Report for March 2011.

(M/S/C) (Knaus/Hamby) (Ayes-3, Noes-0, and Absent-2, Abstain-0): Approve the Consent Calendar.

### DISCUSSION / ACTION CALENDAR:

3. Review the draft franchise agreement with Brentwood Disposal Service.

Mr. Cornelius reviewed the draft agreement. Vice Chairman Nisen provided comments regarding the subject draft. Mr. Gilmore indicated he would contact Contra Costa County regarding the County's amended franchise agreement. Additional information to be provided to the Board at the May meeting.

REPORTS/COMMENTS:

Operations / Administration: Mr. Doty provided an overview of March operations.

Directors: Vice Chairman provided a brief report regarding the 2010-11 budget.

**ADJOURNMENT:**

Vice Chairman Nisen adjourned the meeting at 7:30 p.m.

Submitted on May 11, 2011

Approved on May 17, 2011

/s/ Rick Gilmore

Rick Gilmore, Secretary

/s/ Mike Nisen

Mike Nisen, Vice Chairman

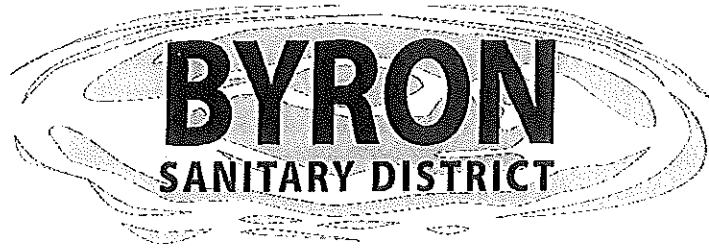
G. LEE CUMMINGS  
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RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

May 17, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairman Cummings called the meeting to order at 6:32 p.m.

### ROLL CALL

**Directors Present:**

Lee Cummings  
Danny Hamby  
Randy Knaus  
Mike Nisen  
Harry W. Leighton

**Staff Present:**

Rick Gilmore, General Manager  
Kelley Geyer, BBID Director of Administration  
Mark Cornelius, General Counsel  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Knaus) (Ayes-5, Noes-0, and Absent-0, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of April 2011.
2. Approve payment register for the period April 20, 2011 through May 17, 2011 and Treasurer's Report for April 2011.

(M/S/C) (Nisen/Hamby) (Ayes-5, Noes-0, and Absent-0, Abstain-0): Approve the Consent Calendar.

### DISCUSSION / ACTION CALENDAR:

3. Review the draft franchise agreement with Brentwood Disposal Service.  
Mr. Cornelius indicated a meeting is tentatively scheduled for May 24, 2011 to meet with Brentwood Disposal to review the latest draft.



4. Authorize the preparation of a Sanitary Sewer System Management Plan (SSMP), pursuant to the State Water Resources Control Board General Waste Discharge Requirements Order No. 2006-0003-DWQ, by Nolte VerticalFive for an amount not to exceed \$18,500.

Mr. Doty reviewed the State Board's requirement for the preparation of a SSMP along with Nolte's scope of work. After limited discussion regarding the scope of work and the timeline for completion, the following action was taken:

**(M/S/C) (Nisen/Knaus) (Ayes-5, Noes-0, and Absent-0, Abstain-0):** Approve the preparation of the SSMP with Nolte VerticalFive for an amount not to exceed \$18,500.

5. Review and consider recommendations of the Grand Jury Report No. 1101 "Elected Board Membership" by the Contra Costa Grand Jury.

The subject report was reviewed and the following action was taken:

**(M/S/C) (Hamby/Leighton) (Ayes-5, Noes-0, and Absent-0, Abstain-0):** Concurs with Recommendation No. 1 and will conduct an annual review of compensation for Board members during the public review process of the annual budget.

**REPORTS/COMMENTS:**

Operations / Administration: Mr. Doty provided an overview of April operations.

**ADJOURNMENT:**

Chairman Cummings adjourned the meeting at 8:00 p.m.

Submitted on June 20, 2011

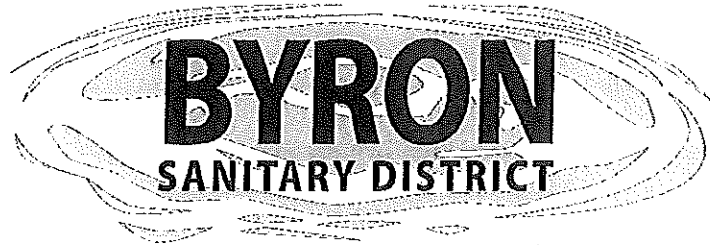
Approved on June 30, 2011

/s/ Rick Gilmore

Rick Gilmore, Secretary

/s/ Lee Cummings

Lee Cummings, Chairman



G. LEE CUMMINGS  
Chairman

MICHAEL A. NISEN  
Vice Chairman

HARRY W LEIGHTON  
Director

DANNY HAMBY  
Director

RANDOLPH J. KNAUS  
Director

RICK L GILMORE  
General Manager  
Secretary

MARK CORNELIUS  
General Counsel

## MINUTE SUMMARY

June 30, 2011

6:30 p.m.

Charles Spatafore Jr. Auditorium  
7995 Bruns Road, Byron, CA

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairman Cummings called the meeting to order at 6:40 p.m.

### ROLL CALL

**Directors Present:**

Lee Cummings  
Danny Hamby  
Randy Knaus  
Mike Nisen  
Harry W. Leighton

**Staff Present:**

Rick Gilmore, General Manager  
Kelley Geyer, BBID Director of Administration  
Jeff Bullock, BBID Assistant General Manager  
Lee Doty, BBID Chief Operator

### ADOPTION OF THE AGENDA

(M/S/C) (Hamby/Nisen) (Ayes-5, Noes-0, and Absent-0, Abstain-0)

### CONSENT CALENDAR:

The following items are expected to be routine and non-controversial. The items can be acted on in one consolidated motion, as recommended by the General Manager, or may be removed from the Consent Calendar and separately considered at the request of any person.

1. Approve the regular meeting minute summary of May 2011.
2. Approve payment register for the period May 18, 2011 through June 21, 2011 and Treasurer's Report for May 2011.

(M/S/C) (Knaus/Hamby) (Ayes-5, Noes-0, and Absent-0, Abstain-0): Approve the Consent Calendar.

### DISCUSSION / ACTION CALENDAR:

3. Adopt Resolution 2011-1 approving the Fiscal-Year 2011-12 Budget, as recommended by the Finance and Administration Committee.

Vice Chairman Nisen reviewed the draft budget previously reviewed by the Finance and Administration Committee. After some discussion, the following action was taken:

(M/S/C) (Nisen/Knaus) (Ayes-5, Noes-0, and Absent-0, Abstain-0): Adopt Resolution approving the 2011-12 Budget of \$364,850.00.

REPORTS/COMMENTS:

Operations / Administration: Mr. Doty provided an overview of April operations.

Director Comments: Director Hamby referenced a recent Grand Jury Report regarding the per-capita cost-effectiveness of the Byron Boys Ranch in comparison to the County's Juvenile Detention Facility and it would be prudent for the County to maintain operation of the Boys Ranch.

Chairman Cummings, along with Vice Chairman Nisen, acknowledged staff for their work in preparing the budget.

ADJOURNMENT:

Chairman Cummings adjourned the meeting at 7:09 p.m.

Submitted on July 15, 2011

Approved on July 19, 2011

/s/ Rick Gilmore  
Rick Gilmore, Secretary

/s/ Lee Cummings  
Lee Cummings, Chairman

From: Lea Castleberry [mailto:Lea.Castleberry@bos.cccounty.us]  
Sent: Thursday, July 14, 2011 12:03 PM  
To: Rick Howard  
Subject: REVISED Aquatic Weed Update from the Department of Boating and Waterways

July 7, 2011 Update: Egeria densa in Discovery Bay

From: California Department of Boating and Waterways

On June 23, 2011, the Department of Boating and Waterways (DBW) treatment team conducted a field visit in Discovery Bay. The treatment team included DBW's environmental scientists and pesticide manager, California's federal nexus with the US Agricultural Research Service who is a noted expert in Egeria densa and other invasive plants control, and an herbicide biologist with SEPRO Corporation.

In addition, on June 24, 2011 the treatment team and local representatives, including Contra Costa County Supervisor Mary Nejedly Piepho and Discovery Bay's Manager Rick Howard, conducted a field visit. During these trips Egeria densa was examined in all parts of the bay, and plant and water samples were taken.

Based on all of the scientific data that DBW has collected during the course of treatment (which includes more sampling than any other control project that the department can find), the following are the results:

It is clear that Egeria densa is dying back throughout the current treatment area (west side) of Discovery Bay, and DBW expects it to continue dying back over the coming weeks and months.

The symptoms DBW saw included translucent leaves, dark brown leaves, loss of plant growing tip, loss of leaves, floating plants (which had not been cut by a harvester), and Egeria densa canopies which have dropped (sinking).

However, some areas of Discovery Bay are showing the effects of treatment less than others. This is due to several variables including water flows, water temperature, water depth, wind direction, initial amounts of Egeria densa and area herbicide levels. Consequently, DBW has modified its treatment plan. DBW now plans to extend its treatment from 12 to 16 weeks, and to increase treatment levels for the areas which have not progressed to the same extent as others.

DBW will continue to conduct its treatment in full compliance with federal and state laws. As you are aware, treating Discovery Bay requires some very difficult balancing because the adjacent agricultural lands receive irrigation water from Discovery Bay.

#### Other Plants

Currently, many aquatic plants exist in Discovery Bay. For example, floating mats of bright, green filamentous algae are present in many areas of Discovery Bay. This algae is not Egeria densa. The algae should float away or dissipate as the Egeria canopy collapses.

Certain types of algae can cause a variety of ill effects in humans and pets if consumed. Please use caution with respect to direct consumption of water, algae, and other plant life during outdoor activities. DBW has asked the federal government for permission to treat this algae; however, no approval has been received at this time.

#### East Side Treatment

DBW's best estimate on the timing is mid-August, when the herbicide can be used to treat the Egeria densa secondary growth cycle. DBW's experience on the west side is being used to develop the east side plan. The proximity to irrigation has been and continues to be a significant factor in Discovery Bay's treatment. The water flows will play heavily into an east side treatment plan. DBW must follow all conditions of its permits, and herbicide levels must be within federally approved levels for water that flows into agricultural crops. Due to

permit requirements, the west side and east side of Discovery Bay cannot be treated at the same time. As DBW explores its options for the east side, it will continue to keep the community updated.

#### Harvesting

DBW is aware that certain residents have hired mechanical harvesters, some who are using machetes to cut *Egeria densa*. Harvesting this plant will only exacerbate the problem, as shreds of the plant float away and re-propagate. *Egeria densa* spreads by fragmentation. The continued use of these harvesters will have a negative effect in controlling *Egeria densa* in Discovery Bay.

DBW has contacted the enforcement arms of National Oceanic and Atmospheric Administration and Department of Fish and Game regarding enforcement of laws on non-permitted harvesting which adversely affects water, plants and wildlife.

#### Short-Term Versus Long-Term

As you are aware Discovery Bay has experienced many years of *Egeria densa* infestation. DBW's treatment this year is the best solution for addressing the problem in 2011. Any belief that the treatment is NOT working is NOT based on scientific or observational evidence.

Please note that DBW will not be conducting this type of treatment in the future. This extensive effort (\$3 - \$6 million) was implemented to obtain control of the plant at this time. However, local entities will be responsible for developing a comprehensive vegetative management plan and carrying out treatment in the future.

If DBW's effort is successful this year, the subsequent treatments will be minor in comparison. DBW's role in the future will be primarily to provide technical assistance and supplemental application assistance.

DBW strongly urges the community to maintain patience and consider the short-term v. long-term benefits. DBW thanks the community for all of the updates, information and suggestions.

Should you have any questions or concerns, you may contact the Department of Boating and Waterways at (888) 326-2822 or (916) 263-1331 or by e-mail at [pubinfo@dbw.ca.gov](mailto:pubinfo@dbw.ca.gov) <<mailto:pubinfo@dbw.ca.gov>>.

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