



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT
SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Special Board Meeting
Wednesday, September 23, 2020

7:00 P.M. Special Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Bill Mayer

**NOTICE OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday September 23, 2020
SPECIAL MEETING 7:00 P.M.
Website address: www.todb.ca.gov

NOTICE
Coronavirus COVID-19

In accordance with the Governor’s Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board’s Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (877)778-1806
CONFERENCE CODE **891949**

Download Agenda Packet and Materials at <http://www.todb.ca.gov/>

SPECIAL MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District’s jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter as the law strictly limits the ability of Board members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Board only. Any clarifying questions from the Board must go through the President. Comments from the public do not necessarily reflect the viewpoint of the Directors.

C. BOARD MEMBER VACANCY

- 1. Applicant Review for Board Seat
- 2. Approve Procedure for Voting on Appointment.

D. FUTURE AGENDA ITEMS

E. ADJOURNMENT

1. Adjourn to the next regular meeting of October 7, 2020 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection on the District's website located at <https://www.todb.ca.gov>."



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 23, 2020

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

Agenda Title

Applicant Review for Vacant Board Seat

Recommended Action

Conduct an applicant review for the vacant Board seat. Applicant appointment process to take place at the Regular Board Meeting on October 7, 2020.

Effective September 3, 2020, Director Robert Leete resigned his seat on the Board of Directors. Written Notice of Vacancy was sent to the Contra Costa County Election Division on September 4, 2020.

Pursuant to Government Code 1780, the Board has sixty (60) days to fill the vacant seat with a qualified applicant. Public Notice of accepting applications for the vacant seat was posted on Friday, September 4, 2020. Notice was posted on the Town's website, electronic sign board, at the front gate to the District Office, and at the entrance to the Community Center. Applications were accessible online at the Town's website and by mail or in person at the District Office. Deadline for submitting applications and resumes was 5:00 PM on September 21, 2020.

The Town has received eight (8) applications for the vacant seat and all are attached to this staff report for review.

Each applicant, in order according to the Secretary of State's Randomized Alphabet Drawing for the November 3, 2020 General Election, will have two (2) minutes to make an oral presentation to the Board on why he/she would make the best choice to fill the Board's vacant seat. After each presentation, Board members may ask one clarifying question.

The actual appointment process by the Board will take place at the Regular Board Meeting on October 7, 2020.

Applicant Order

Lesley Belcher
 Donald Littell
 Carolyn Graham
 Charles (Bill) Helfrick
 Ashley Porter
 Eric Swalwell
 Alberto Delgado
 Frank Visintin

Attachment

Applications and Resumes
 Secretary of State's Randomized Alphabet
 Copy of Notice of Vacancy sent to CCC Election Division

AGENDA ITEM: C-1

CSD Board of Directors
Applicant Package for:

Belcher, Lesley
(5 pages)

TownOfDiscoveryBay CSD
Received
SEP 21 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Lesley Belcher hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 671 Willow Lake Road Phone: (925) 699-7274

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

I have many skills which will translate well and contribute to the efficient administration of local government programs and representation of the public in policy development.
Legal Experience: I am currently employed at Kraeber Law Office in Brentwood. I work in the areas of employment law, business law, and civil litigation. With my legal background and experience, I understand how state and local governments operate. I can interpret and analyze laws and regulations. These skills and many others when tasked with leading and participating in discussions on matters of interest to the community, will contribute to a deeper understanding of the issues and clearer communication to all. I will be able to share how and why state and local laws may place constraints on local issues and provide methods and solutions as to navigate through some of these constraints. All these skills will serve to support the best interests of Discovery Bay.
Corporate and Business Experience: I have a varied business background, serving as an employee in the high-tech industry for 20+ years before working with my husband on the development of several small business start-ups. My corporate background includes finance/auditing; legal/contracts; marketing/sales; human resources/training/development; and leading small & large organizations. Many of the skills developed through these experiences and will provide value as a Board Member are the following: Strong communication skills and the ability to influence/convey complex ideas to small and large teams/audiences; excellent negotiation and problem-solving skills; the ability to display patience, empathy, respect; public speaking; marketing; and honesty, integrity, confidentiality and professionalism in all dealings. My Small Business background has provided me with additional insight to the struggles small business owners face with compliance to government regulation, market forces, labor, capital, and time management. I believe all these skills, strengths and experiences provide me with the unique ability to be an asset to the board and provide significant contributions to the Town of Discovery Bay.

Organization and Community Experience:

Discovery Bay Citizen P-6 Advisory Committee- Contra Costa Sheriff ' s Office
 I served several terms in various roles as Chairperson, Vice Chairperson and Member. The purpose of the committee is to serve as an advisory body to the Contra Costa County Board of Supervisors. Through this appointment, I was able to develop a deeper understanding of the patrolling and safety needs of the community and communicate those needs directly to the Sheriff ' s Department and County Supervisor. It was an excellent forum to advocate for the community to increase services and provide a safer environment for all citizens. During my time on the committee, I strongly advocated for additional patrols, LIDAR Guns, License Plate Readers, Resource and Community Officers, Youth programs and better communication between the Sheriff ' s Department and the citizens of the Town of Discovery Bay. I interacted and worked at times with the CSD as P-6 issues were discussed and presented at CSD meetings.

Additional Community Experience and Support:
 Very active in volunteering at the local schools as a parent.
 Timber Point PTA- Held various board positions from VP to Fundraising chair.
 Excelsior Middle School- Held various board positions.
 Timber Point and Excelsior Middle School, School Site Council.
 Liberty High School- Parent advisory for Budget Meetings.
 Boys Scouts of America- Parent Volunteer

Reason for Application for Appointment:

I love this community and see greatness here! I am a long-time resident of the Town of Discovery Bay (1996). My husband and I chose to raise our two children here. We are emotionally and financially invested in this community. Therefore, I have a strong interest in its welfare and continued success. I have attended many CSD meetings on and off over the years as I have a desire to understand how my local government is operating. While I see greatness, I also see areas where things can improve. I want to be a part of that improvement and advocate for those citizens that do want to see improvements. I have a strong record of success in bringing people and solutions together to achieve difficult goals. I understand the main purpose of a Community Service District and its limitations. I recognize that there are some very difficult issues that plague the Town of Discovery Bay and a lot of very smart people have worked hard to get the community to where it is today as a CSD. I am very grateful to all those who have put in the time and effort up to this point. I would like to be one of those contributors to build upon their efforts. I believe I have the skill set that will assist the community in overcoming some of the challenges it faces today and position the Town well for the future issues it will face.

Education:

See attached.

Do you have any financial or professional interest or association related to this position? Yes No

If yes, please explain?

No

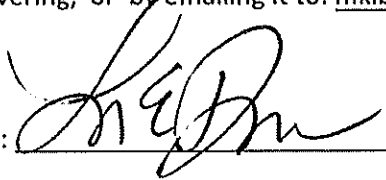
No

No

References:

- 1. Lea Castleberry Phone Number (925) 240-7260
- 2. Glen Capelli Phone Number (925) 303-3668
- 3. Maria Hull Phone Number (925) 683-7309

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature:  _____

Date: 9/17/2020

All applications must be received by September 21, 2020 by 5pm.

Lesley Belcher

671 Willow Lake Road, Discovery Bay, California 94505

Contact

Tel : 925 699-7274

e-mail : belcher1460@att.net

Key Skills

Experience in the areas of finance, marketing, sales, human resources and law. Excellent marketing, analytical, writing, sales, communication, mentoring and senior relationship management skills.

Education

Juris Doctorate John F. Kennedy University, College of Law
Masters of Arts in Business, Organizational Management, Marketing University of Phoenix, San Ramon, California
Bachelor of Science in Business, Marketing Management, California State University, Hayward, California

California Real Estate License #01349176

Family Law Certification: JFKU (2014)

Mediation Certification: Congress of Neutrals (2011)

Corporate Work Experience

CORE Equipment Leasing	2016- Present
CORE Rents	2016- Present
New England Mills	2005- Present
Golden Gate Investments	2002- Present
Legal Support and Marketing Management to all the above companies	

Kraeber Law	2015- Present
CA Employment Law and Civil Litigation	
Tully & Weiss Attorneys at Law- Joseph Tully – Criminal Law,	
Law Office of Bonnie Johnson- Family Law	
Contra Costa County, Department of Child Support Services, DCSS	

AT&T

Senior Financial Auditor Corporate Compliance	2005-2010
<ul style="list-style-type: none"> ✓ Provided monthly Auditing for AT&T Global Contracting & Sales. ✓ Worked closely with legal, financial, ethics and government related policies to ensure compliance. ✓ Developed and delivered Executive level presentations to communicate results. ✓ Analyzed complex global contracts. ✓ Validated pricing process, policies, and verified all legal and custom language approvals to certify auditing process. This monthly auditing provided the evidence for the Executive quarterly letters required for SEC for earnings reporting. ✓ Developed AT&T Sarbanes-Oxley Program for Global Sales Organization. ✓ Developed financial controls, testing programs and remediation procedures. ✓ Provided input for development of control tracking programs and software development. ✓ Trained new auditors on newly developed program, testing procedures, and auditing cycles. 	

Regional Sales Manager- Global Sales	1998-2004
<ul style="list-style-type: none"> ✓ Managed highly skilled technical team selling complex data networks to Fortune 1000 Companies. ✓ Top Performing Team- Regional and National Gold club winner ✓ Hired and provided training and support and business development, marketing. 	

Sales Director	1996-1998
<ul style="list-style-type: none"> ✓ Managed inside sales teams and call center selling voice and data networks to small businesses. ✓ Top Performing Team- Regional and National Gold club winner ✓ Hired and provided training and support and sales development. 	

Regional Human Resources Director	1996
<ul style="list-style-type: none"> ✓ In charge of hiring, training, and retaining Global Sales Executives selling Complex voice, mobility, data, internet, managed, hosting and professional services 	

Maddie Kibriya

From: lesley belcher <belcher1460@att.net>
Sent: Monday, September 21, 2020 11:25 AM
To: Maddie Kibriya
Cc: Mike Davies
Subject: CSD Application
Attachments: CSD Application Final.pdf

To whom it may concern,

I respectfully submit an application for the vacant CSD Board Seat.

Thank you,

Lesley Belcher
671 Willow Lake Rd.
Discovery Bay, CA 94505
(925) 699-7274

CSD Board of Directors
Applicant Package for:

Littell, Donald
(5 pages)

TownOfDiscoveryBay CSD
Received
SEP 18 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Donald R Littell hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 5803 Drakes Drive Phone: 925-683-4060

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

Prior to my retirement I was a results oriented, solutions driven management executive for a Fortune 500 company. I have 20 years of experience in the Title Insurance and Escrow service industry which covered nine counties in Northern CA with close to 500 employees. I believe that my communication and customer service skills working with third party vendors and suppliers would help achieve the districts targeted goals. My proven accomplishments in budget management, P&L's and strategic planning would be an asset to the Board and it's objectives.

Durring my 13 years in the construction industry I worked for one year for the Peoria, IL water company. I helped repair many broken water mains and Hydrants.

Organization and Community Experience:

I have been a resident in Discovery Bay for twelve years and am currently a member of the Discovery Bay Yacht Club

Most of my affiliations were with the California Association of Realtors and East Bay Escrow Association

In my earlier years I coached and was very involved in various Little League Organizations

Reason for Application for Appointment:

I believe the time has come for me to give back and get involved in the community I live in. I can only fish so much. It would be rewarding to me to evaluate the business operations and help develop relevant, cost saving, control and process improvement ideas to assist the organization in meeting the communities goals.

I feel confident that my skills in managing and budgeting a multi million dollar monthly operation would make me a worthy applicant.

Thank you all in advance for your consideration.

Education:

[Empty box for education details]

Do you have any financial or professional interest or association related to this position? Yes No
If yes, please explain?

None

None

None

References:

1. Fran and Bill Murphy Phone Number 925-550-3661
2. Karl Kostner Phone Number 209-815-4197
3. John Cavigalia Phone Number 510-334-0711

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature: 

Date: 9/17/20

All applications must be received by September 21, 2020 by 5pm.

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376
Telephone • 925.634.1131 • Fax • 925.513.2705
www.todb.ca.gov

5803 DRAKES DRIVE • DISCOVERY BAY, CA 94505
 PHONE 925-683-4060 • E-MAIL DR.LITTELL@HOTMAIL.COM

DONALD R. LITTELL

EXECUTIVE PROFILE

Results-oriented Management Executive with 20 years of experience in the title and escrow services arena. Proven ability to drive profitable growth in uncertain market conditions while delivering creative solutions to customers.

Selected Highlights

P&L/Budget Management
 Leadership/Team Building

Sales Management
 Key Talent Recruiting

Market Analysis
 Product Deployment

Self Employed Property Manager – (8-1-2008 to Current)

LandAmerica Commonwealth Land Title Co. – (6/1994 to 7/31/2008)

Vice President, Northern California Area Manager

Regional Managers responsibilities included strategic planning, managing regions P&L's, daily staffing, recruiting, claims resolution, new office space planning and construction process. Training County Managers in the budgeting process and establishing individual marketing and business development goals. Covered nine Northern, CA counties with hundreds of employees

Fidelity National Title Co. – (4/1991 to 6/1994)

Assistant County Manager/Sales Manager

Provide training and support for tri-county area sales and escrow staff. Assist County Manager with client and staff conflict resolution. Assist sales representatives with marketing presentations, territory management, goal setting and business development.

Founders Title Co. – (4/1990 to 6/1991)

Sales Consultant: Demonstrated strengths in strategic planning and positioning, developed marketing presentations. Consistently top sales associate.

Realtor Associate – (1/1987 to 4/1990)

International Laborers Union – (1973 to 1987)

PROFESSIONAL AFFILIATIONS & ACCOMPLISHMENTS

LandAmerica Winners Circle Award (Highest Profit Margin 40%) Multiple Years

California Association of Realtors

East Bay Escrow Association

PERSONAL & EDUCATION

Enjoy traveling, fishing, camping, boating and social networking

Rock Valley College - Rockford, IL

Maddie Kibriya

From: Don Littell <drlittell@hotmail.com>
Sent: Thursday, September 17, 2020 5:58 PM
To: Maddie Kibriya
Subject: Application for Appointment to the Board of Directors
Attachments: CSD application page 1.pdf; CSD application page 2.pdf; CSD application page 3.pdf; Littell Resume.doc.pdf

To whom it may concern

Please accept my application for the Appointment to the Board of Directors for the Town of Discovery Bay

Please reply to me that you received my application.

Thank you,

Don Littell

Sent from [Mail](#) for Windows 10

CSD Board of Directors
Applicant Package for:

Graham, Carolyn
(6 pages)

TownOfDiscoveryBay CSD
Received
SEP 18 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Carolyn Graham hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 4909 South Point Discovery Bay, Ca

Phone: 925 418-4916

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

Vice President of Operations
2003-2013 The National Food Laboratory, Livermore, Ca

Led and directed support functions including Human Resources, IT, Facilities Management, Purchasing, Quality Assurance and Safety. Managed and developed staff of 10.

Designed and implemented employee relation programs, redesigned performance review process, developed compensation program. Facilitated full cycle recruiting for all positions from entry level to executives. Conducted employee and supervisor training. Designed and implemented succession plan. Company has a 3-4% annual turnover. Managed wage and benefit programs. Company chosen as one of the Bay Area top places to work numerous times.

Directed a successful aggressive safety program including audits and managing workers compensation claims.

Managed and executed all labor, non-disclosure agreements and contracts. Handled all legal issues for the company

Directed IT resources planning, budgeting and operational initiative. Managed 150 workstations, 12 servers. Directed IT development and expansion focus including voice and data. Successfully outsourced IT, established help desk, meeting or beating service level expectations

Planned, directed maintenance and repairs of 2 buildings, including landscaping and janitorial service. Successfully directed numerous renovations and the successful relocation of the company. Implemented facility work order system, established successful energy savings plan, preventive maintenance program and proactive maintenance program. Managed bid negotiations and relations with building owners, state and local regulatory entities.

Organization and Community Experience:

Since 2013 I have volunteered for a number of Discovery Bay community organizations including the Discovery Bay Chamber of Commerce of which I was the President of the Board of Directors in 2017. In addition I received their 2014 Ambassador of the Year Award. In 2015 I was the Membership Director for the Discovery Bay Yacht Club. I am an active member of Splashers, the charitable arm of the Discovery Bay Yacht Club. There we have raised funds for many organizations including the Delta Community Christian Food Pantry, Hope House, Tunnel to Towers, Odyssey of the Mind and Save the Delta. Current Vice President of the East Contra Costa Republican Womens Federation.

Reason for Application for Appointment:

I believe my business background, energy, enthusiasm and passion for living in Discovery Bay makes me an ideal candidate for the CSD Board of Directors.

Education:

B. A. in Psychology from Cal State University Chico along with numerous continuing education classes and seminars.

Do you have any financial or professional interest or association related to this position? Yes No
If yes, please explain?

References:

- | | |
|-------------------------|----------------------------------|
| 1. <u>Randi LaForge</u> | Phone Number <u>925 809 0422</u> |
| 2. <u>Karen Mann</u> | Phone Number <u>925 513 3231</u> |
| 3. <u>Chris Steele</u> | Phone Number <u>925 519 0582</u> |

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature: 

Date: September 17, 2020

All applications must be received by September 21, 2020 by 5pm.

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376
Telephone • 925.634.1131 • Fax • 925.513.2705
www.todb.ca.gov

Carolyn Graham

Summary

A highly accomplished and driven business professional, with a track record of success in Human Resources, IT, Purchasing, Facility Management and Customer Service. Coordinated and led dynamic teams to achieve company goals. Leveraged exceptional communication and interpersonal skills to build teams and gain consensus. Success's included those of a team as well as individual contributor.

Employment History

Volunteer Service

2013-present

Since 2013 I have volunteered for a number of community organizations including the Discovery Bay Chamber of Commerce of which I the President of the Board of Directors in 2017. In addition I received their 2014 Ambassador of the Year Award. In 2015 I was the Membership Director for the Discovery Bay Yacht Club. Other volunteer organizations include the local food bank, Operation Creekside, Save the Delta and Wounded Warriors.

Vice President of Operations

2003-2013 **The National Food Laboratory, Livermore, Ca**

Led and directed support functions including Human Resources, IT, Facilities Management, Purchasing, Quality Assurance and Safety. Manage and develop staff of 10.

Designed and implemented employee relation programs, redesigned performance review process, developed compensation program. Facilitated full cycle recruiting for all positions from entry level to executives. Conducted employee and supervisor training. Designed and implemented succession plan. Company has a 3-4% annual turnover. Managed wage and benefit programs. Company chosen as one of the Bay Area top places to work numerous times.

- Directed a successful aggressive safety program including audits and managing workers compensation claims. Senior member of safety committee.
- Managed and executed all labor, non-disclosure agreements and contracts. Handled all legal issues for the company
- Directed IT resources planning, budgeting and operational initiative. Managed 150 workstations, 12 servers. Directed IT development and expansion focus including voice and data. Successfully outsourced IT, established help desk, meeting or beating service level expectations
- Planned, directed maintenance and repairs of 2 buildings, including landscaping and janitorial service. Successfully directed numerous renovations and the successful relocation of the company. Implemented facility work order system, established successful energy savings plan, preventive maintenance program and proactive maintenance program. Manage bid negotiations and relations with building owners, state and local regulatory entities.

Community Association Manager

2002-2003 **Summerset Orchards-Del Webb/Pulte Homes, Brentwood, Ca**

Managed the non-profit homeowners association for under construction upscale home development, 650 homes, and 1300 residents.

- Hired, trained and developed staff of 10.
- Purchased furnishings for 12,000 square foot recreation lodge. Managed pre-opening and operating budget. Responsibilities included overseeing landscaping, two swimming pools, fitness center, bocce courts, tennis courts, and security. Marketed ballroom and meeting facilities.
- Managed bidding process, contracts administration and maintenance programs. Primary contact for resident communication and liaison with Board of Directors.

4909 South Point
Discovery Bay ,Ca
94505

H (925) 418-4916
C (925) 389-7072
Graham207@aol.com

- Aggressively managed risk management of association properties, activities and business affairs.
- Developed and marketed recreation programs and group travel for residents.
- Manage \$600,000.00 expense budget, came in under budget in all 32 line items.

San Francisco Bay Regional Manager of Staffing and Recruiting, Assistant Vice President

2000-2002 **Wells Fargo San Francisco, Ca**

Managed the recruiting department for the Bay Area Region made up of 3000 employees, including the management, development and motivation of 8 recruiters. Promoted in less than one year to position.

- Completed successful strategic recruiting marketing plan.
- Implemented candidate-tracking system and Internet recruiting program. Set direction for diversity hiring. Planned college-recruiting programs.
- Developed tool to help senior management track staffing levels and open requisitions.
- Department was consistently rated number one in recruiting productivity.
- Re engineered recruiting life cycle

Assistant Regional Manager

1996-1999 **California Federal Bank (formerly Glendale Federal Bank, now Citibank)**

Assisted Regional Manager in completing merger of two financial institutions for 31 branches in 3 Northern California Counties. Established sales culture by coaching and training Branch Managers and staff.

- Developed and implemented sales strategies and campaigns. Introduced and reinforced customer service/sales program.
- Conducted training for Operations Managers to insure operational soundness of branches, audited branches for compliance. Conducted sales training for Financial Services staff.
- Organized monthly meetings for Managers, Operations Managers, and Financial Services staff to increase sales and product knowledge.
- Assisted Managers with recruiting, and employee relation issues. Conducted branch business review. Involved with annual budget and salary planning.

Sr. Human Resources Consultant.

Managed the Human Resources function for 2 Regions in Northern California. Consisting of 39 Branches, 7 Residential loan offices, and the Appraisal Department for Northern and Southern California before being promoted to Assistant Regional Manager.

- Managed the implementation and interpretation of employee relation, staffing and organizational development policies and programs.
- Provided guidance to senior, mid-level managers and employees. Conducted management skill development classes.
- Designed successful recruiting campaign of exempt and non-exempt employees.
- Managed merger transition and downsizing.
- Evaluated legal compliance of all disciplinary actions and terminations.
- Client survey indicated significant increase in client satisfaction from prior years

Education Cal State University Chico, Chico, Ca B.A Psychology

Computer Skills Microsoft office suite Excel, Word, PowerPoint, Mas 90, Salesforce

Maddie Kibriya

From: Graham <graham207@aol.com>
Sent: Thursday, September 17, 2020 4:53 PM
To: Maddie Kibriya
Subject: CSD Application and Resume
Attachments: Application.pdf; Carolyn Graham Resume.docx

Hello

Attached please find my application and my resume for the vacant seat on the CSD Board of Directors. Please let me know that you received my email.

If you have any questions please call me at 925 418 4916 or email Graham207@aol.com.

Thank you

Have a good weekend

Carolyn Graham

CSD Board of Directors
Applicant Package for:

Helfrick, Charles 'Bill'
(10 pages)

TownOfDiscoveryBay CSD
Received
SEP 07 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

**Application for the Appointment to the
Board of Directors for the Town of Discovery
Bay Community Services District**

Charles W. (Bill) Helfrick hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 661 Beaver Ct. Phone: 925-516-1227

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

From May 1971 through December 1973 I worked as an accountant for a Certified Public Accounting Firm in San Jose, California. After completing the required work hours and passing the CPA exam to become a Certified Public Accountant, a certificate was granted to me by the State of California entitling me to practice as a Certified Public Accountant on August 3, 1973. I became a shareholder in that firm in January 1974 and continued employment with that firm through my retirement in March 2015.

Organization and Community Experience:

In past years, I was a sponsor of the Big Cat Poker Run. I have served as the Director of Finance for the Discovery Bay Yacht Club. I am currently the treasurer for the Discovery Bay Senior Men's Golf Club.

Over the last few years, I have attended many of the CSD Board Meetings and Subcommittee Meetings. I have used many of the three-minute opportunities to give the Board my opinion related to many of the issues you have dealt with.

Reason for Application for Appointment:

With my education and work background, I would bring valuable experience and expertise to this Board. I also would be able to hit the ground running since I have been closely following what issues you have been working on the last 2 years.

Education:

I graduated high school from Willow Glen High, San Jose, California in 1965.

I attended my first semester of college at San Jose State University. I transferred to John Brown University, located in Siloam Springs, Arkansas, and was conferred the degree of Bachelor of Science on May 8, 1971.

After completing the required experience work hours and passing the CPA exam, I was issued a certificate to practice as a CPA in August 1973. Every two years thereafter, I completed 80 hours of continuing education in related accounting and auditing courses.

Do you have any financial or professional interest or association related to this position? Yes No
 If yes, please explain?

Bug in form ; To clarify, I do not have any financial or professional interest or associati
 Bug in form ; To clarify, I do not have any financial or professional interest or associati
 Bug in form ; To clarify, I do not have any financial or professional interest or associati

References:

- 1. Karl Koster Phone Number 1-209-815-4197
- 2. Carl Zanger Phone Number 1-408-313-3456
- 3. Terry Laughlin Phone Number 1-209-406-7765

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Digitally signed by Charles W. Helfrick
 DN: cn=Charles W. Helfrick, gn=Charles W. Helfrick, c=United States, e=bhelfrick@cwhtdb.com
 Reason: I am the author of this document
 Location:
 Date: 2020-09-05 16:14:17.00

Signature: _____

Date: Sept. 5, 2020

All applications must be received by September 21, 2020 by 5pm.

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376
 Telephone • 925.634.1131 • Fax • 925.513.2705
www.todb.ca.gov

Maddie Kibriya

From: Charles Helfrick <bhelfrick@cwhdb.com>
Sent: Saturday, September 5, 2020 4:21 PM
To: Maddie Kibriya
Subject: Board appointment applications
Attachments: application_for_appointment_to_board_of_directors.pdf

I am still awaiting clarification on the need for a resume to be sent to you.

Bill Helfrick
661 Beaver Ct.
Discovery Bay, California 94505

925-516-1227

bhelfrick@cwhdb.com

Maddie Kibriya

From: Mike Davies
Sent: Wednesday, September 9, 2020 8:00 AM
To: Maddie Kibriya
Subject: FW: Board Vacancy Application
Attachments: resuse for csd appointment.pdf

Maddie... Please add the attached resume to Mr. Helfrick's application package for the Board.

From: Charles Helfrick <bhelfrick@cwhdb.com>
Sent: Tuesday, September 8, 2020 5:15 PM
To: Mike Davies <mdavies@todb.ca.gov>
Subject: RE: Board Vacancy Application

Mike,

Attached is my resume to go along with the appointment application.

Bill Helfrick
 661 Beaver Ct.
 Discovery Bay, California 94505

925-516-1227

bhelfrick@cwhdb.com

From: Mike Davies <mdavies@todb.ca.gov>
Sent: Tuesday, September 8, 2020 9:21 AM
To: Charles Helfrick <bhelfrick@cwhdb.com>
Subject: RE: Board Vacancy Application

No worries, I'll take care of it when you get it to me.

From: Charles Helfrick <bhelfrick@cwhdb.com>
Sent: Tuesday, September 8, 2020 9:19 AM
To: Mike Davies <mdavies@todb.ca.gov>
Subject: RE: Board Vacancy Application

Mike,

I'm in the process of getting my last CV from the accounting firm for which I retired. I get that to you to attached with my application.

Bill Helfrick

*661 Beaver Ct.
Discovery Bay, Ca 94505*

bhelfrick@cwhdb.com

408-284-9925

From: Mike Davies <mdavies@todb.ca.gov>
Sent: Tuesday, September 8, 2020 9:17 AM
To: Charles Helfrick <bhelfrick@cwhdb.com>
Subject: RE: Board Vacancy Application

Bill...

Just to let you know, we did received your application. At the Board Meeting, the Board did request a resume accompany the application, however, staff will still submit applications that don't have resumes attached.

Thanks, Mike

From: Charles Helfrick <bhelfrick@cwhdb.com>
Sent: Tuesday, September 8, 2020 9:13 AM
To: Mike Davies <mdavies@todb.ca.gov>
Subject: RE: Board Vacancy Application

Mike,

Thank you for the information.

Bill Helfrick

*661 Beaver Ct.
Discovery Bay, Ca 94505*

bhelfrick@cwhdb.com

408-284-9925

From: Mike Davies <mdavies@todb.ca.gov>
Sent: Tuesday, September 8, 2020 7:58 AM
To: Charles Helfrick <bhelfrick@cwhdb.com>
Subject: RE: Board Vacancy Application

Bill...

The Board has requested that an appointment application be made available and that all interested parties complete and submit such application. Additional material, as applicants see appropriate, although not required, will be provided to the Board with the completed application. The deadline for applications is September 21, 2020. The process is on our website: <https://www.todb.ca.gov/announcement/notice-vacancy-board-directors>

Thanks,
Mike

From: Charles Helfrick <bhelfrick@cwhdb.com>

Sent: Saturday, September 5, 2020 10:25 AM

To: Mike Davies <mdavies@todb.ca.gov>

Cc: Bill Mayer <bmayer@todb.ca.gov>; Bill Pease <bpease@todb.ca.gov>; Bryon Gutow <bgutow@todb.ca.gov>; Kevin Graves <kgraves@todb.ca.gov>; rattebery@neumiller.com

Subject: Board Vacancy Application

Mr. Davies,

I'm requesting clarification on the instructions for applying for the open board position. Your instructions state as follows: "Any person interested in being appointed to fill the Board vacancy must submit a completed application and resume...". Are you requiring that the completed application as well as a personal resume must be submitted?

Bill Helfrick

*661 Beaver Ct.
Discovery Bay, Ca 94505*

bhelfrick@cwhdb.com

408-284-9925

RESUME OF

Charles W. (Bill) Helfrick, CPA661 Beaver Court
Discovery Bay, CA 94505

September 8, 2020

PERSONAL INFORMATION

Age: 72 Years old

Marital Status: Married for 50 years In December 2019

I have owned property in Discovery Bay for the past 30 years which, until my retirement in 2015, was used as my weekend vacation home. Upon my retirement, I moved into my Beaver Court property as my full-time residence.

I own a second property on Regatta Drive, which is set up for and used by my wife for her art studio.

EDUCATION

Bachelor of Science Degree - General Business

1. Graduated from:
John Brown University
Siloam Springs, Arkansas
May 8, 1971
2. 80 hours of Continuing Education courses every 2 years to maintain my Certified Public Accountants license
 - a. Current Accounting Practices
 - b. Income Tax
 - c. Litigation Services

WORK HISTORY

1. Hired by J. Bruce McCahan, CPA in May 1970 prior to his incorporation of the accounting practice
2. Received my Certified Public Accountants Certification from the State of California on August 3, 1973
3. First purchased a 20% interest in the Corporation in January 1974 and another 15% several years later.
4. I worked for this Firm for approximately 45 years until my retirement in March 2015
 - a. My best estimate that at the time of my retirement, the Firm had 3 partners, 15 Certified Professional Staff, 4 Non-Certified Professional Staff and 10 Computer and Clerical Staff
5. For the last 25+ years of my employment, I specialized in providing litigation support services which included:
 - a. Business and practice valuations for
 - i. Doctors
 - ii. Dentists

RESUME OF

Charles W. (Bill) Helfrick, CPA
 661 Beaver Court
 Discovery Bay, CA 94505

September 8, 2020

- iii. Accountants
- iv. Lawyers
- v. Manufacture Representatives
- vi. Beer and wine distributorships
- vii. Trucking companies
- viii. Machine shops
- ix. Gas and Oil Jobbers
- x. Psychologists
- xi. Restaurants
- b. Analysis of Income and Cash Flow for the determination of Spousal and Child Support
- c. Determination of economic lifestyle
- d. Tracing of Separate Property and Separate Property Reimbursement Claims
- e. Determination of post-separation reimbursement claims
- f. Damage Calculations for Wrongful Death and Wrongful Employment Terminations
- g. Legal Malpractice Defense and Plaintiff Work
- h. Construction Contract Disputes
- i. Partnership Dissolution Accountings
- j. Accountings for Cost Expenditures Charged against a Settlement
- 6. Counties in which I have qualified and testified as an expert witness
 - a. Santa Clara
 - b. Alameda
 - c. Mendocino
 - d. Santa Cruz
 - e. Sacramento
 - f. Orange
 - g. Los Angeles
 - h. San Benito
 - i. Marin
 - j. San Francisco
 - k. Contra Costa
- 7. Related Work Activities
 - a. Speaker at the June 23, 1984, Santa Clara County Bar Association Family Law Section Continuing Education Course "Business Valuations in Family Law Cases"
 - b. Speaker at the August 2, 1990, Technical Luncheon sponsored by the California Society of Certified Public Accountants, San Jose Chapter, Topic: Business Valuations
 - c. Speaker at the October 27, 1990, Colloquia sponsored by the Judicial Council Family Law Advisory Committee, Topic: "A Serious Inquiry on Goodwill"
 - d. Speaker at the October 7, 1991, Continuing Education of the Bar program, "Valuing Assets in Marital Dissolutions"

RESUME OF

Charles W. (Bill) Helfrick, CPA661 Beaver Court
Discovery Bay, CA 94505

September 8, 2020

-
- e. Speaker at the November 7, 1991 Family Law Section of the Santa Clara County Bar Association Seminar, "Employment Benefits, Increasing the Community Pot"
 - f. Speaker at the October 14, 1992 Family Law Section of the Santa Clara County Bar Associations, Seminar, "Business Valuations for the Family Law-a Seminar for Accountants"
 - g. Speaker at the 1994 AAML symposium regarding Settlement Conferences on The Issue of Support
 - h. Speaker at the California Society of Certified Public Accountants, San Jose Chapter, Technical Luncheon on June 16, 1994 regarding "Problems Related to Divorce,"
 - i. Guest speaker at the Santa Clara University Law School Family Law Class regarding "Tax Aspects of Family Law" In 1993, 1994, 1995 and 1996
 - j. Speaker at the California Society of Certified Public Accountants, Peninsula Chapter, Tax Committee on December 21, 1994 regarding "Basic Tax Problems Related to Divorce"
 - k. Regular appointments as Mediator or the Court's expert to resolve business valuations, reimbursement claims and tracing issues in marital dissolutions

CSD Board of Directors
Applicant Package for:

Porter, Ashley
(6 pages)

TownOfDiscoveryBay CSD
Received
SEP 21 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Ashley Porter hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 2253 Reel Court, Discovery Bay, CA 94505 Phone: 925.325.5228

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

I have an employment and volunteer history in sales, marketing, operations, and corporate management.

My current position is New Truck Sales Representative for TEC Equipment. I specialize in municipality and vocational sales. I work on a regular basis through the bid process for small purchases and large multi-year contracts. I have worked with Cal-Trans' engineering in writing truck specs and trying to improve the purchasing process. I have a good understanding of budgeting, contract and bid management.

At Starbucks I managed a multi-million dollar P&L and 20+ employees. This involved hiring, training and performance management. Starbucks process and procedures were derived from the Six Sigma management process.

My volunteer work has been with the school district in Byron, our community and within my professional network. I have worked through establishing a non-profit organization, writing and implementing bylaws, budgets and establishing job descriptions for Board of Director positions. I have served on several hiring, recruiting and finance committees throughout my volunteer career.

Organization and Community Experience:

- Byron School District Climate Committee - current
- Ensemble President (Contra Costa School of Performing Arts Parent Organization)- 2019- Current
- Ensemble Treasurer - 2018-2019
- Principal Hiring Committee at Contra Costa School of Performing Arts- 2020
- Contra Costa School of Performing Arts Finance Committee- Current
- Founding Board member for WISR (Women In Solid Waste and Recycling) current Event Committee Chair
- PTA President Timber Point Elementary 2010-2012
- Principal Hiring Committee for Timber Point approximately 2011
- Tri Delta Collegiate District Officer for University of the Pacific, UC Santa Barbara, University of Denver- 2008-2012
- Kaleidoscope Board of Directors 2003-2012
- I have Volunteered for the following organizations throughout the years: Monument Crisis Center, Relay For Life, Alameda Food Bank, Foster a Dream, Kaleidoscope, Wreaths Across America, CRRC, Wish Upon a Wedding

Reason for Application for Appointment:

I moved to Discovery Bay in 2002 from Utah newly married and excited to raise my family in a small community. I have lived and worked here the past 18 years watching the community and my family grow. I have been an active volunteer and community member these past 18 years. I believe in the power of change, the power of leadership and the magic that happens when those two things work together within a community.

I bring to the CSD board a different perspective. I am a working Mom that is committed to being an example of change and leadership for my family. I have the real world experience of leadership, change management and the grit and grace of being a volunteer.

My hope is by applying for this position I can be a larger part of the evolution and growth of Discovery Bay. I bring family values, corporate experience, and the passion of a volunteer.

Education:

University of Utah- Bachelor of Science in Communication

Do you have any financial or professional interest or association related to this position? Yes No

If yes, please explain?

No I do not have any financial, professional, or association interest related to this position

No I do not have any financial, professional, or association interest related to this position

No I do not have any financial, professional, or association interest related to this position

References:

- 1. Doug Gray Phone Number 209.602.2225
- 2. Neil McChesney Phone Number 925.768.5947
- 3. Candice Bright Phone Number 925.698.6806

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature: Ashley Porter
 Date: 9/21/2020

All applications must be received by September 21, 2020 by 5pm.

Ashley Porter
 2253 Reef Court
 Discovery Bay, CA 94505
 925.325.5228
ashleyporter4444@gmail.com

www.linkedin.com/in/ashleyporter4

Visionary leader with broad-based experience in business to business sales, networking, operational management, employee and business development. High integrity, innovative thinker recognized for ability to create successful outcomes in challenging and rapidly changing environments. Diverse industry and functional expertise, with a relentless commitment to improved quality, community involvement and employee development.

KEYS AREAS OF EXPERTISE

- B2B Sales
- Brand Management
- Employee Management and Recognition
- Staff Hiring, Training and Supervision
- Social Media
- Budget Planning and Execution
- Office Logistics
- Customer Service
- Outside Sales

OUTSIDE SALES EXPERIENCE

TEC Equipment

November 2015 - Present

New Truck Sales Representative

Business to Business Sales of Volvo and Mack commercial trucks (Class 6,7 & 8 garbage trucks, dump trucks, long-haul trucks, and concrete mixers), Self-generate leads and opportunities. Identify, profile, and call on prospective customers within assigned territory, developing and applying strategy as necessary to obtain orders. Build and maintain a healthy pipeline of sales opportunities and customer relationships. Conduct extensive cold calling to obtain new business.

- Ensure customer satisfaction from start of sale throughout the life of the truck, resolving any issues that may occur during the ownership of the truck; including driver and mechanic training, service issues etc.
- Current Territory Is Santa Clara County, Alameda County, Santa Cruz County, San Mateo County, Contra Costa County and all City/State Bids.
- Personal year over year growth of 110% in new truck sales.
- Current goal is 60 trucks a year. Exceeded goal by 40 trucks this year.
- 2018 Fiscal year did 6.5 million dollars in sales.
- Part of the pilot Sapphire training program for Volvo North America Trucks
- Actively participate in the California Refuse and Recycling Council, California Transportation Committee, Western Trucking Association and Clara Mateo Recycling Group.
- Have a proven track record of 98% conversion rate of converting customers over to the Mack/Volvo brand.
- Proven track record of establishing and growing a territory.

OTHER EXPERIENCE

Starbucks

October 2011 – November 2015

Store Manager (May 2012 – November 2015)

In charge of setting goals for the team, developing organizational capability, and modeling Starbuck Standards. I planned, identified, communicated, and delegated appropriate responsibilities and practices to store partners to ensure smooth flow of operations. Constantly reviewing the store environment and key business indicators to identify problems, concerns, and opportunities for improvement to provide coaching and direction to the store team to achieve operational goals.

- Completed Assistant Manager Retail Management Training program and was promoted within 6 months. Average time in the program is 12-18 months.
- Increased store sales year over year by 15%.

OTHER EXPERIENCE- Continued

Starbucks

Assistant Store Manager, Pleasant Hill, CA (October 2011 – May 2012)

Supported Store Manager in implementing company programs by working directly with the shift team to execute action plans that meet operational and organization objectives.

1-800Wineshop/Wineshop At Home

2004 - 2005

Marketing Manager, San Ramon, CA

Managed and developed marketing programs for both 1-800Wineshop and Wineshop at Home. Worked directly with the VP of Sales and CEO to create goals, training material and consultant program for WineShop At Home. Planned all client appreciation events as well as consultant training and the consultant annual conference.

Select Achievements:

- Worked with the CEO to develop and implement the WineShop At Home training and consumer program within a four month period
- Designed all the marketing materials including brochures, website, tear-off sheets for the new WineShop At Home program as well as the 1-800Wineshop brochures, website and monthly wine club
- Planned the Kick off Conference for WineShop at Home

Ernst & Young

2001 - 2004

Creative Services Coordinator/Team Leader, San Jose, CA

Project Manager for the Creative Services Department for the Western Regional Headquarters. Handled projects from Audit, Consulting, Tax, Sales, National and International Marketing, Education, and Human Resources. Managed a team of 15 people including designers, reprographics staff, and other creative service coordinators.

Select Achievements:

- Took a department that was losing money and turned it around to a profitable department.
- Was on a National task force to streamline the workflow for Creative Service Departments nationwide

EDUCATION

Bachelors of Science in Communications - University of Utah

CRRRC Next Generation Program- 9 Month College Level Business Class for the Refuse and Recycling Industry

Volunteer Experience

Contra Costa School of Performing Arts Parent Group, Ensemble- President

Contra Costa School of Performing Arts Parent Group, Ensemble, Treasurer

Contra Costa School of Performing- Finance Committee

Byron Union School District- Climate Committee

Timber Point PTA- President

WISR (Women in Solid Waste and Recycling)

Kaleidoscope

Monument Crisis Center

Alameda Food Bank

Wreaths Across America

Relay for Life

Foster a Dream

Maddie Kibriya

From: Ashley Porter <ashley.porter4444@gmail.com>
Sent: Monday, September 21, 2020 11:08 AM
To: Maddie Kibriya
Subject: Ashley Porter CSD Board application
Attachments: Ashley Porter CSD Board application.pdf

To Whom It May Concern -

Please find attached my application and resume for the CSD Board open position. I will drop a hard copy off to the Town offices a little later this afternoon. I look forward to hearing from you.

Kind Regards,
Ashley Porter

CSD Board of Directors
Applicant Package for:

Swalwell, Eric
(3 pages)

TownOfDiscoveryBay GSD
Received
SEP 21 2020



Town of Discovery Bay
Community Services District
1800 Willow Lake Road, Discovery Bay, CA
Phone (925) 634-1131

**Application for the Appointment to the
Board of Directors for the Town of Discovery
Bay Community Services District**

I, Eric N. Swalwell hereby makes application for consideration by the
Town of Discovery Bay Community Services District Board of Directors.

Address: 2189 Firwood Ct. Phone: 925-240-4461
Discovery Bay, Ca. 94505

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

- Deputy Sheriff, Alameda County Sheriff's Department, Oakland, Ca.**
- Police Officer, City of Pleasant Hill Ca. Pleasant Hill, Ca,**
- Chief of Police, City of Algona, Iowa**
- District Supervisor - Security, Long's Drug Stores, Walnut Creek, Ca.**
- Senior Investigator, Global Secure 3 - Global Security, San Francisco, Ca.**

Organization and Community Experience:

Retired police officer/Chief. Retired Corporate Security Manager
 Commissioner, City of Dublin, Ca. Parks & Community Services
 Trustee, City of Dublin, Ca. School Board
 President, City of Dublin, Ca. School Board
 President, City of Dublin, Ca. Soccer Board
 Vice President, City of Dublin, Ca. Baseball League
 Board of Directors, Smart Kids - Safe Kids, Pleasanton, Ca.
 Member of Alameda County Civil Grand Jury (2013)
 Founding Board Member, Kossuth County Boy's Club of America, Iowa

Reason for Application for Appointment:

I believe the Town of Discovery Bay has a number of viable resources that could be developed for the overall benefit of the community. Resources that would provide enjoyment for both children and adults, and at the same time generate a source of revenue to the Town.
 My professional background encompasses a broad area of experience in public relations, safety, contract negotiations, interaction with officials at all levels of government, County, State and Federal.
 The Town of Discovery Bay is a community of fellowship, and a sense of pride which is the reason I look forward to contributing to its future.

Education:

- Bachelor of Arts, Business Administration St. Mary's College, Moraga, Ca.
- State of California Peace Officer's Academy
- State of Iowa Intermediate Peace Officer's Academy
- Certified Fraud Examiner (Achievement recognized world wide)
- Certified Protection Professional (Achievement recognized world wide)

Do you have any financial or professional interest or association related to this position? Yes No

If yes, please explain?

References:

1. Ward MesserschmitzPhone Number 925-634-12442. Bob Bay Sr.Phone Number 925-270-53403. Kristen BroockerPhone Number 925-634-1017

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature:

Eric N. Sawalull

Date:

September 21, 2020

All applications must be received by September 21, 2020 by 5pm.

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376

Telephone • 925.634.1131 • Fax • 925.513.2705

www.todb.ca.gov

CSD Board of Directors
Applicant Package for:

Delgado, Alberto
(4 pages)

TownOfDiscoveryBay CSD
 Received
 SEP 14 2020



Town of Discovery Bay

Community Services District

1800 Willow Lake Road, Discovery Bay, CA

Phone (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Alberto W Delgado hereby makes application for consideration by the
 Town of Discovery Bay Community Services District Board of Directors.

Address: 2173 Firwood Court Phone: 925 895-3294

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience:

I am currently a Board member of the Bajamar Homeowners Association(an HOA in Mexico) holding the position of Treasurer for the last six years. In 2018, I sold my 50% interest in Cervantes-Delgado, Inc. (a chemical distribution company) marketing Diesel Exhaust Fluid (DEF). DEF is an environmental chemical used to abate nitrogen oxide emissions from diesel trucks, locomotive, marine vessels and power plants.

I worked for Shell Oil Company for 33 years managing chemical plants in Southern California and Indiana. For 13 years I worked for a Shell affiliate company in Savannah, GA as Chemical Engineer, Technical /Research Development Manager and Production Manager. I also worked with Shell Oil as the Environmental, Health and Safety Manager for the Catalyst Business overseeing the safety/health and environmental program of facilities in Ghent, Belgium; Singapore; Michigan City Indiana; Bay Point, CA; Azusa, CA; Medicine, Alberta, Canada and Willow Island, W VA.

I was appointed in 1986 by Shell Subsidiary (Criterion Catalyst) to represent the company business interest in Sacramento at the Chemical Industry Council (a chemical industry lobbying entity). I served as Board member from 1986 to 1997 and became Chairman in 1994-1995.

Organization and Community Experience:

I served on the Board of the Economic Opportunity Authority (EOA) representing industry in Savannah, GA from 1977 to 1980. The EOA was a federal government organization assisting minorities with housing and employment opportunities in the Savannah Metropolitan Area.

Reason for Application for Appointment:

I have lived in Discovery Bay since 1991. I am very much interested in assisting our community with the difficult challenges it faces. I have the business and community experience to work with the other members of the Council to make the Town of Discovery Bay a better place to live.

Education:

I have a BS degree in Chemical Engineering from The Catholic University of America.
My High School Education : Ruston Academy, Havana, Cuba.

Do you have any financial or professional interest or association related to this position? Yes No
If yes, please explain?

References:

- 1. Bill Pease Phone Number bpease@sbcglobal.net
- 2. Bill Mayer Phone Number 510 207-7600
- 3. Ron Pellegrini Phone Number 925 326-8600

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature: Alberto W Delgado

Date: September 13, 2020

All applications must be received by September 21, 2020 by 5pm.

Maddie Kibriya

From: Alberto W. Delgado <conuco@sbcglobal.net>
Sent: Sunday, September 13, 2020 3:32 PM
To: Maddie Kibriya
Subject: Vacancy- Board of Directors Town Of Discovery Bay
Attachments: ScanDoc_20200912_0002.pdf

Attached please find my application and credentials requested for the vacancy on the Board of the Town Of Discovery Bay.

Thank you,

Alberto Wolter Delgado
2173 Firwood Court
Discovery Bay, CA 94505-9125
925 895-3294

CSD Board of Directors
Applicant Package for:

Visintin, Frank
(5 pages)

TownOfDiscoveryBay CSD
 Received
 SEP 07 2020



Town of Discovery Bay

Community Services District

1800 Willow Lake Road, Discovery Bay, CA Phone
 (925) 634-1131

Application for the Appointment to the Board of Directors for the Town of Discovery Bay Community Services District

Frank J. Visintin hereby makes application for consideration by the Town of Discovery Bay Community Services District Board of Directors.

Address: 940 Discovery Bay Boulevard, Discovery Bay, CA 94505

Phone: 925-642-5402

Particular strengths, background, experience, perspective, and talents which might contribute significantly to efficient administration of local government programs and effective representation of the public sector on policy development are as follows:

Employment Experience: See resume below.

Organization and Community Experience: See Reason for Application Appointment.

Reason for Application for Appointment:

My family moved to Discovery Bay in 1989. I am knowledgeable of Discovery Bay history, from inception through current times, and have written numerous documents based on extensive research. I am knowledgeable of and have read the Town of Discovery Bay's documents (past and current) and have written numerous documents based on extensive research. I am knowledgeable of and have read California Codes and have written numerous documents based on extensive research. I am knowledgeable of and have read MAC, CSD, LAFCO, Contra Costa County, and Joint Powers Authority documents and have written about some but completed extensive researched on all of them. I was the last board member of the now dissolved Discovery Bay Property Owner's Association (DBPOA) and have written numerous documents based on

extensive research. I have made numerous public comments at the Town of Discovery Bay Board of Director meetings (past and present).

Below is my resume for the Town of Discovery Bay Board of Director's seat. I understand, if appointed, the seat is up for election in November 2022.

Education: See resume below.

Do you have any financial or professional interest or association related to this position? No.

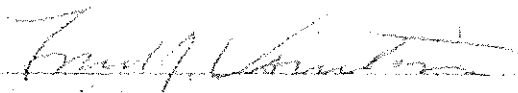
References:

1. Larry Shields

Phone Number 925-899-2820

All applicants must be 18 years of age, a registered voter, and must be a resident within the Discovery Bay District boundary. Please submit this application and your resume to the Town of Discovery Bay District Office located at 1800 Willow Lake Road, Discovery Bay, CA 94505 by mail, hand delivering, or by emailing it to: mkibriya@todb.ca.gov.

Signature:



Date: 09/04/2020

All applications must be received by September 21, 2020 by 5pm.

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376
Telephone • 925.634.1131 • Fax • 925.513.2705 www.todb.ca.gov

Frank J. Visintin
 visintin@comcast.net
 925-642-5402
 vitruualprocessdesign.com

Objective

Manage change in public, private, domestic, and international sectors.

Experience

Managed changes in operations, systems, products, projects, departments, companies, and subsidiaries that included Fortune 500 Financial Institutions, the Federal Reserve Bank, the California Department of Motor Vehicles, and the State of California.

Positions Held

President & CEO, Vice President, Senior Product Manager, Senior Project Manager, Lead Change Manager, Senior Business Analyst, Solutions Architect.

Operational Skills/Knowledge

Streamlined systems and operations; created new products; developed business requirements; and implemented best-practices procedures. Participated in strategic planning; team building; budgets; workflow; organizational design; premise design; relocations; business process modeling; forensic analysis; data mining; metric measurement; loan and deposit processing; market research; audit; compliance; training; demand deposit and general ledger analysis; brick and mortar and electronic banking; BSA/AML; KYC; CIP; CIF, CDD; EDD; OFAC; SOX; Basel; Comprehensive Capital Analysis and Review; Dodd-Frank; Community Reinvestment Act; Trade Finance; Six Sigma; LEAN; and payment processing (paper and electronic).

Technical Skills/Knowledge

Microsoft Office (Word, Excel, Access, Power Point, Outlook, Publisher); Microsoft VISIO; Microsoft Project; Microsoft Dynamics CRM; Concept Draw; Apache Open Office; Ubuntu/Linux; Google Docs; Open Database Connectivity; Remedy; Requisite Pro; Information Technology Service Management; Information Technology Infrastructure Library; System/Software Development Life Cycle; Agile; Use Case; User Acceptance Testing; HOGAN; Essbase; Hyperion; SQL; BRIO; CRM-TouchPoint; SHAW; IBSNET; DocuSign; Appian/FlightPath; Actimize; Spectrum; Axletree; and PRIME.

Current Engagement

Registered Unclaimed Property Investigator with the State of California's Unclaimed Property Division.

Education

Bachelor of Science - Business Administration.

Publications

Book - How to Eliminate Binge Hiring and Firing.

Book - Future Pandemics – How to Eliminate Binge Firing and Hiring

Article - American Banker - Technology Exists Now to End Check Handling.

Article - The Journal of the Quality Assurance Institute - Reengineering is Free.
Article - The Journal of the Quality Assurance Institute - Raiding the Lost Arts.

Guest Speaker

The International Association for Human Resource Information Management (IHRIM), San Francisco.

Topic - A No Frills Approach to Staff Control.

United States Air Force Veteran

Honorable Discharge.

Maddie Kibriya

From: visintin@comcast.net
Sent: Saturday, September 5, 2020 7:29 AM
To: Maddie Kibriya
Subject: Application for Board of Director's Seat
Attachments: Visintin Application.pdf

Alex Padilla

California Secretary of State

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AP20:073

FOR IMMEDIATE RELEASE

August 13, 2020

CONTACT:

SOS Press Office

(916) 653-6575

Secretary of State Alex Padilla Announces Results of Randomized Alphabet Drawing for November 3, 2020 General Election

SACRAMENTO, CA – Secretary of State Alex Padilla’s staff today held a randomized alphabet drawing to determine the order that candidates’ names will appear on the November 3, 2020 General Election ballots.

The results of today’s drawing are as follows:

1. B	8. H	15. Q	22. Y
2. A	9. P	16. F	23. K
3. E	10. O	17. I	24. W
4. Z	11. S	18. C	25. R
5. T	12. N	19. V	26. J
6. L	13. M	20. U	
7. G	14. D	21. X	

This alphabet applies throughout the candidate's name, last name first, followed, if necessary, by first name, then middle name. If more than one candidate's last name begins with the same letter, the alphabet applies to the second letter and, if needed, the third, etc., until different letters appear in the same position. For example, if two candidates with the last names Campbell and Carlson are running for the same office,



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bill Pease • Vice-President – Bryon Gutow • Director – Kevin Graves • Director – Robert Leete • Director – Bill Mayer

COPY

September 4, 2020

Contra Costa County Election Division
Attn: Debi Cooper, Registrar of Voters
PO Box 271
Martinez, CA 94533

Re: Notice of Vacancy

Dear Ms. Cooper:

I am writing on behalf of the Town of Discovery Bay Community Services District (the "Town") to notify you pursuant to Government Code section 1780 of a vacancy on the Town Board of Directors ("Board"). Please be advised that effective September 3, 2020, the office of Director formerly occupied by Robert Leete has been vacated by resignation pursuant to Government Code section 1770, subdivision (c).

Pursuant to Government Code Section 1780, subdivision (d), the Board intends to fill the vacancy by appointment and the Town will notify the County Elections Officials of that appointment.

If you have any questions, please feel free to contact me at (925) 634-1131.

Sincerely,

Dina Breitstein
Assistant General Manager
Town of Discovery Bay

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376

Telephone • 925.634.1131 • Fax • 925.513.2705

www.todb.ca.gov



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

September 23, 2020

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

Agenda Title

Approve Procedure to Appoint Individual to Vacancy Created by Robert Leete's resignation

Recommended Action

There is no staff recommendation for this item. The Board President directed staff to bring an action item before the Board for the purpose of developing and adopting a procedure for appointing an individual at the October 7, 2020, regular Board meeting to fill the vacancy created by Robert Leete's resignation.

Executive Summary

1. The Town is a CSD formed in accordance with the Water Code
2. The Town's bylaws and California Water Code section 61042 provides that any vacancy in the office of a member elected to a board of directors shall be filled pursuant to Government Code section 1780.
3. At its September 16, 2020, regular meeting, and in accordance with section 1780, the Board opted to appoint an individual to the vacant position
4. The Board directed staff to accept applications from qualified individuals through close of business, Monday, September 21, 2020.
5. At the special meeting on Wednesday, September 23, 2020, at 7PM the Board will interview applicants, and consider approval of a procedure to follow in making an appointment at the October 7, 2020, regular meeting.
6. In accordance with the Town's Policy 002, Rosenberg's Rules of Order is to apply to all questions of procedure and parliamentary law not specified by the Town's bylaws or otherwise by law.
7. Neither the Town's bylaws or any applicable law provide any specific guidance on procedure or parliamentary law with regard to conducting applicant interviews or procedures for appointment of an individual to the vacant office.
8. In the absence of an adopted procedure, Rosenberg's provides that it is the chair's duty to apply the rules of conduct of the meeting.
9. All decisions by the chair are final unless overruled by the body itself.
10. The Board may adopt a procedure it wishes to follow in appointing an individual to fill the vacancy created by Mr. Leete's resignation.
11. In the absence of an adopted procedure, the procedure and parliamentary law related to the desired action would simply be governed by Rosenberg's Rules of Order.

Proposed Procedure to Fill Vacancy Created by Mr. Leete's Resignation

The Board President suggests the following procedure for filling the vacancy created by Mr. Leete's resignation:

1. The Board President shall introduce the agenda item and request that staff provide a brief report to the Board
2. The Directors may ask any technical questions clarifying the process.
3. Once all Board questions have been addressed, each Director shall submit a nomination list of their top 4 applicants to the Town's Secretary.
4. The Town's Secretary shall read aloud the names on each Director's list, first naming the Director whose list is being read and then reading the names on the list.

Continued on next page

5. As each Director's list is read aloud, Town staff shall make a corresponding marking on the visual aid provided by staff in the Director's column on the row assigned to each of the Director's listed nominees. The visual aid will be a single grid matrix large enough to be viewed by the Directors in the room. The visual aid will list the Director's names in alphabetic order across the top columns of the grid matrix, and the nominees names in rows on the left side of the grid matrix in the order determined by the Secretary of State's Randomized Alphabet for the November 3, 2020, statewide election. The visual aid is solely intended to assist the Directors as they discuss the nominees.
6. Once all of the Directors' lists have been read aloud by the District Secretary, and the visual aid is completed, the Board President shall invite public comment.
7. Once public comment has been closed, the Board members may discuss the nomination lists, or any member of the Board may make a motion to appoint a particular applicant
8. The applicant receiving a simple majority vote in favor of appointment shall fill the vacancy created by Mr. Leete's resignation
9. Rosenberg's Rules of Order shall apply to all questions of procedure and parliamentary law with regard to this procedure to fill the vacancy created by Mr. Leete's resignation

Fiscal Impact:

Amount Requested \$ - None at this time. Should an election be called to fill the vacancy, the Town would be responsible for the costs associated with the election.

AGENDA ITEM: C-2