



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**AGENDA OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday June 20, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

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

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

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA
(Government Code Section 54957.7)**

D. CLOSED SESSION:

1. **CONFERENCE WITH LABOR NEGOTIATOR** Government Code Section 54957.6
Agency Designated Representative: Kevin Graves and Ray Tetreault
Unrepresented Employees: General Manager

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION
(Government Code Section 54957.1)**

F. PRESENTATIONS

1. Luhdorff & Scalmanini - Well 5A

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

H. CONSENT CALENDAR

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

1. Minutes of previous Special meeting dated June 6, 2012 - CANCELLED
2. Minutes of previous Regular meeting dated June 6, 2012
3. Minutes of previous Special Workshop meeting dated June 13, 2012
4. Notice of Exemption (CEQA) for Clipper Drive Landscape Improvement Project
5. District Invoices

I. NEW BUSINESS AND ACTION ITEMS

1. Adopt Resolution No. 2012-14 and Resolution 2012-15 Authorizing the Formation of Joint Powers Authority between the Byron Bethany Irrigation District and the Town of Discovery Bay CSD
2. Adopt Resolution No. 2012-12 Approving the Fiscal Year 2012-13 Operating, Capital and Revenue Budgets
3. Adopt Resolution No. 2012-13 Approving the Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2012-13
4. Agency Comment Request – Home Occupation Use Permit Application – McCord (LP12-2067)

J. VEOLIA REPORT

K. MANAGER'S REPORTS

L. GENERAL MANAGER'S REPORT

1. Capacity Fees (Update)

M. DISTRICT LEGAL COUNSEL REPORT

N. COMMITTEE UPDATES

1. DRAFT Minutes of the previous FY 2012-13 Budget Review Committee meeting dated May 30, 2012

O. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated April 12, 2012
2. R – Transplan Committee meeting minutes dated May 10, 2012
3. S – Contra Costa County Department of Conservation and Development regarding County File Number DP11-3025
4. S – Contra Costa County Department of Conservation and Development regarding County File Number LP11-2051
5. R – State Route 4 Bypass Authority meeting minutes dated March 8, 2012
6. R – State Route 4 Bypass Authority meeting minutes dated April 12, 2012
7. R – State Route 4 Bypass Authority meeting minutes dated May 10, 2012
8. R – East Contra Costa Fire Protection District meeting minutes dated May 7, 2012

P. PUBLIC RECORD REQUESTS RECEIVED

Q. FUTURE AGENDA ITEMS

R. ADJOURNMENT

Adjourn to next Regular meeting of July 18, 2012 starting at 7:00pm at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

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

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



NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM #H-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday June 6, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

- A. ROLL CALL AND PLEDGE OF ALLEGIANCE
Call business meeting to order – 7:00 p.m. by President Steele
Pledge of Allegiance – Led by President Steele
Roll Call – All Present
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)
There was one (1) Public Comment Speaker
- C. PRESENTATIONS
None
- D. AREA AGENCIES REPORTS / PRESENTATION
1. SHERIFF'S OFFICE REPORT
Lieutenant Alan Johnson – Provided the law enforcement report for the month of May
There was discussion between the Board and Lieutenant Johnson.
2. CHP REPORT
Officer Godman – Provided an update of the services to the Town of Discovery Bay
There was discussion between the Board and Officer Godman.
3. FIRE DISTRICT REPORT
Chief Burris – Provided his report and the details for the month of May
There was discussion between the Board and Chief Burris.
4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT – No report
5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT
Karyn Cornell – Provided an update on different items within the Public Works department and Code Enforcement department. There were two (2) Public Comment Speakers
- E. COMMITTEE/LIAISON REPORTS
1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – No Report
4. Special Districts Report – No Report
***These meetings are held Quarterly*
- F. CONSENT CALENDAR
All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.
1. Minutes of previous Special meeting dated May 16, 2012
2. Minutes of previous Regular meeting dated May 16, 2012
3. District Invoices
4. Approve and Adopt Resolution No. 2012-10 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
5. Audited Financial Statements for FY 2010-11
Motion by: Director Tetreault to approve the Consent Calendar
Second: Director Simon
There was one (1) Public Comment Speaker
There was discussion between the General Manager, the Water and Wastewater Manager and the Public Comment Speaker.
Vote: AYES: 5, NOES: 0

G. NEW BUSINESS AND ACTION ITEMS

1. Well No. 7 Preliminary Engineering, Exploratory Test Boring, and Monitoring Well Installations

General Manager Howard – Provided the details of Item G-1

Water and Wastewater Manager Koehne – Provided additional details of Item G-1

There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Vice-President Graves to take the recommended action given by Staff with Contract with Luhdorff & Scalmanini to proceed with the testing for Well 7

Second: Director Mattison

Vote: AYES: 4 – President Steele, Vice-President Graves, Director Mattison, Director Tetreault, NOES: 1 – Director Simon

2. Approve Capital Project Financing Plan and Adopt Resolution No. 2012-11

General Manager Howard – Provided the details of Item G-2

Dan Massiello, KND Managing Director – Provided details of the Financing Package.

There was discussion between the General Manager, the Board, and the KND Managing Director

Cameron Weist, Weist Law Firm – Provided details of the Bond Counsel Services

There was one (1) Public Comment Speaker

There was discussion between the General Manager, the Board and Weist Law Firm

Motion by: Vice-President Graves to authorize the General Manager to one (1) enter into agreement with KND, two (2) enter into agreement with Weist Law Firm, three (3) enter into agreement with Standard & Poor's, four (4) adopt Resolution 2012-11 and five (5) Director Tetreault and Vice-President Graves be assigned to the Financing Committee with Director Simon as an alternate

Second: Director Simon

Vote: AYES: 5, NOES: 0

3. Update on Commercial Water User Accounts

General Manager Howard – Provided the details of Item G-3

There was discussion between the General Manager, Legal Counsel, the Finance Manager, and the Board.

No action on this item and the item will be brought back to the July 18, 2012 Board meeting.

4. Approve Purchase of a Trailer Mounted Trash Pump for Processing Wastewater

General Manager Howard – Provided the details of Item G-4

There was discussion between the Water and Wastewater Manager, the General Manager, and the Board.

Motion by: Director Tetreault to purchase a Trailer Mounted Trash Pump for Processing Wastewater for a not to exceed price of \$41,000.00 to Gierlich-Mitchel

Second: Director Simon

Vote: AYES: 5, NOES: 0

5. Agency Comment Request – Development Plan Application – Pacific/Bowie-Tracy II (Sandy Cove Shopping Center) (DP11-3025)

General Manager Howard – Provided the details of Item G-5

Motion by: Vice-President Graves to send a letter with no negative comment

Second: Director Tetreault

Vote: AYES: 5, NOES: 0

6. Agency Comment Request – Home Occupation Permit Application – McMahan (LP12-2051)

General Manager Howard – Provided the details of Item G-6

Motion by: Vice-President Graves to send a letter with no negative comment

Second: Director Tetreault

Vote: AYES: 5, NOES: 0

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Simon – Provided his report and details of the Budget Review Committee meeting dated May 30, 2012

Vice-President Graves – Provided his comments in regards to Measure S failing

I. MANAGER'S REPORT

1. Sewer System Management Plan

General Manager Howard – Provided details of Item I-1

2. Proposed Order Amending Discovery Bay WWTP NPDES Permit

General Manager Howard – Provided details of Item I-2

3. Fiscal Year 2012 Preliminary DRAFT Budget Transmittal

General Manager Howard – Provided details of Item I-3

There was discussion between the General Manager and the Board

J. GENERAL MANAGER'S REPORT

None

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Announced that the Special meeting for June 6, 2012 at 6:30 p.m. was cancelled and rescheduled for the next Regular meeting dated June 20, 2012

L. COMMITTEE UPDATES

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Byron Municipal Advisory Council meeting minutes dated April 19, 2012
2. R – Letter from Sheriff – Coroner David O. Livingston, Discovery Bay P-6 Zone Citizen Advisory Committee regarding the funding for School Resource Officer (SRO)

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

Director Simon - Update on Commercial Water User Accounts

P. ADJOURNMENT

The meeting adjourned at 9:10 p.m. to the next regular meeting on June 20, 2012 at 1800 Willow Lake Road.

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/agenda-and-minutes/>

//cmc – 06.15.12

DRAFT



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday June 13, 2012
WORKSHOP MEETING at 6:30 P.M. to 8:30 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

WORKSHOP MEETING at 6:30 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 6:30 p.m. By President Steele
Pledge of Allegiance – Led by President Steele
Roll Call – All Present

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

None

C. WORKSHOP ITEM (6:30 P.M.)

1. Proposed Town of Discovery Bay CSD Fiscal Year 2012-13 Operating, Capital and Revenue Budgets
General Manager Howard – Provided the details of Item C-1. Thanked the Budget Review Committee for the time spent on the Budget.
Finance Manager Breitstein – Provided highlights of the Revenues, Operating and Maintenance Budget, and the Capital Budgets.
There was discussion between the Finance Manager, the General Manager, and the Board.
Parks and Landscape Manager Perez – Provided highlights of the Parks and Landscape Budget – Zone 8 and Zone 9.
There was discussion between the Parks and Landscape Manager, the General Manager, the Board, and the Public.

General Manager Howard – Pantages Bays EIR Residential Development Project and the Legal lawsuit filed for TODB v Southwest is now on the Website under Current Issues.

D. ADJOURNMENT

The meeting adjourned at 8:10 p.m. to next Regular meeting of June 20, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road.

For the Audio of this meeting please visit our Website at
<http://www.todb.ca.gov/content/agenda-and-minutes/>

//cmc – 06.14.12



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

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

Agenda Title

Notice of Exemption (CEQA) for Clipper Drive Landscape Improvement Project

Recommended Action

Approve and authorize Staff to execute and record the Notice of Exemption (CEQA) for the Clipper Drive Landscape Improvement Project

Executive Summary

As required by the California Environmental Quality Act (CEQA), any project performed by a governmental agency must be reviewed for compliance with the laws and regulations of the Act. The agency must first determine if the project requires an environmental review or if it is exempt from CEQA. If the agency finds the project exempt, they must approve and file a Notice of Exemption with the County Recorder.

Upon review of the Clipper Drive Landscape Improvement Project, Staff found the work to be exempt for Categorical reasons. A copy of the draft form of the Notice to Exemption is attached for review and approval.

Staff is requesting an approval of the attached Notice of Exemption and authorization to execute said document and forward to the County Recorder, along with a \$50 filing fee, for recordation.

Fiscal Impact:

Amount Requested - \$50.00
Sufficient Budgeted Funds Available?: Yes
Zone # 8 Category: Capital - 4829

Previous Relevant Board Actions for This Item

Attachments

Draft Notice of Exemption -- Clipper Drive Landscape Improvements

AGENDA ITEM: H-4

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Clipper Drive Landscape Improvement Project

Project Location – Specific: South side of Clipper Drive(Landscaped area), beginning approximately 400' West of Discovery bay Boulevard and extending in a westward direction approximately 250' past Windward Point.

Project Location – City: Town of Discovery Bay **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project: Removal of aged, poor performing plant material; installation of new shrubs, trees and groundcover; minor irrigation modifications and repairs.
Purpose: To add aesthetic value and water conserving plants and irrigation along the corridor described above for the benefit of the residents of Discovery Bay.

Name of Public Agency Approving Project: Town of Discovery Bay Community Services District

Name of Person or Agency Carrying Out Project: Town of Discovery Bay Community Services District

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption: Sec. 15304 – Minor Alterations to Land
- Statutory Exemptions: State code number:

Reasons why project is exempt: 15304 – Project consists of minor public alterations in the condition of land, irrigation and vegetation, which does not involve the removal of healthy, mature, scenic trees.

Lead Agency:

Contact Person: Fairin Perez

Area Code/Telephone/Extension: (925) 634.1733

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: _____

Title: General Manager

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

Prepared By: Dina Breitstein, Finance Manager & Liz Hardy, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

Agenda Title

District Invoices

Recommended Action

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

Executive Summary

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

Fiscal Impact:

Amount Requested \$262,881.00

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

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

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2011/2012

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2011/2012

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2011/2012

AGENDA ITEM: H-5

Request for authorization to pay invoices (RFA)
 For the Meeting on June 20, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code					
1	7011	RellaStar Inv#JR52 457(b) Benefits for 06/01-06/15/12			\$1,307.87
	7024	RellaStar Inv#JR52 457(b) Benefits for 06/01-06/15/12			<u>\$354.11</u>
			Sub-Total		\$1,661.98
2	7011	SDRMA Inv#0011378-IN, dtd 06/04/12 Employee Medical Benefits	July 2012		\$1,141.74
	7024	SDRMA Inv#0011378-IN, dtd 06/04/12 Employee Medical Benefits	July 2012		<u>\$570.87</u>
			Sub-Total		\$1,712.61
3	7101	Kevin Graves, Vice President Expense Report for May 2012, dtd 06/05/12			\$600.00
	7102	Kevin Graves, Vice President Expense Report for May 2012, dtd 06/05/12			<u>\$54.39</u>
			Sub-Total		\$654.39
4	7101	Jim Mattison, Director Expense Report for May 2012, dtd 06/05/12			\$400.00
5	7101	Mark Simon, Director Expense Report for May 2012, dtd 06/05/12			\$600.00
6	7101	Chris Steele, Director Expense Report for May 2012, dtd 06/05/12			\$400.00
7	7101	Ray Tetreault, Director Expense Report for May 2012, dtd 06/05/12			\$600.00
8	7210	Herwit Engineering Inv# 12-05, dtd 06/01/12 Services for May 1-31			\$4,687.33
	112-003	Herwit Engineering Inv# 12-05, dtd 06/01/12 Services for May 1-31			<u>\$7,047.58</u>
			Sub-Total		\$11,734.91
9	7215	Veolia Inv# 00015775, dtd 06/10/12 O&M Contract for June 2012			\$94,744.15
10		<u>Ace Hardware - Account #808 - Closing Date 5/31/12</u>			
	7301	General Repairs - Water/Sewer			\$27.03
	7630	Facility Maintenance/Landscape			\$58.38
	7685	Misc Small Tools			\$120.61
	7690	Equip Maintenance /Fuel			\$4.43
	7950	Misc. Services & Supplies			\$85.10
	7952	Landscape Related Relmb.			<u>\$9.51</u>
			Sub-Total		\$305.06
11	7630	American Retrofit Systems Inv# 229, dtd 06/04/12 L&M - Check WWTP 1 Lab AC			\$316.00
12	7301	American Retrofit Systems Inv# 230, dtd 06/06/12 L Only - check Bio Chamber B			\$400.00
13	7301	American Retrofit Systems Inv# 232, dtd 06/11/12 L Only - Clarifier 4			<u>\$2,020.00</u>
			Sub-Total		\$2,736.00
14	7301	CCC Public Works Inv# 916552, dtd 05/02/12 Encroachment Permits			\$1,005.37
15	7825	CCC Public Works Inv# 916598, dtd 06/01/12 Encroachment Permits			<u>\$398.15</u>
			Sub-Total		\$1,403.52
16	7301	J.W. Backhoe & Constr. Inv# 1688, dtd 06/06/12 Repair @ 1801 Surfside Pl			\$1,214.60
17	1112-003	J.W. Backhoe & Constr. Inv# 1689, dtd 06/06/12 Repair @ 790 Beaver Lane			<u>\$3,226.60</u>
			Sub-Total		\$4,441.20
18	7301	R&B Company Inv# S1302677.001, dtd 06/06/12 Lids for meter boxes			\$248.92
19	7301	R&B Company Inv# S1303799.001, dtd 06/11/12 Anode & Jumper Cable w/sleeves			<u>\$128.06</u>
			Sub-Total		\$376.98
20	7301	Watersavers Irrigation Inv# I1178098, dtd 6/12/12 PVC for Repairs			\$133.47
21	7330	Ashland Inv# 95914508, dtd 05/28/12 Chemicals			\$3,978.47
22	7330	Univar Inv# SJ288398, dtd 05/23/12 Chemicals for 1800 Newport WTP			\$1,568.94
23	7330	Univar Inv# SJ290042, dtd 05/30/12 Chemicals for 1800 Willow Lake WTP			\$1,712.72
24	7330	Univar Inv# SJ290741, dtd 06/04/12 Chemicals for 1800 Newport WTP			\$1,668.48
25	7330	Univar Inv# SJ290742, dtd 06/04/12 Chemicals for 1800 Willow Lake WTP			<u>\$774.23</u>
			Sub-Total		\$5,724.37
26	7430	Office Depot Inv# 611303961001, dtd 04/25/12 Office Supplies			\$351.89
27	7430	Office Depot Inv# 611304116001, dtd 05/25/12 Office Supplies			\$13.30
28	7430	Office Depot Inv# 611304117001, dtd 05/25/12 Office Supplies			\$9.73
29	7430	Office Depot Inv# 611435901001, dtd 05/30/12 Office Supplies Credit Memo			(\$0.21)
30	7430	Office Depot Inv# 611435847001, dtd 05/31/12 Office Supplies Credit Memo			(\$1.16)
31	7430	Office Depot Inv# 611919582001, dtd 06/01/12 Office Supplies			\$67.59
32	7430	Office Depot Inv# 611919645001, dtd 06/01/12 Office Supplies			\$5.41
33	7430	Office Depot Inv# 610496868001, dtd 05/18/12 Office Supplies			<u>\$55.52</u>
			(Z-61 #2100)		
			Sub-Total		\$502.07

Request for authorization to pay invoices (RFA)
 For the Meeting on June 20, 2012
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code						
34	7480	Contra Costa Health Services	Inv# IN00220188, dtd 06/04/12	Annual Site Permil	1800 Newport	\$1,393.00
35	7480	Contra Costa Health Services	Inv# IN00220104, dtd 06/04/12	Annual Site Permil	1800 Willow Lake	\$1,393.00
36	7480	Contra Costa Health Services	Inv# IN00220282, dtd 06/04/12	Annual Site Permil	WTP #1	\$887.00
37	7480	Contra Costa Health Services	Inv# IN00220281, dtd 06/04/12	Annual Site Permil	Well #5	\$402.00
38	7480	Contra Costa Health Services	Inv# IN00220283, dtd 06/04/12	Annual Site Permil	WTP #2	\$402.00
					Sub-Total	\$4,477.00
39	7510	Big Dog Computer	Inv# 20090930-26, dtd 06/05/12	IT Work		\$610.00
40	7630	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012		\$250.00
	7952	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012	(Z#8 - Acct# 2281)	\$425.00
	7952	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012	(Z#8 - Acct# 2282)	\$75.00
	7952	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012	(Z#9 - Acct# 2282)	\$25.00
	7952	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012	(Z#57 - Acct# 2282)	\$25.00
	7952	Brut Force Janitorial	Inv# 6, dtd 06/12	Janitorial Services for June 2012	(Z#61 - Acct# 2282)	\$25.00
41	7630	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012		\$250.00
	7952	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012	(Z#8 - Acct# 2281)	\$460.00
	7952	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012	(Z#8 - Acct# 2282)	\$75.00
	7952	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012	(Z#9 - Acct# 2282)	\$25.00
	7952	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012	(Z#57 - Acct# 2282)	\$25.00
	7952	Brut Force Janitorial	Inv# 5, dtd 05/25/12	Janitorial Services for July 2012	(Z#61 - Acct# 2282)	\$25.00
					Sub-Total	\$1,685.00
42	7952	CCC County Clerk	Notice of Exempllon for Clipper Dr. Landscape Improvement Project	(Z#8)		\$50.00
43	7952	John Deere Landscape	Inv# 61392181, dtd 05/22/12	Parts for Irrigation repairs	(Z-61 #2282)	\$413.56
44	7952	Odyssey Landscape Co.	Inv# 36037152, dtd 05/22/12	Monthly Contract	(Z-35 #2282)	\$215.00
	7952	Odyssey Landscape Co.	Inv# 36037152, dtd 05/22/12	Monthly Contract	(Z-57 #2282)	\$2,635.00
	7952	Odyssey Landscape Co.	Inv# 36037152, dtd 05/22/12	Monthly Contract	(Z-61 #2282)	\$4,280.00
					Sub-Total	\$7,130.00
45	0910-008	McC Campbell Analytical, Inc.	Inv# 1205720, dtd 05/30/12	Salinity Testing		\$168.00
46	0910-008	McC Campbell Analytical, Inc.	Inv# 1205792, dtd 06/01/12	Salinity Testing		\$192.00
47	0910-008	McC Campbell Analytical, Inc.	Inv# 1205793, dtd 06/30/12	Salinity Testing		\$180.00
48	0910-008	McC Campbell Analytical, Inc.	Inv# 1205794, dtd 06/01/12	Salinity Testing		\$168.00
49	0910-008	McC Campbell Analytical, Inc.	Inv# 1205795, dtd 05/30/12	Salinity Testing		\$168.00
50	0910-008	McC Campbell Analytical, Inc.	Inv# 1205796, dtd 06/01/12	Salinity Testing		\$180.00
51	0910-008	McC Campbell Analytical, Inc.	Inv# 1205834, dtd 06/04/12	Salinity Testing		\$192.00
52	0910-008	McC Campbell Analytical, Inc.	Inv# 1205865, dtd 06/04/12	Salinity Testing		\$192.00
53	0910-008	McC Campbell Analytical, Inc.	Inv# 1206102, dtd 06/08/12	Salinity Testing		\$248.00
54	0910-008	McC Campbell Analytical, Inc.	Inv# 1206103, dtd 06/08/12	Salinity Testing		\$248.00
55	0910-008	McC Campbell Analytical, Inc.	Inv# 1206104, dtd 06/08/12	Salinity Testing		\$248.00
56	0910-008	McC Campbell Analytical, Inc.	Inv# 1206105, dtd 06/11/12	Salinity Testing		\$180.00
57	0910-008	McC Campbell Analytical, Inc.	Inv# 1206144, dtd 06/12/12	Salinity Testing		\$36.00
					Sub-Total	\$2,400.00
58	1112-003	Conco-West, Inc.	Inv# 331, dtd 05/31/12	Dewatering & Solar Dryer #3 - Progress Bill thru 5/31/12		\$79,610.76
59	7301	Conco-West, Inc.	Inv# 337, dtd 06/08/12	Install Spiral Screen		\$3,295.21
					Sub-Total	\$82,905.97
TODB TOTAL						\$231,780.71

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on June 20, 2012
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/11 - 6/12

Acct Code						
1	2120	Discovery Bay Disposal	Acct# 17-0001966, dtd 05/31/12	Service for May 2012		\$279.75
2	2120	Town of Discovery Bay CSD	9-900-000-004-2.01	5/15/12	Meter # 69807726	\$1,093.79
3	2120	Town of Discovery Bay CSD	9-900-000-004-2.02	5/15/12	Meter # 56844612	\$170.62
4	2120	Town of Discovery Bay CSD	9-900-000-004-2.03	5/15/12	Meter # 59186546	\$219.82
5	2120	Town of Discovery Bay CSD	9-900-000-004-2.04	5/15/12	Meter # 62240129	\$111.98
6	2120	Town of Discovery Bay CSD	9-900-000-004-2.05	5/15/12	Meter # 56844604	\$28.72
7	2120	Town of Discovery Bay CSD	9-900-000-004-2.06	5/15/12	Meter # 69807735	\$187.23
8	2120	Town of Discovery Bay CSD	9-900-000-004-2.07	5/15/12	Meter # 59186541	\$7.48
9	2120	Town of Discovery Bay CSD	9-900-000-004-2.08	5/15/12	Meter # 67801604	\$2.62
10	2120	Town of Discovery Bay CSD	9-900-000-004-2.09	5/15/12	Meter # 66369167	\$109.09
11	2120	Town of Discovery Bay CSD	9-900-000-004-4.01	5/15/12	Meter # 68813742	\$5.24
12	2120	Town of Discovery Bay CSD	9-900-000-004-4.02	5/15/12	Meter # 68993287	\$67.17
13	2120	Town of Discovery Bay CSD	9-900-000-004-4.03	5/15/12	Meter # 70509819	\$192.94
14	2120	Town of Discovery Bay CSD	9-900-000-004-2.04	5/15/12	Meter # 69807651	\$2.62
15	2120	Town of Discovery Bay CSD	9-900-000-004-2.05	5/15/12	Meter # 68813742	\$65.27
16	2281	Town of Discovery Bay CSD	Inv# 3423, dtd 06/08/12			\$645.00
17	2282	Town of Discovery Bay CSD	Inv# 3423, dtd 06/08/12			\$75.00
18	4789	Town of Discovery Bay CSD	Inv# 3423, dtd 06/08/12			\$300.00
19	4829	Town of Discovery Bay CSD	Inv# 3423, dtd 06/08/12			\$50.00
20	2310	Town of Discovery Bay CSD	Inv# 3428, dtd 06/08/12			\$11,791.61
					Sub-Total	\$15,126.20
21		<u>Ace Hardware Brentwood - Acct # 303 - Closing Date 05/31/12</u>				
	2130	Small Tools & Instruments				\$65.06
	2270	Maintenance of Equipment				\$21.85
	2282	Grounds Maintenance				\$11.29
	4834	Cornell Park - Bocce Ball Courts				\$157.70
					Sub-Total	\$255.90
22	2170	Office Depot	Inv# 610496896001, dtd 05/18/12	Office Supplies		\$41.08
23	2282	Cleary Bros	Inv# I-88176, dtd 06/01/12	Tree grooming		\$1,630.00
24	2282	Cleary Bros	Inv# I-86681, dtd 06/04/12	Remove and grind stump of Eucalyptus		\$1,560.00
					Sub-Total	\$3,190.00
25	2282	Watersavers Irrigation	Inv# I1168280, dtd 05/22/12	Irrigation parts for Sand Point Island		\$377.75
26	2130	Watersavers Irrigation	Inv# I1176430, dtd 06/08/12	Landscape Supplies Cornell/Hwy 4		\$54.13
	2282	Watersavers Irrigation	Inv# I1176430, dtd 06/08/12	Landscape Supplies Cornell/Hwy 4		\$9.07
	4829	Watersavers Irrigation	Inv# I1176430, dtd 06/08/12	Landscape Supplies Cornell/Hwy 4		\$32.33
27	2282	Watersavers Irrigation	Inv# I1173182, dtd 06/01/12	Rotary Sprinkler		\$46.76
28	2282	Watersavers Irrigation	Inv# I1173175, dtd 06/01/12	Parts for Irrigation repairs @ Cornell		\$188.76
					Sub-Total	\$708.80
29	2282	Valley Crest	Inv# 4006767, dtd 05/30/12	Irrigation repairs Hwy4 & Cornell irrigation repairs		\$567.00
30	2479	SilkScreensbyMary	Inv recv'd 05/31/12	Teeshirts for work		\$321.35
31	2479	SilkScreensbyMary	Inv recv'd 06/11/12	Teeshirts for work		\$52.77
						\$374.12
					TOTAL	\$20,542.85

Request For Authorization To Pay Invoices (RFA)
 For the Meeting on June 20, 2012
 Town of Discovery Bay, D.Bay L&L Park #9
 For Fiscal Year's 7/11 - 6/12

Acct Code				
1	2120	Town of Discovery Bay CSD	Acct# 9-900-000-004-3.01, dtd 5/15/12	\$220.07
2	2120	Town of Discovery Bay CSD	Acct# 9-900-000-004-3.02, dtd 5/15/12	\$1,396.95
3	2120	Town of Discovery Bay CSD	Acct# 9-900-000-004-3.03, dtd 4/15/12	\$177.89
4	2282	Town of Discovery Bay CSD	Inv# 3424, dtd 06/08/12	\$2,775.00
5	2310	Town of Discovery Bay CSD	Inv# 3424, dtd 06/08/12	\$2,927.85
			Sub-total	\$7,497.76
6		<u>Ace Hardware Brentwood - Acct# 808 - Closing Date 5/31/12</u>		
	2130	Small Tools & Instruments		\$4.86
	2270	Maintenance of Equipment		\$34.57
	2282	Grounds Maintenance		<u>\$44.84</u>
			Sub-total	\$84.27
7	2281	Williams Sanitary Service	Inv# 23453, dtd 6/06/12 Toilet rentals for park 5/1/12	\$250.41
8	2282	Odyssey Landscape Co.	Inv# 36037155, dtd 05/22/12 Monthly Contract	\$2,725.00
			Total	\$10,557.44



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

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

Agenda Title

Adopt Resolution No. 2012-14 and Resolution 2012-15 Authorizing the Formation of Joint Powers Authority between the Byron Bethany Irrigation District and the Town of Discovery Bay CSD

Recommended Action

That the Board of Directors (i) adopt Resolution 2012-14 Authorizing the Execution and Delivery of a Joint Exercise of Powers Agreement and Appointing the District's Representatives to the Governing Board of the Discovery Bay Public Financing Authority, (ii) adopt Resolution 2012-15 Authorizing the Execution and Delivery of a Joint Exercise of Powers Agreement and Approving the Governing Board of the Byron Bethany Public Financing Authority, and (iii) approves the form of the Joint Exercise of Powers Agreement (the "PFA Agreement"), and authorizes the General Manager of the Town of Discovery Bay the authority to execute the final PFA Agreements in the name of and on behalf of the Town of Discovery Bay.

Executive Summary

The Town of Discovery Bay, prior to issuing Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of public financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two (2) agencies to form their own Joint Powers Authority (JPA), (commonly named a "Public Financing Authority," or "PFA") to facilitate the issuance of municipal debt.

District staff has met with the staff of the Byron Bethany Irrigation District (BBID) and both parties recommend that the two (2) agencies create a Public Financing Authority for the purpose of assisting with financing upcoming projects. Essentially, there will be two (2) separate PFA's formed – one (1) for the benefit of Discovery Bay and one (1) for the benefit of the BBID. This provides each agency with the exclusive ability to utilize the PFA for its own financing needs, as each deems appropriate. Each District is solely responsible for their own respective PFA, and there is no crossover liability from one to the other.

As the Board is aware, the Water and Wastewater Master plans identified a number of projects that are necessary to meet current demands and/or provide redundancy. The Board, at their June 6, 2012 meeting authorized the engagement of a financing team comprised of an Underwriter and Bond Counsel. The formation of the Discovery Bay Public Financing Authority is the next step in the process of completing the financing process.

The District's Bond Counsel (Cameron Weist) recommends the formation of a Discovery Bay PFA as well as a BBID PFA as the superior "vehicle" to structure tax-exempt municipal debt issuances ("Municipal Bonds"), and is instrumental in keeping bond issuance costs down. Counsel advises that the formation of the PFA's would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective PFA to issue Municipal Bonds as future needs arise.

The formation of the PFA's requires two (2) separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is proposed that the Town of Discovery Bay join with the BBID to form not one (1), but two (2) separate PFA's (JPAs), one for each District that will be governed by its respective own five (5) member Board. The Discovery Bay PFA's Board will be comprised of the Town's Board of Directors, and the BBID PFA's Board will be comprised of the Board of Directors for the BBID (the "Governing Board(s)").

There are minimal cost implications to the Town of Discovery Bay. These costs would be related to staff time spent on administrative tasks associated with meetings of the PFA. There will be significant interest cost savings for financings associated with the PFA. If, however, the District were to join an established Financing Authority, there are significant upfront costs (based upon the amount borrowed). There is no cost to join this PFA as it provides mutual benefit for both the Town and the BBID.

Continued...

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

Attachments

Items to be provided prior to the Board Meeting

AGENDA ITEM: I-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

Prepared By: Dina Breitstein, Finance Manager ✓
Submitted By: Rick Howard, General Manager ✓

Agenda Title

Adopt Resolution 2012-12 Approving the Fiscal Year 2012-13 Operating, Capital and Revenue Budgets

Recommended Action

Approve the FY 2012-13 Operating, Capital and Revenue Budgets for the coming fiscal year and adopt Resolution 2012-12

Executive Summary

For FY 2012-13, staff proposes an overall proposed budget of \$7,934,396. Of that amount, \$4,603,133 represents the Operating and Maintenance (O&M) component of the proposed Budget and \$2,504,181 is allocated towards the Capital Improvement Program (CIP). A contribution to reserves in the amount of \$327,082 is also included in the proposed spending plan. Overall, revenues are projected to match expenditures.

The O&M portion of the budget is anticipated to increase by \$177,437, or 4% during FY 2012-13. Included in that increase are additional anticipated expenditures in legal fees, salaries and wages, increased worker's compensations costs, facility maintenance costs, election expenditures and costs to implement paperless agendas.

Included in proposed CIP budget are those projects identified in the Master Plans for design and construction and will be financed as a part of the Capital Financing program. For FY 2012-13, design fees for those projects in the amount of \$921,181 are programmed with construction beginning in FY 2013-14.

At the June 13, 2012 Special Budget Board Workshop, the Board reviewed the draft FY 2012-13 Operating, Capital and Revenue Budgets. At that meeting, the Board made a number of recommended changes that are reflected in this budget. Overall, however, the Water and Wastewater budgets remained the same. The Board did recommend increasing the Parks and Landscape Zone 8 budget in the amount of \$20,000 for a Pickle Ball Sport Court.

The proposed budget is balanced with revenues matching expenditures. Key to this budget is that it provides the resources necessary to protect those critical components necessary to carry out the mission of the district to provide domestic water, wastewater collection and treatment, and parks and landscaping services to our residents.

The FY 2012-13 proposed Draft Operating, Capital and Revenue Budgets that are a part of this action have also been posted to the District's Website at www.todb.ca.gov.

Fiscal Impact:

Amount Requested \$

Previous Relevant Board Actions for This Item

June 13, 2012 Board Workshop – Budget Deliberations

Attachments

Resolution 2012-12 Adopting FY 2012-13 Budget
FY 2012-13 Budget

AGENDA ITEM I-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2012-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT, CALIFORNIA, ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2012-2013**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2012 and ending on June 30, 2013; and

WHEREAS, The Board of Directors held a Special Board Workshop on June 13, 2012 for the sole purpose of deliberating the Draft FY 2012-13 Operating, Capital Improvement and Revenue Budget; and

WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2012-13 draft budget, and as may be amended.

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

SECTION 1. The annual budget for the Town of Discovery Bay Community Services District for FY 2012-13 is hereby adopted, and is incorporated herein.

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

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF JUNE 2012.

V. Christopher Steele
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 June 20, 2012, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

*Town of Discovery Bay Community Services District
Contra Costa County, California*



FISCAL YEAR 2012-13

OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

Draft June 20, 2012

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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*Town of Discovery Bay Community Services District
Contra Costa County, California
Fiscal Year 2012-2013 Budget*



Board of Directors

Chris Steele, President
Kevin Graves, Vice President
Jim Mattison, Director
Mark Simon, Director
Ray Tetreault, Director

District Management

Rick Howard, General Manager
Daniel J. Schroeder, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Calista Anderson, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

*Town of Discovery Bay Community Services District
Contra Costa County, California
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*Town of Discovery Bay Community Services District
Contra Costa County, California*



June 20, 2012

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Community Services District Board of Directors the financial plan for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in an efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long term financial sustainability. I am pleased to report that for FY 2012-13 I have programmed \$500,000 into this fund covering capital assets such as vehicles, buildings, equipment, and underground infrastructure. The ongoing programming of these funds will play a critical role in the District's ability to plan for its long term financial planning needs. Additionally, I have included an allocation of \$327,082 to be placed in the District's Reserve Account.

This year's Operating and Maintenance Budget is essentially flat over the current year, with a projected increase of \$177,437, or 4%. The Capital Improvement Program Budget includes for the first time a five (5) year outlook. This change (from a one (1) year CIP) allows the Board and staff the opportunity to more effectively plan for future needs. It also provides the public an opportunity to see the projects that are programmed for the future.

At the Board Workshop that took place on January 14, 2012, the Board identified a number of goals for the coming year. Many of the following goals are either complete, or are in the process of being accomplished and should be finalized in the coming fiscal year. They are as follows:

Establish water conservation and education programs • Establish a FOG (Fats/Oils/Grease) program • Identify Earth Day as an annual community volunteer opportunity • Complete Phase 1 of the Dewatering Project • Obtain ownership of the County owned parks • Implement a leash-free park • Improve website accessibility • Finalize Community Center Plan • Provide for projects identified in the Water Master Plans • Complete Highway 4 east landscape project • Initiate and complete Clipper Drive landscape enhancement project

For this budget cycle, the Board again convened the Budget Review Committee. I would like to thank and acknowledge the members of the Fiscal Year 2012-13 Budget Review Committee: Director Mark Simon; Director Ray Tetreault; and at-large members Robert Graham; Judy Smith, and Rose Ann Solberg. The committee met four (4) times over a two (2) month period to review anticipated expenditures, revenues, and proposed capital projects. That committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and adoption.

Also, this past year the District hired a new Finance Manager. The new Finance Manager has worked closely with the General Manager and staff to bring about positive change relative to the District's internal financial controls and reporting.

As the District continues to evolve and mature, staff initiated a number of administrative changes that enhance productivity, are financially relevant, improve internal financial controls or improve the ability of the District to conduct its business more efficiently. Some of these changes include the establishment of the District's Financial Reserve Policy and Investment Policy, respectively; and the revision and adoption of the District's Purchasing and Procurement Policy. Additionally, each District employee now has a comprehensive job description and a merit based performance review process has been implemented. Also in FY 2011-12, the Board adopted a revised set of District Bylaws and adopted a revised Board Policy. Overall, I believe the administrative functions of the District have witnessed a significant upgrade in internal controls and the manner in which we effectuate our service deliveries to the public.

Proposed FY 2012 – 13 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,603,133
Total Capital Budget	\$2,504,181
Total Infrastructure Replacement Fund	\$500,000
Contribution to Reserves	\$327,082
Grand Total Expense Budget	\$7,934,396
Grand Total Revenue	\$7,934,396

The Operating and Maintenance (O&M) section of the budget is proposed to be \$4,603,133. Increases to the Operating plan can be seen in Salary and Wages where it is proposed that an increase of \$35,000 be authorized over current year projected actuals. This increase represents a variety of factors, including properly accounting for payroll taxes, increased legal fees, accurately attributing staff time to landscape related activities, a 2% payroll increase as well as increased workers compensation expenses. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in the increase in the contract with Veolia Water. Other notable increases can be seen in Travel and Education, Automotive and Supplies, and properly accounting for Info system Maintenance.

The District's website, www.todb.ca.gov, continues to be populated with relevant information, documents, and materials. The website went through a significant upgrade this past spring and the changes and ease of access and file location has proved to be more accessible for all users of the site. Staff will continue to populate the site with information that is appropriate to our mission.

Our long term contract with Veolia Water is now entering its second year. Dividends are obvious, and the overall Water and Wastewater Operation is being managed and supported by arguably the most qualified staff in the District's history. We look forward to continuing to develop our ongoing partnership with Veolia. Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. The two (2) largest Parks and Landscape projects completed in the past twelve (12) months include the Basketball court at Regatta Park, Cornell Park improvements to the children's play structure; horseshoe pits and bocce ball court as well as resurfacing of the tennis courts. There have been many other landscape beautification projects throughout town including the Discovery Bay Boulevard east planting project.

The Capital Improvement Program (CIP) proposes expenditures of \$2,504,181, with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011-2012. Staff has included a number of the projects contained in those plans for implementation or design in FY 2012-13 with construction beginning in FY 2013-2014.

As previously discussed, this budget also includes \$500,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed as a positive addition to the budget by the District's independent auditors.

In Fiscal Year 2010-2011, the Board directed staff to initiate a long term Water Master Plan and a Wastewater Master Plan to help identify the long term capital needs of the District. The Fiscal Year 2012-2013 Capital Improvement Budget includes the approved master plan. In the 2012-13 year design and planning has been budgeted for with construction to begin in fiscal year 2013 forward.

On June 6, 2012, the District's Board of Directors authorized the first steps in what will become the beginning of the implementation phase for those projects included in the Master Plans. The action taken to initiate a long term financing consisting of Lease Revenue Bonds to facilitate the construction and implementation of approximately \$13M to \$14M +/- in projects will provide a long term sustainable infrastructure for years to come.

As I indicated earlier, this budget represents a budget where revenues match expenditures. For Fiscal Year 2012-13, while there are a number of recommended changes, however, from an operational standpoint, this budget accurately projects a "status quo" budget. The attached FY 2012-13 Operating, Capital, Capital Replacement and Revenue Budget represents a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$7,934,396. This budget document is the culmination of considerable effort on behalf of staff as well as the FY 2012-13 Budget Review Committee. Key to the preparation of this budget was to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. These budget totals reflect Encumbrance(s) Carry Over (re-Budgeted fees) of \$141,871 for O&M and \$1,562,842 for Capital Improvement Projects that are either under construction or pushed into FY 2012-13.

In August of 2011, the Board of Directors adopted a two (2) year water and sewer rate structure that resulted in a revenue stream capable of meeting the District's financial obligations while accounting for the capital needs that are necessary to operate the District's infrastructure.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Revenues are projected to be \$7,934,396 and includes the aforementioned projected rate increase and \$921,181 related to proceeds from Financing for capital projects.

There are not any staffing changes proposed for the coming year, and the number of Full Time Equivalents (FTE) remains the same as the current fiscal year. The FY 2012-13 Position Schedule is attached and is a part of the proposed budget.

This budget is a budget where revenues meet expenditures, where staffing levels do not change, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank my staff for all of their assistance that went into this budget, especially Virgil Koehne, Fairin Perez, Dina Breitstein, and Calista Anderson. Their efforts are appreciated and I am grateful for their assistance.

Respectfully submitted,



Rick Howard
General Manager

*Town of Discovery Bay Community Services District
Contra Costa County, California*



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard

landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2011-2012:

- Continue to forward information to the Board as necessary and in a timely fashion
- Implemented "Agenda Forecast" sheet to track status of agenda reports and district business items to ensure items don't "fall through the cracks"
- Reorganized and upgraded Financial Services Division and hired Finance Manager
- Updated Purchasing & Procurement Policy
- Updated and revised Board Bylaws and Board Policy
- Worked with the Budget Review Committee to produce a budget that was adopted on time
- Created a new budget document with enhanced budget contents
- Worked with Community Center Committee to develop a comprehensive set of recommendations to the Board
- Worked with Communications Committee to develop a comprehensive set of recommendations to the Board
- RFP for new Audit services
- Established vehicle fuel/maintenance tracking report program
- Successful SDRMA site inspection audit

- Development of emergency plan (currently under review)
- Development of safety manual
- Establishment of comprehensive employee job descriptions
- Developed new and comprehensive employee performance reviews
- Updated website with numerous documents and information for public review

Objectives, 2012-2013:

1. Review issues, policies in regards to internal controls
2. Review processes and look for areas for automation specifically Agenda Preparation



Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2011-2012:

- As part of an overall effort to improve productivity, the Administration Department added a new position in 2011-2012. The Finance Manager enables the District to have a qualified staff that has knowledge of Generally Accepted Accounting Principles and adequately prepare financial statements.

- To further increase productivity Administration Staff has purchased and begun the implementation of a new Financial Software System to maintain growth and need for fiscal conservatism.
- Developed the Investment and Reserve policies to ensure stability and internal controls, as well as created processes and procedures such as the Disposition of Surplus property.

Objectives, 2012-2013:

1. Review issues, policies in regards to internal controls
2. Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
3. Fully implement new Caselle Financial Suite Software
4. Review processes and look for areas for automation such as filing and financial reporting.
5. Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
6. Develop procedures pertaining to financial reporting, including preparing a month end reporting.
7. Develop more comprehensive financial reporting models.



Town of Discovery Bay CSD
2012-2013 Program Summary

Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2012-2013:

- Initiated Multiyear bio-solids handling Construction Project
- UV command System Shade Structure completed
- Completed Wastewater Master Plan and conducted workshop
- Entered into contract with HERWIT Engineering for ongoing District Engineer services

Objectives, 2012-2013:

1. Start Design work on adding a new Oxidation Ditch, Clarifier and headwork's splitter box, for Plant #2.
2. Start design work to rehab Lift Station W, located at Plant #1, which will utilize "emergency" 10-million gallon holding lagoon.
3. Rehabilitate sewer manholes in the District, as necessary.



Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2011-2012:

- Completed Water Master Plan and conducted workshop
- Development of a "Monitoring Well" program with real-time measurements of current water levels.
- Replace filter media, for Filter vessel A & B at Willow Lake Site.
- Utilizing divers, inspect inside of all water storage tanks (with positive findings)

Objectives, 2012-2013:

1. Plan and initiate construction of Well 7
2. Plan for first segment of water main replacement.
3. Chemical Room upgrade at Willow Lake Location



Town of Discovery Bay CSD
2012-2013 Program Summary

Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2011-2012:

- Completion of Cornell Park Playground Renovation Project
- Renovated Tennis Courts, Cornell Park
- Removal and Reinstallation of Regulation Size Horse Shoe Pits, Cornell Park
- Renovation of Bocce Courts, Cornell Park
- Tot Lot Removal, Cornell Park
- Installation of new landscaping along Discovery Bay Blvd. (East), In House
- Completion of Regatta Park Basketball Court Construction Project
- Irrigation upgrades, improved water efficiency – Slifer & Regatta Parks
- Successful management and continued coordination of EBRPD WW Grant Funds
- Coordination of community planting and clean-up project (Earth Day), Over 115 trees to Slifer Park and surrounding area.
- Completed first winterization and restart of Ravenswood Splash Pad.
- Completed Draft 5 Year CIP budgets - Zones 8, 9

- o Completed and coordinated with Contra Costa County on the environmental review process and design approval for Slifer Park Shade Structures.

Objectives, 2012-2013:

1. Successfully complete all approved Capital Improvement Projects on time and within budget.
 - Slifer Park Shade Structure(s) Addition Project
 - Slifer Park Playground Surfacing Upgrade
 - Zone 35 Pedestrian Pathway resurfacing
 - Clipper Drive Planting Improvement Project
 - Cornell Park Pickle Ball Court Addition Project
 - Cornell Park Splash Pad Project
 - Cornell Park Lighting (Solar) Replacements
 - Cornell Park Bench and Picnic Table upgrades
 - Newport Drive Planting Improvements
 - Point of Timber Planting Improvements
2. Implement staff training programs; pesticide safety, parks and recreation management, Oasis irrigation management, arborist certifications, equipment safety protocol.
3. Scan all final landscape and irrigation plan sets to allow for paperless accessibility.
4. Continue to track and manage landscape water usage; improve efficiency rates and water conservation.
5. Collaborate internally to integrate and transfer all Landscape Zones financial tracking to Accounting Department.
6. Continue to manage current approved Grant programs; research and seek out additional funding sources (qualifying grants, sponsorships, etc.).

*Town of Discovery Bay Community Services District
Contra Costa County, California*



Revenues -- "Where the money comes from"

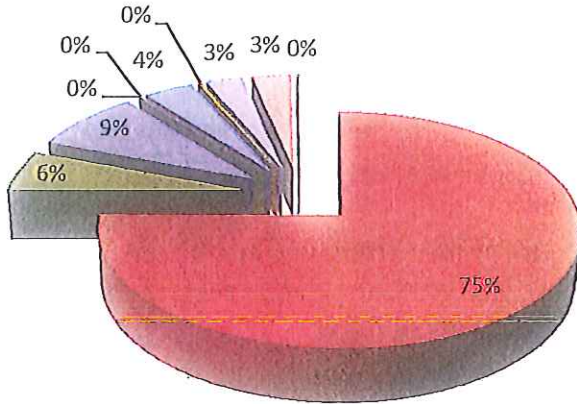
The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

REVENUE PROJECTIONS - DRAFT Fiscal Year 2011-12	2011/2012	2011/2012	2011/2012	2010/2011	2012/2013
Account Description	BUDGET	Actuals APR'12	Projected ACTUALS	Year End Variance	DRAFT Budget
Revenue					
General Fund	\$0	\$0	\$0	\$0	\$0
Property Tax Revenue	\$4,754,252	\$4,754,252	\$4,754,252		\$5,200,058
Commercial Water & Sewer	\$365,266	\$171,895	\$365,266		\$558,480
Residential Water	\$436,381	\$455,306	\$545,306	\$108,925	\$782,777
Large User Back Billing	\$0	\$0	\$0		\$62,000
Sewer/Water Permits	\$0	\$0	\$0		\$0
Sewer Capacity Fee	\$0	\$0	\$0		\$0
Water Capacity Fee	\$0	\$0	\$0		\$0
Investments/CCC	\$10,000	\$58	\$58	-\$9,942	\$0
Misc. Reimbursements	\$10,000	\$7,234	\$7,234	-\$2,766	\$10,000
Misc Receivables	\$2,000	\$2,555	\$243,555	\$241,000	\$2,000
EE Group Insurance Contributions	\$17,052	\$0	\$17,052		\$17,500
Landscape Related Payroll Reimbursements	\$176,810	\$92,134	\$176,810		\$169,500
Landscape Related Reimbursements	\$200,000	\$140,887	\$200,000		\$200,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$0	\$23,600		\$10,900
Proceeds from Financing	\$0	\$0	\$0		\$921,181
GRAND TOTAL REVENUE	\$5,995,361	\$5,624,320	\$6,333,133	\$337,772	\$7,934,396

FY 2011-2012 Projected Revenue Actuals

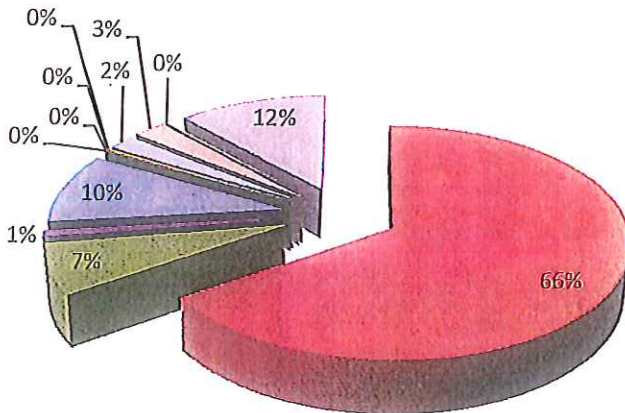
\$6.333M



- General Fund \$00
- Property Tax Revenue (unmetered water & ww) \$4.754M
- Commercial Water & Sewer Metered \$365K
- Lrg User Back Billing
- Residential Water Metered \$545K
- Sewer/Water Permits \$00
- Sewer Capacity Fee \$00
- Water Capacity Fee \$00
- Investments/CCC \$00
- Misc. Reimbursements \$7K
- Misc Receivables \$2K
- EE Group Insurance Contributions \$17K
- Landscape Related Payroll Reimbursements \$177K
- Landscape Related Reimbursements \$200K
- Landscape Related Group Ins (Partial EE Reimb) \$24K

FY 2012-2013 Proposed Revenue

\$7.934M



- General Fund \$00
- Property Tax Revenue (unmetered water & ww) \$5.2M
- Commercial Water & Sewer Metered \$558K
- Lrg User Back Billing \$62K
- Residential Water Metered \$783K
- Sewer/Water Permits \$00
- Sewer Capacity Fee
- Water Capacity Fee \$00
- Investments/CCC \$00
- Misc. Reimbursements \$10K
- Misc Receivables \$2K
- EE Group Insurance Contributions \$18K
- Landscape Related Payroll Reimbursements \$170K
- Landscape Related Reimbursements \$200K
- Landscape Related Group Ins (Partial EE Reimb) \$11K
- Proceeds from Financing \$921K

*Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget*



The Operations and Maintenance Budget for the Fiscal Year 2012-13 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

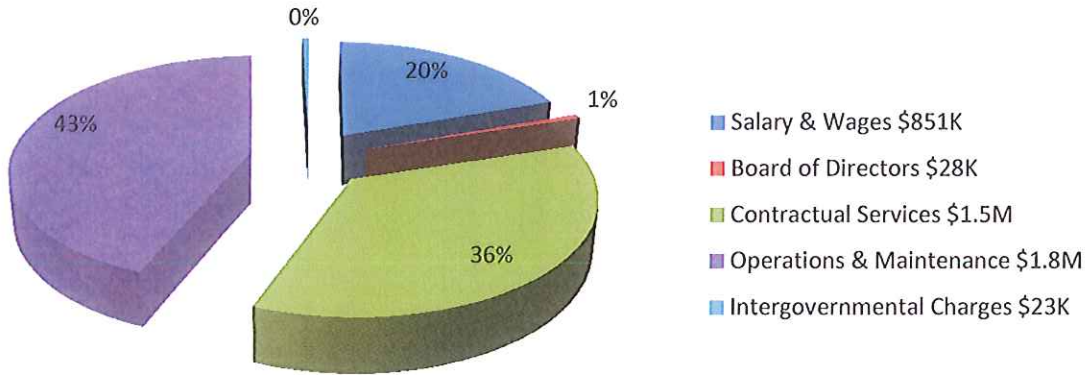
For FY 12-13 the O&M budget remains essentially the same as FY 2011-2012. The Operations and Maintenance (O&M) program has a proposed spending plan of \$4,603,133 which represents an increase of \$177,437 or 4% over FY 2011-2012. Increases to the O&M program are evident in the Contractual Services section where an increase of \$43,500 is proposed over current year projected actuals for Legal Service and a \$9,000 increase for Election Expense; and a \$17,000 increase in Liability and Property Insurance. This increase represents a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan. Overall, however, staffing is projected to continue with the same number of Full Time Equivalent (FTE) as the current fiscal year.

FY 2012-2013 Proposed Operations & Maintenance Budget

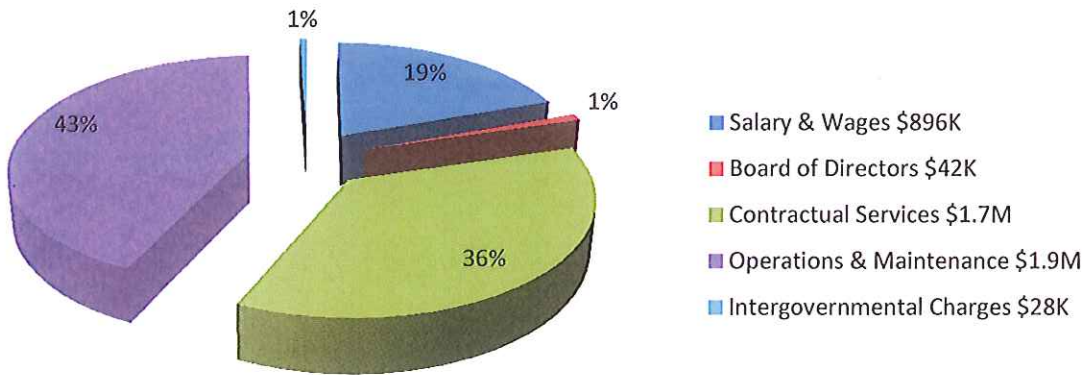
Account	Pending Approved June 2012	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 Actuals May '12	2011/2012 Projected Actuals	2012/2013 Proposed Budget	Variance
	Account Description						
7000	Salary & Wages	\$664,145	\$531,551	\$433,350	\$531,551	\$567,000	\$35,449
7001	Overtime		\$5,000			\$5,000	\$0
7015	Payroll Liabilities	\$0	\$53,655	\$38,746	\$53,665	\$61,000	\$7,345
7030	Group Insurance	\$30,001	\$44,400	\$49,076	\$48,000	\$38,400	(\$5,000)
7045	Workers Comp	\$4,458	\$8,000	\$14,861	\$16,000	\$16,000	\$8,000
7060	457 B Plan					\$15,700	\$15,700
7240	Auto Allowance		\$4,200	\$3,850	\$4,200	\$4,200	\$0
7075	Reimbursement of Wages		\$157,737	\$128,596	\$157,700	\$149,000	(\$8,737)
7076	Overtime		\$3,000			\$5,000	\$2,000
7090	Reimbursed Wages - Liabilities	\$0	\$16,073	\$11,607	\$16,073	\$16,000	(\$73)
7105	Reimbursed Insurance		\$23,600	\$13,602	\$23,600	\$5,100	(\$18,500)
7120	Reimbursed 457B Plan					\$5,800	\$5,800
7150	Temporary Employees	\$0	\$0	\$0	\$0	\$8,400	\$8,400
	Sub Total	\$698,604	\$847,216	\$693,688	\$850,789	\$896,600	\$49,384
	Board of Directors						
7165	Board of Directors Compensation	\$25,983	\$36,000	\$21,800	\$26,100	\$36,000	\$0
	Board of Directors Travel & Meetings		\$2,500	\$1,636	\$1,515	\$3,750	\$1,250
	Board of Directors Training & Education	\$3,459				\$2,000	\$2,000
	Sub Total	\$29,442	\$38,500	\$23,436	\$27,615	\$41,750	\$3,250
	Contractual Service						
7270	Outside Services	\$1,412,048	\$1,480,000	\$1,328,365	\$1,460,000	\$1,516,400	\$36,400
7271	Consulting Services	\$334,419	\$210,000	\$172,783	\$190,000	\$210,000	\$0
7272	Waste Water Service Contract	\$1,021,527	\$1,148,000	\$1,089,691	\$1,148,000	\$1,182,000	\$34,000
7273	Professional Fees					\$2,400	\$2,400
7274	Contract Services					\$0	\$0
7275	Preventative & Corrective	\$56,102	\$107,000	\$53,302	\$107,000	\$107,000	\$0
7276	Contract Mailing		\$15,000	\$12,589	\$15,000	\$15,000	\$0
7285	Legal	\$71,347	\$80,000	\$73,600	\$90,000	\$123,500	\$43,500
7300	Accounting	\$23,380	\$30,000	\$28,133	\$30,000	\$27,150	(\$2,850)
7301	Cröce & Company						
	Sub Total	\$1,506,775	\$1,590,000	\$1,430,098	\$1,580,000	\$1,667,050	\$77,050
	Operations & Maintenance						
7180	Travel & Meetings	\$6,918	\$3,000	\$3,024	\$3,024	\$7,500	\$4,500
7195	Training & Education	\$3,459				\$7,000	\$7,000
7210	Dues & Subscriptions				\$930	\$500	\$500
7225	Memberships	\$6,023	\$17,500	\$8,990	\$17,500	\$18,000	\$500
7255	CSD Sponsored Events					\$5,500	\$5,500
7315	PR, Advertising & Elections	\$5,281	\$0	\$9,000		\$9,000	\$9,000
7330	Public Communications and Notices	\$7,625	\$5,000	\$2,828		\$5,000	\$0
7345	Telecommunications	\$15,577	\$11,300	\$15,678	\$17,591	\$17,600	\$6,300
7346	Telephone - general	\$8,224	\$4,800	\$6,414	\$7,391	\$8,000	\$3,200
7347	Telecom - networking					\$600	\$600
7348	Telephone - cellular	\$7,353	\$6,500	\$9,264	\$10,200	\$9,000	\$2,500
7360	Materials	\$0	\$0	\$0	\$0	\$0	\$0
7361	Road/Construction Materials (street signs)					\$0	\$0
7375	Automotive/Supplies & Repairs	\$32,983	\$20,000	\$21,418	\$22,000	\$30,000	\$10,000
7390	Repairs & Maintenance	\$843,296	\$698,500	\$553,077	\$688,428	\$707,700	\$9,200
7391	General Repairs	\$691,183	\$550,000	\$441,506	\$550,000	\$550,000	\$0
7400	General Repairs Pumps	\$127,271	\$100,000	\$52,662	\$80,000	\$100,000	\$0
7392	NTR/SIP Testing - RWQCB		\$5,000	\$0		\$5,000	\$0
7393	Miscellaneous Equipment (under \$500)	\$1,299	\$3,000			\$3,000	\$0
7394	Info System - Maintenance	\$5,842	\$2,500	\$12,794	\$16,000	\$16,800	\$14,300
7395	Equipment Maintenance	\$2,850	\$4,500	\$3,697		\$4,500	\$0
7396	Computer Equipment & Supplies	\$8,078	\$30,000			\$10,900	(\$19,100)
7397	Miscellaneous Small Tools	\$6,773	\$3,500	\$10,369	\$10,369	\$5,000	\$1,500
7398	Equipment Repair					\$1,000	\$1,000
7399	Computer Software			\$32,059	\$32,059	\$11,500	\$11,500
7405	Office Supplies	\$22,644	\$11,500	\$12,118	\$15,509	\$11,500	\$0
7406	Cleaning Supplies (household items)					\$2,000	\$2,000
7407	Minor Equipment (furniture <\$1K)					\$500	\$500
7408	Office Furniture	\$413	\$1,000	\$3,009	\$3,009	\$500	(\$500)
7409	Postage	\$12,575	\$2,500	\$2,185	\$2,500	\$2,500	\$0
7410	Office Supplies	\$9,656	\$8,000	\$6,924	\$8,000	\$6,000	(\$2,000)
7420	Rent & Facility Expense	\$27,269	\$25,500	\$36,958	\$37,058	\$39,500	\$14,000
7421	County Requested Maintenance					\$0	\$0
7422	Rent Public Meetings		\$500	\$0	\$0	\$500	\$0
7423	Building Rent					\$0	\$0
7424	Equipment Rental/Leasing					\$0	\$0
7425	Facility Maintenance - Landscape	\$23,388	\$15,000	\$24,877	\$24,877	\$4,000	(\$11,000)
7426	Building Repairs & Maintenance	\$3,881	\$10,000	\$12,081	\$12,181	\$35,000	\$25,000
7435	Insurance	\$0	\$50,000	\$54,628	\$55,000	\$67,033	\$17,033
7436	Insurance - Liability		\$50,000	\$54,628	\$55,000	\$28,514	(\$21,486)
7437	Insurance - Other					\$1,283	\$1,283
7438	Insurance - Property					\$21,882	\$21,882
7439	Insurance - Umbrella					\$15,354	\$15,354
7450	Permits & Fees	\$60,889	\$65,000	\$34,535		\$65,100	\$100
7451	Permits & Fees	\$45,889	\$40,000	\$19,535	\$19,535	\$40,000	\$0

7452	Special Expense					\$100	\$100
7453	NPDES NOV Fines	\$15,000	\$25,000	\$15,000	\$256,000	\$25,000	\$0
7465	Utilities	\$741,956	\$705,000	\$622,203	\$705,000	\$705,000	\$0
7466	Electrical Cost (General)					\$0	\$0
7467	Electrical Cost (water)	\$359,628	\$335,000	\$295,507	\$335,000	\$335,000	\$0
7468	Electrical Cost (sewer)	\$382,328	\$370,000	\$326,696	\$370,000	\$370,000	\$0
7469	Electrical Cost CCC					\$0	\$0
7480	Chemicals	\$99,290	\$100,000	\$66,146	\$100,000	\$62,500	(\$37,500)
7495	Freight	\$0	\$0	\$0	\$0	\$2,500	\$2,500
7510	Other	\$160,538	\$209,000	\$202,412	\$227,314	\$209,000	\$0
7511	Miscellaneous Bank Charges		\$500	\$159	\$300	\$500	\$0
7512	Miscellaneous Services & Supplies	\$13,974	\$2,500	\$15,014	\$15,014	\$2,500	\$0
7513	Miscellaneous Reimbursable	\$146,564	\$1,000	\$5,820	\$7,000	\$1,000	\$0
7514	Landscape Related Reimbursable		\$200,000	\$177,936	\$200,000	\$200,000	\$0
7515	Unrecoverable Charges		\$5,000	\$3,483	\$5,000	\$5,000	\$0
7516	G.F. Expenditures					\$0	\$0
7517	Miscellaneous					\$0	\$0
7518	Bad Debt					\$0	\$0
7519	Debt Services					\$0	\$0
	Sub Total	\$2,033,748	\$1,921,300	\$1,643,015	\$1,889,354	\$1,969,933	\$48,633
	Inter-Governmental Charges						
7525	Inter-Governmental Charges	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$880)
7526	Cost of Goods Sold (COGS)					\$0	\$0
7527	Taxes & Assessments					\$1,000	\$1,000
7529	Reimbursement for County Admin. Costs					\$0	\$0
7530	Revenue Collection	\$4,610	\$6,000			\$0	(\$6,000)
7531	Investment Fee		\$200	\$200	\$200	\$200	\$0
7532	Data Processing/Payroll Wire Transfer Fees		\$480	\$400	\$80	\$2,600	\$2,120
7533	Accounting (A/P, A/R, GL)		\$2,000			\$2,000	\$0
7534	Public Works - Permits	\$15,622	\$10,000	\$12,965		\$12,000	\$2,000
7535	Property Taxes		\$10,000	\$9,506		\$10,000	\$0
7540	Interest Expense					\$0	\$0
7555	Depreciation Expense					\$0	\$0
7570	Gain or Loss Disposal/Sale of Assets					\$0	\$0
	Sub Total	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$880)
	O&M Encumbrance(s) Carry Over (Re-budgeted)					\$ 141,871	
	Total O&M	\$4,288,831	\$4,425,696	\$3,813,308	\$4,348,038	\$4,603,133	\$177,437
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital	\$4,288,831	\$4,425,696	\$3,813,308	\$4,348,038	\$4,745,005	\$177,437

FY 2011-2012 Projected O&M Actuals
\$4.35M



FY 2012-2013 Proposed O&M Budget
\$4.603M



*Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget*



The Capital Improvement Program for Fiscal Year 2012-2013 is valued at \$3,004,181 and includes funding necessary to properly service, maintain and support the basic functions of District operations, design for the two (2) CIP Water & Wastewater Master Plans as well as \$800,000 for the approved CIP Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses project started in FY 2011-2012.

The CIP is broken down into Six (6) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

The Wastewater CIP and Structures & Replacements represent Twelve (12) projects at a total combined cost of \$1,962,781; of which \$699,781 is allocated for design work of the Wastewater Master Plan which will be financed. \$800,000 is allocated for Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses approved in FY 2011-2012. Included in the CIP is \$1,560,843 in carry-over funds necessary to close out the remainder of projects associated with the FY 2011-2012.

Water Capital Improvements and Structures & Replacements

The CIP for Domestic Water production includes Five (5) projects at total combined cost of \$436,400. The projects include \$221,400 for design of Well 7 which will be financed. Included in the CIP is \$1,999 in carry-over funds necessary to close out the remainder of projects associated with the FY 2012-2013.

Equipment: Capital

There are Three Equipment purchases listed for Administration, Water and Wastewater departments totaling \$105,000. These Equipment purchase are as follows; Electronic Message Board \$70,000; Boom Lift (cost split between the Parks & Landscaping and Water and Wastewater Departments) \$25,000; and Security Cameras for the Water and 1 Wastewater Treatment Plants \$10,000.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$500,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; and Facilities and Vehicles Replacement.

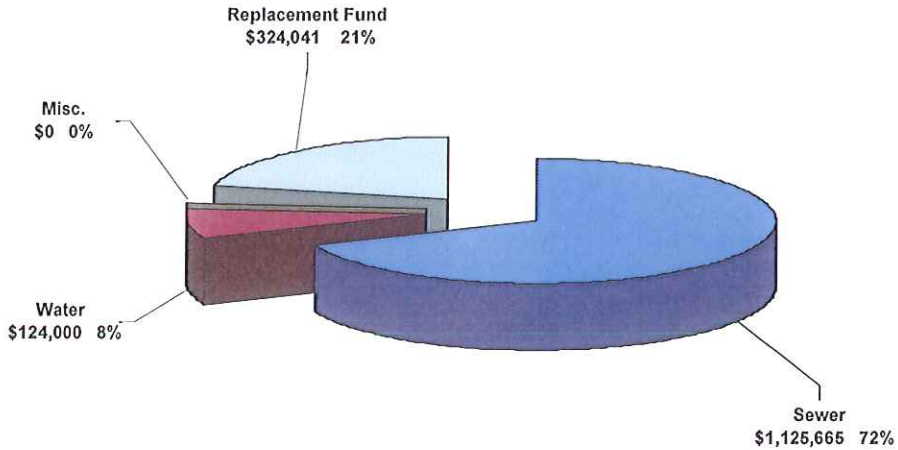
FY 2012-2013 Proposed Capital Improvement Budget

Pending Approved June 2012			2010/2011	2011/2012	2011/2012	Proposed	
Account	Account Description	Dept./Proj#	ACTUALS	BUDGET	ACTUALS April 2012	Budget	Variance
3000	Equipment		\$ -	\$ -	\$ -	\$ 105,000	\$ -
	Electronic Message Board	A				\$ 70,000	
	Boom Lift	W/WW				\$ 25,000	
	Security Camera's	WW				\$ 10,000	
3120	CIP wastewater		\$ -	\$ 1,125,665	\$ 457,316	\$ 310,000	\$ -
	Secondary Effluent Pump Station Modifications	5					
	Secondary Effluent Equalization	6					
	Effluent Filtration	7					
	Revise UV Disinfection Weirs	8					
	Conduct UV Disinfection Viral Bioassay Test	9			\$ 50,000		
	Upgrade UV Disinfection	10					
	Add Pump to Export Pump Station	12					
	Solids Improvements, phase 2: One New Solar Dryer	14					
	Collection System Pump Station Improvements	15				\$ 110,000	
	SCADA Improvements	16				\$ 150,000	
	Fiber to Plant 1					\$ 50,000	
3135	CIP Water		\$ -	\$ 124,000	\$ 115,000	\$ 251,400	\$ -
	Source Capacity						
	Well 7	1a			\$ -10,000	\$ 221,400	
	Well 8	1b					
	Well 1B pump Equipment Upgrade	1d				\$ 30,000	
	Treatment Filter at Willow Lake						
	Replacement Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	2a					
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	2b					
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	2c					
	Recycle Pump Upgrade - Newport	2e					
3150	Structures & Improvements Wastewater		\$ -	\$ -	\$ -	\$ 1,652,781	\$ -
	Influent Pump Station Modifications	1				\$ 58,882	
	RE-Activate Pump Station W	2				\$ 21,319	
	Emergency Storage Facilities	3				\$ 14,580	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4				\$ 605,000	
	Reverse Osmosis Facilities	11					
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13			\$ 800,000	\$ 800,000	
	Rehab Manholes					\$ 18,000	
	Raise Manholes					\$ 10,000	
	Spare NTU Sensor					\$ 60,000	
	Road Crossing Ramps					\$ 15,000	
	Salinity Project					\$ 50,000	
3165	Structures & Improvements Water		\$ -	\$ -	\$ -	\$ 185,000	\$ -
	Water Distribution System						
	Replace 8-in mainline w/new 16-in C905 - Willow Lk from Disco Blvd to Beaver Ln	3b				\$ 150,000	
	Storage Tanks						
	New Water Storage Tank - Newport WTP	4a					
	Willow Lake WTP Chemical Room Upgrade					\$ 25,000	
	Security Door Locks					\$ 10,000	
3180	Infrastructure Replacement Fund		\$ -	\$ 320,000	\$ 320,000	\$ 500,000	\$ -
	Sewer Infrastructure Replacement Program			\$ 150,000	\$ 150,000	\$ 200,000	
	Pumps/Motors Replacement Fund Program			\$ 40,000	\$ 40,000	\$ 50,000	
	Water Infrastructure Replacement Program			\$ 100,000	\$ 100,000	\$ 200,000	
	Facilities & Vehicles Replacement Fund			\$ 30,000	\$ 30,000	\$ 50,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital					\$ 1,562,842	
	Capital Totals		\$ 856,610	\$ 1,569,665	\$ 892,316	\$ 2,083,000	
	Bond Financed Totals					\$ 921,181	
	Growth Induced Totals						
	Total Capital		\$ -	\$ 1,569,665	\$ 892,316	\$ 3,004,181	\$ 1,434,516
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 1,569,665	\$ 892,316	\$ 4,567,023	\$ 1,434,516

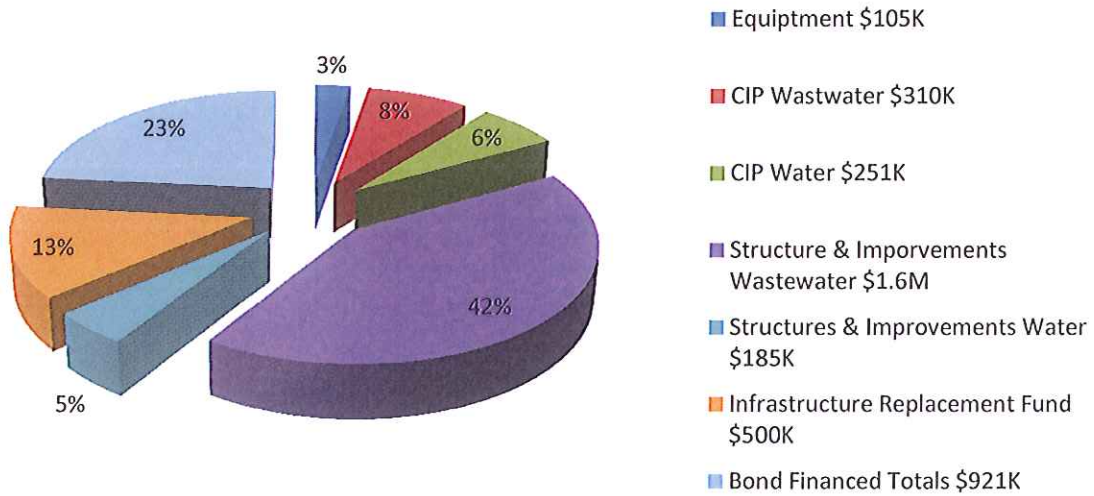
FY 2012-2013 Proposed Capital Improvement Budget							
Pending Approval June 2012							
Account	Account Description	Dept./Proj#	Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	SUM 12/13-16/17
3000	Equipment		\$ -	\$ -	\$ -	\$ -	\$ 105,000
	Electronic Message Board	A					\$ 70,000
	Boom Lift	W/WW					\$ 25,000
	Security Camera's	WW					\$ 10,000
3120	CIP wastewater		\$ 235,000	\$ 916,400	\$ 4,221,300	\$ 2,211,300	\$ 7,894,000
	Secondary Effluent Pump Station Modifications	5			\$ 250,000		\$ 250,000
	Secondary Effluent Equalization	6			\$ 680,000		\$ 680,000
	Effluent Filtration	7		\$ 461,400	\$ 2,076,300	\$ 2,076,300	\$ 4,614,000
	Revise UV Disinfection Weirs	8					\$ -
	Conduct UV Disinfection Viral Bioassay Test	9					\$ -
	Upgrade UV Disinfection	10		\$ 120,000	\$ 1,030,000		\$ 1,200,000
	Add Pump to Export Pump Station	12		\$ 100,000			\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14					\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000
	SCADA Improvements	16	\$ 100,000	\$ 100,000			\$ 350,000
	fiber to Plant 1						\$ 50,000
3135	CIP Water		\$ 648,020	\$ 1,652,380	\$ 1,161,200	\$ 28,800	\$ 3,741,800
	Source Capacity						\$ -
	Well 7	1a	\$ 627,300	\$ 627,300			\$ 1,476,000
	Well 8	1b		\$ 758,000	\$ 758,000		\$ 1,516,000
	Well 1B pump Equipment Upgrade	1d					\$ 30,000
	Treatment Filter at Willow Lake						\$ -
	Influent Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	2a	\$ 20,720	\$ 238,280			\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	2b		\$ 28,800	\$ 331,200		\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	2c			\$ 72,000		\$ 72,000
	Recycle Pump Upgrade - Newport	2e				\$ 28,800	\$ 28,800
3150	Structures & Improvements Wastewater		\$ 4,473,390	\$ 4,212,210	\$ 1,375,500	\$ -	\$ 11,713,881
	Influent Pump Station Modifications	1	\$ 981,360				\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320				\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210			\$ 243,000
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000
	Reverse Osmosis Facilities	11					\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 300,000	\$ 1,375,500	\$ 1,375,500		\$ 3,851,000
	Rehab Manholes						\$ 18,000
	Raise Manholes						\$ 10,000
	Spare NTU Sensor						\$ 60,000
	Road Crossing Ramps						\$ 15,000
	Salinity Project						\$ 50,000
3165	Structures & Improvements Water		\$ 250,000	\$ 336,400	\$ 1,743,600	\$ 610,960	\$ 3,125,960
	Water Distribution System						\$ -
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	3b	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960
	Storage Tanks						\$ -
	New Water Storage Tank - Newport WTP	4a		\$ 86,400	\$ 933,600		\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade						\$ 25,000
	Security Door Locks						\$ 10,000
3180	Infrastructure Replacement Fund		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Sewer Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Pumps/Motors Replacement Fund Program		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Water Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Facilities & Vehicles Replacement Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital						\$ 1,562,842
	Capital Totals		\$ 985,000	\$ 1,743,000	\$ 2,143,000	\$ 1,245,960	\$ 8,199,960
	Bond Financed Totals		\$ 5,100,690	\$ 4,839,510	\$ 1,375,500		\$ 12,236,881
	Growth Induced Totals		\$ 20,720	\$ 1,034,880	\$ 5,483,100	\$ 2,105,100	\$ 8,643,800
	Total Capital		\$ 6,106,410	\$ 7,617,390	\$ 9,001,600	\$ 3,351,060	\$ 29,080,641
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 6,106,410	\$ 7,617,390	\$ 9,001,600	\$ 3,351,060	\$ 30,643,483

CAPITAL IMPROVEMENT PROGRAM

FY 2011/2012



FY 2012 -2013 Proposed CIP \$3.004M



*Town of Discovery Bay Community Services District
Contra Costa County, California
Parks and Landscape*



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.



Town of Discovery Bay Landscape and Lighting Zone #3
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Date June 1, 2012

Operating & Maintenance Budget

Obj #	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013 Proposed Budget
	Salary & Wages			
2310	Staff Payroll	\$93,760	\$93,760	\$67,032
	Parks & Landscape Manager			\$28,959
	Parks Maintenance Workers (I & II)			\$23,901
	Administrative Assistant			\$10,692
	Misc. Staff			\$3,480
	Sub-Total	\$93,760	\$93,760	\$67,032
	Contractual Services			
2310	Professional/Specialized Services	\$8,000		\$6,000
	Legal Services		\$1,000	\$5,000
	Consultants/Other		\$1,000	\$1,000
2360	Insurance	\$6,500		\$7,500
	SDRMA		\$4,949	\$7,500
	Sub-Total	\$14,500	\$6,949	\$13,500
	Operations & Maintenance			
2100	Office Expenses, Supplies	\$1,250	\$1,750	\$1,250
2102	Books, Periodicals & Subscriptions	\$200	\$160	\$200
2103	Postage	\$100	\$22	\$100
2110	Communications	\$1,765		\$2,325
	Verizon - Cell Phones		\$1,100	\$1,200
	AT&T - Office Lines / Internet Service		\$213	\$1,125
2120	Utilities	\$108,500		\$111,667
	PG&E (Street Lighting & Irrigation Clocks)		\$82,523	\$84,350
	Water		\$19,200	\$23,630
	Garbage		\$3,627	\$3,687
2130	Small Tools & Instruments	\$3,000	\$3,000	\$2,500
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$570	\$500
2170	Household Items	\$1,750	\$1,750	\$1,750
2190	Public Notices	\$300	\$300	\$300
2200	Memberships	\$500	\$507	\$500
2250	Rent & Lease of Equipment	\$500	\$560	\$500
2251	Computer Software	\$0	\$0	\$0
2270	Maintenance of Equipment	\$1,200	\$1,952	\$1,200
2271	Automotive Supplies & Repairs	\$2,000	\$1,450	\$2,000
2272	Gasoline	\$3,500	(\$4,500)	\$4,000
2281	Maintenance of Buildings	\$6,500		\$7,020
	Cornell Restrooms - Janitorial		\$4,079	\$4,070
	Cornell Restroom - Repairs		\$2,000	\$2,000
	Offices		\$1,000	\$950
2282	Grounds Maintenance	\$212,000		\$165,754
	Landscape Maintenance Fees		\$93,027	\$101,484
	Irrigation Repairs (Planned)		\$40,291	\$20,000
	Clock Replacements		\$425	\$3,000
	Pedestal Replacements		\$1,250	\$2,500
	Emergency Work (Irrigation)		\$2,400	\$2,500
	Emergency Work (Tree Care)		\$2,385	\$3,000
	Tree Care Services (Palm Trees)		\$6,449	\$1,250
	Tree Care Services (Planned Rotations)		\$10,500	\$2,500
	Planting Replacements (Minor, Planned)		\$1,637	\$4,000
	Turf Care Program		\$2,290	\$4,750
	Baseball Field Maintenance			\$1,200
	Color Changes (Cornell Park & Front Entrance)		\$2,910	\$4,410
	Pest Control		\$450	\$1,350
	Lighting Maintenance (Entrance & Cornell)		\$2,755	\$2,750
	Drinking Fountain Cleaning		\$300	\$300
	Mulch Replacement Program		\$5,600	\$10,760
2284	Requested Maintenance from County	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$600	\$600	\$250
2303	Other Travel Employee Expenses / Training	\$1,500	\$1,510	\$2,500
2470	Road/Construction Materials (Street Signs)	\$500	\$65	\$500
2479	Other Special Expenses	\$12,000		\$10,100
	Christmas / Entrance Lighting		\$5,292	\$5,100
	Miscellaneous		\$4,000	\$5,000
2490	Miscellaneous Services & Supplies	\$300	\$100	\$1,000
	Sub-Total	\$358,465	\$305,499	\$315,916
7800	Inter-Governmental Charges			
3530/3550	Taxes & Assessments	\$1,000	\$760	\$1,200
3611	Interfund Exp. (Investment & Property Tax)	\$500	\$500	\$500
5011	Reimbursement for County Admin. Costs	\$500	\$500	\$500
	Sub-Total	\$2,000	\$1,760	\$2,200
	TOTAL O&M Budget	\$468,725	\$407,968	\$398,647



Town of Discovery Bay Landscape and Lighting Zone #3
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Date June 1, 2012

Capital Budget

Acct. #	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013 Proposed Budget
PARKS				
4789	Cornell Park - Playground Replacement	\$165,000	\$77,165	(\$22,330)
4834	Cornell Park Improvements	\$92,100		\$282,490
	Cornell Park (ADA Upgrades)	\$34,600	\$38,137	
	Cornell Park (Tennis Court Surfacing)	\$20,000	\$22,153	
	Cornell Park (Tennis Court Fencing) Amendment Pending		\$22,014	
	Cornell Park (Dog Park Fencing)	\$0	\$0	
	Cornell Park (Tot Lot Removal)	\$12,500	\$9,878	
	Cornell Park (Horse Shoe & Bocce Court)	\$25,000	\$25,000	
	Cornell Park (Pickle Ball Courts)			\$120,000
	Cornell Park (Solar Lighting)			\$110,000
	Cornell Park (Par Course)			
	Cornell Park (Splash Pad)			\$17,490
	Cornell Park (Bench & Picnic Table Replacements)			\$35,000
	Parks Sub Total	\$267,100	\$117,182	\$260,160
STREETSCAPE				
4265	Various Improvements	\$7,500	\$4,500	\$5,000
4546	Structure & Walkway Repairs	\$2,000	\$2,000	\$2,500
4829	Landscape Master Plan Areas	\$77,803		\$137,344
	Discovery Bay Blvd. (West) / Sand Point Road	(\$19,697)	(\$19,697)	
	Highway 4 (East)	\$55,000	\$10,158	\$44,844
	Discovery Bay Blvd. (East)	\$42,500	\$41,239	
	Clipper Drive (Tree & Shrub Plantings)			\$75,000
	Island / Levee (Irrigation Upgrades/Plantings In House)			\$17,500
	Newport Lane (New Installation)			
	Highway 4 (West)			
	Streetscape Sub Total	\$87,303	\$31,698	\$144,844
MISC.				
4853	Vehicle Purchase	\$25,000	\$23,386	
4959	Tools & Sundry Equipment	\$3,000		\$48,500
	Miscellaneous Tools or Equipment		\$627	\$3,500
	50' Boom Lift (Towable)			\$35,000
	Landscape Utility Vehicle			\$10,000
	Misc. Sub Total	\$28,000	\$24,013	\$48,500
	Total Capital Budget	\$372,403	\$172,892	\$453,505

Revenue Budget

Acct#	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013
Revenue				
740	Current Funds in Contra Costa County	\$1,443,929	\$1,443,929	\$1,316,567
500	Accounts Payable - Yr. End			
510	Retainage Account			
830	Disbursements			
9010	Current Property Taxes	\$439,498	\$439,498	\$448,288
9011	Property Tax Supplemental/Unitary/Secured			
9018	SRAF State Rev Transfer			
9020	Property Taxes - Current Unsecured	\$14,000	\$14,000	\$14,280
9035	Property Taxes - Prior Unsecured			
9181	Earnings on Investments			
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes			
9975	Misc. Non Taxable Revenue			
9799	Misc. Revenue & Services			
	GRAND TOTAL REVENUE	\$453,498	\$453,498	\$462,568

Summary

	2011/2012 Amended Budget		2012/2013
TOTAL O&M Budget	\$468,725	\$407,968	\$398,647
TOTAL CAPITAL Budget	\$372,403	\$172,892	\$453,505
GRAND TOTAL BUDGETS	\$841,128	\$580,861	\$852,152
TOTAL ANNUAL REVENUE	\$453,498	\$453,498	\$462,568
BALANCE FORWARD	\$1,443,929	\$1,443,929	\$1,316,567
FUND VALUE	\$1,897,427	\$1,897,427	\$1,779,134
CONTRIBUTION TO RESERVES	\$1,058,299	\$1,316,567	\$928,983
GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0	\$0



Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Dated May 9, 2012

Operating & Maintenance Budget				
Obj #	Account Description	2011/2012 Budget	2012 / 2013 Year End Estimate	Proposed 2012/2013 Budget
	Salary & Wages			
2310	Staff Payroll	\$37,952	\$25,000	\$27,921
	Parks & Landscape Manager			\$10,860
	Parks Maintenance Workers (I & II)			\$8,963
	Administrative Assistant			\$6,110
	Misc. Staff			\$1,988
	Sub-Total	\$37,952	\$25,000	\$27,921
	Contractual Services			
2310	Professional/Specialized Services	\$8,200		\$5,000
	Legal Services			\$2,000
	Consultants/Other		\$5,840	\$3,000
2360	Insurance	\$1,500		\$1,850
	SDRMA		\$1,798	\$1,850
	Sub-Total	\$9,700	\$7,638	\$6,850
	Operations & Maintenance			
2100	Office Expenses, Supplies	\$500	\$350	\$500
2102	Books, Periodicals & Subscriptions	\$50	\$25	\$100
2103	Postage	\$150	\$0	\$50
2110	Communications	\$350		\$735
	Verizon - Cell Phones		\$300	\$360
	AT&T - Office Lines / Internet Service			\$375
2120	Utilities	\$26,325		\$16,384
	PG&E (Street Lighting & Irrigation Clocks)		(\$4,075)	\$1,284
	AT&T (Irrigation Clock)		\$75	\$100
	Water		\$14,500	\$15,000
2130	Small Tools & Instruments	\$750	\$250	\$500
2131	Minor Equipment, Furniture less than \$1,000	\$250	\$100	\$500
2170	Household Items	\$750	\$500	\$600
2190	Public Notices	\$500	\$350	\$350
2200	Memberships	\$50	\$0	\$200
2250	Rent & Lease of Equipment	\$0	\$376	\$0
2251	Computer Software	\$0	\$0	\$0
2270	Maintenance of Equipment	\$200	\$345	\$300
2271	Automotive Supplies & Repairs	\$300	\$0	\$500
2272	Gasoline	\$500	\$500	\$750
2281	Maintenance of Buildings	\$0		\$2,100
	Temporary Restroom Facility - Splash Pad Season		\$300	\$2,100
2282	Grounds Maintenance	\$44,500		\$48,528
	Landscape Maintenance Fees		\$33,450	\$32,700
	Irrigation Repairs (Planned)		\$1,250	\$1,500
	Clock Replacements			\$3,500
	Emergency Work (Irrigation)			\$500
	Emergency Work (Tree Care)			\$0
	Tree Care Services (Planned Rotations)		\$1,525	\$1,550
	Planting Replacements (Minor, Planned)		\$1,450	\$1,500
	Turf Care Program		\$1,150	\$3,250
	Pest Control			\$500
	Lighting Maintenance (Solar)		\$798	\$0
	Drinking Fountain Cleaning		\$275	\$300
	Mulch Replacement Program		\$1,650	\$3,228
2284	Requested Maintenance from County	\$0		\$0
2301	Employee Auto Mileage - Reimbursement	\$50	\$10	\$50
2303	Other Travel Employee Expenses	\$0	\$387	\$500
2470	Road/Construction Materials (Street Signs)	\$0	\$0	\$200
2479	Other Special Expenses	\$1,350		\$1,000
	Miscellaneous		\$725	\$1,000
	Sub-Total	\$76,575	\$56,564	\$73,847
7800	Inter-Governmental Charges			
3530/3550	Taxes & Assessments	\$425	\$1,645	\$1,700
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$0	\$0
5011	Reimbursement for County Admin. Costs	\$0	\$0	\$0
	Sub-Total	\$425	\$1,645	\$1,700
	TOTAL O&M Budget	\$124,652	\$90,847	\$110,318



Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Dated May 9, 2012

Capital Budget				
Acct. #	Account Description	2011/2012 Budget	2012 / 2013 Year End Estimate	Proposed 2012/2013 Budget
PARKS				
4265	Various Improvements (Splash Pad)	\$14,000	\$13,827	
4546	Structure & Walkway Repairs (Solar)	\$32,000	\$350	
4789	Park Improvements			\$0
	Concrete Work for ADA Temp Restroom			\$0
	Solar Lighting for Shade Structure			\$0
	Parks Sub Total	\$46,000	\$14,177	\$0
STREETSCAPE				
4829	Streetscape Improvements			\$0
	Streetscape Sub Total	\$0		\$0
MISC.				
4959	Tools & Sundry Equipment	\$0		\$2,500
	Miscellaneous Tools or Equipments			\$500
	Landscape Utility Vehicle			\$2,000
	Misc. Sub Total	\$0		\$2,500
	Total Capital Budget	\$46,000	\$14,177	\$2,500

Revenue Budget				
Acct#	Account Description	2011/2012 Budget	2012 / 2013 Year End Estimate	Proposed 2012/2013 Budget
	Revenue			
740	Current Funds in Contra Costa County	\$109,284	\$109,284	\$118,233
500	Accounts Payable - Yr. End			
510	Retainage Account			
830	Disbursements			
9010	Current Property Taxes	\$113,972	\$113,972	\$115,682
9011	Property Tax Supplemental/Unitary/Secured			
9018	SRAF State Rev Transfer			
9020	Property Taxes - Current Unsecured			
9035	Property Taxes - Prior Unsecured			
9181	Earnings on Investments			
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes			
9975	Misc. Non Taxable Revenue			
9799	Misc Revenue & Services			
	GRAND TOTAL REVENUE	\$113,972	\$113,972	\$115,682

Summary				
		2011/2012 Budget	2012 / 2013 Year End Estimate	Proposed 2012/2013 Budget
	TOTAL O&M Budget	\$124,652	\$90,847	\$110,318
	TOTAL CAPITAL Budget	\$46,000	\$14,177	\$2,500
	GRAND TOTAL BUDGETS	\$170,652	\$105,024	\$112,818
	TOTAL ANNUAL REVENUE	\$113,972	\$113,972	\$115,682
	BALANCE FORWARD	\$109,284	\$109,284	\$118,233
	FUND VALUE	\$223,266	\$223,266	\$233,914
	CONTRIBUTION TO RESERVES	\$52,604	\$118,233	\$121,096
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0	\$0

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary and Wages*

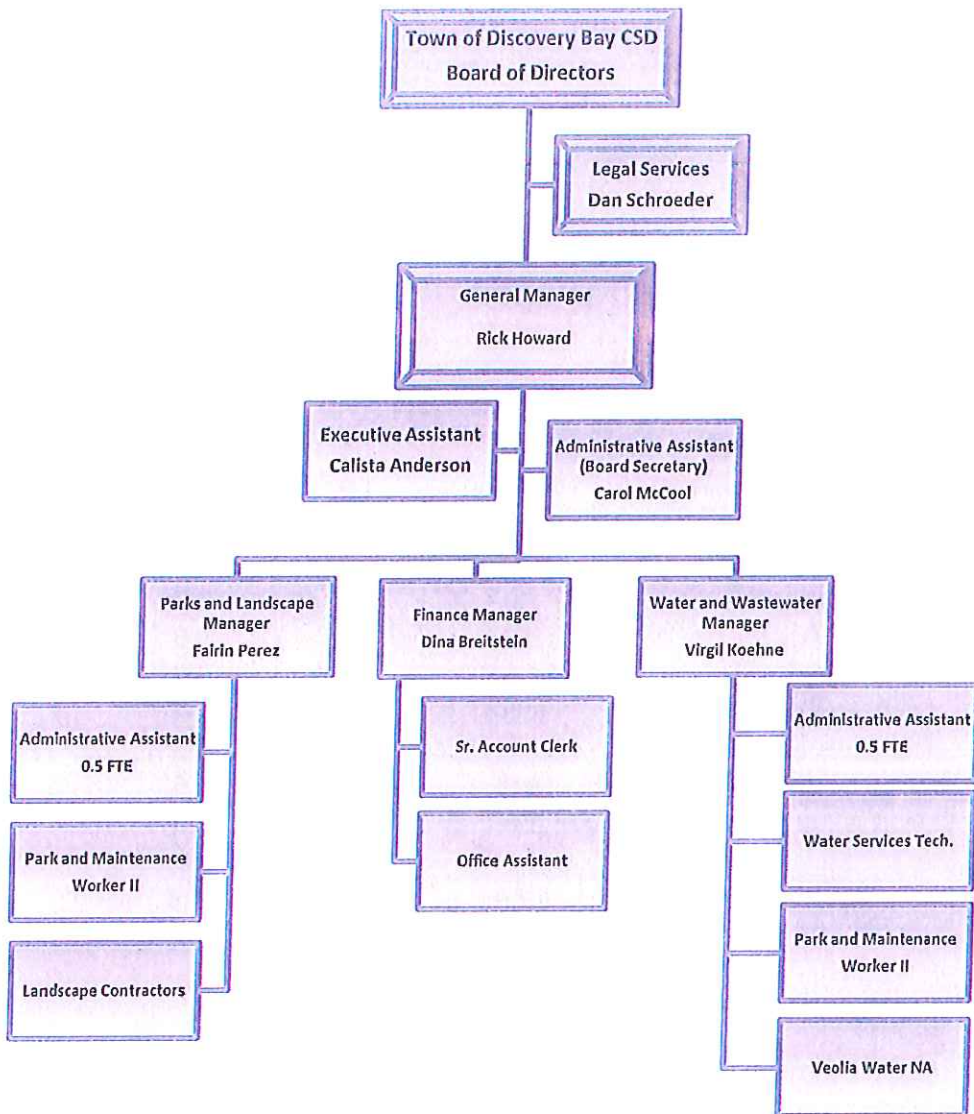


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144

Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart



*Town of Discovery Bay Community Services District
Contra Costa County, California*



**FY 2012-13 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position Title	FY 2010-11	FY 2011-12	FY 2012-13
Director	5.0	5.0	5.0
General Manager	1.0	1.0	1.0
Water and Wastewater Manager	1.0	1.0	1.0
Landscape Manager	1.0	0.0	0.0
Finance Manager	0.0	1.0	1.0
Parks and Landscape Manager	0.0	1.0	1.0
Administrative Assistant	3.0	2.0	2.0
Executive Assistant	0.0	1.0	1.0
Office Clerk	1.0	0.0	0.0
Office Assistant	0.0	1.0	1.0
Account Clerk	1.0	0.0	0.0
Sr. Account Clerk	1.0	1.0	1.0
Water Services Worker	1.0	0.0	0.0
Water Services Technician	0.0	1.0	1.0
Parks and Maintenance Worker I	1.0	1.0	0.0
Parks and Maintenance Worker II	1.0	1.0	2.0
Totals	17.0	17.0	17.0

*Town of Discovery Bay Community Services District
Contra Costa County, California
The Budget – All in One Place*



The following pages provide an “All in One Place” overview look at the complete Operating, Capital and Revenue Budgets for Fiscal Year 2012-2013. Individual budget summaries can be found in the succeeding pages of this document.

Proposed FY 2012-13 Operating and Capital Improvement Program Budget

O&M Budget	\$4,603,133
Total O&M Budget	\$4,603,133
Capital Budget	\$1,583,000
Infrastructure Replacement Fund	\$500,000
Financed Capital Projects	\$921,181
Total Capital Budget	\$3,004,181
Revenue	\$7,013,215
Proceeds from Financing	\$921,181
Total Revenue	\$7,934,396
Grand Total Expensed Budget	\$7,607,314
Grand Total Revenue	\$7,934,396
Variance	\$327,082
Add To Reserve Fund	\$327,082
Encumbrance(s) & Carry-Over(s)	
O&M	\$141,871
CIP	\$1,562,842
Total Encumbrance(s) & Carry-Over(s)	\$1,704,714

REVENUE PROJECTIONS - DRAFT Fiscal Year 2011-12	2011/2012	2011/2012	2011/2012	2010/2011	2012/2013
Account Description	BUDGET	Actuals APR'12	Projected ACTUALS	Year End Variance	DRAFT Budget
Revenue					
General Fund	\$0	\$0	\$0	\$0	\$0
Property Tax Revenue	\$4,754,252	\$4,754,252	\$4,754,252		\$5,200,058
Commercial Water & Sewer	\$365,266	\$171,895	\$365,266		\$558,480
Residential Water	\$436,381	\$455,306	\$545,306	\$108,925	\$782,777
Large User Back Billing	\$0	\$0	\$0		\$62,000
Sewer/Water Permits	\$0	\$0	\$0		\$0
Sewer Capacity Fee	\$0	\$0	\$0		\$0
Water Capacity Fee	\$0	\$0	\$0		\$0
Investments/CCC	\$10,000	\$58	\$58	-\$9,942	\$0
Misc. Reimbursements	\$10,000	\$7,234	\$7,234	-\$2,766	\$10,000
Misc Receivables	\$2,000	\$2,555	\$243,555	\$241,000	\$2,000
EE Group Insurance Contributions	\$17,052	\$0	\$17,052		\$17,500
Landscape Related Payroll Reimbursements	\$176,810	\$92,134	\$176,810		\$169,500
Landscape Related Reimbursements	\$200,000	\$140,887	\$200,000		\$200,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$0	\$23,600		\$10,900
Proceeds from Financing	\$0	\$0	\$0		\$921,181
GRAND TOTAL REVENUE	\$5,995,361	\$5,624,320	\$6,333,133	\$337,772	\$7,934,396

FY 2012-2013 Proposed Operations & Maintenance Budget

Account	Pending Approved June 2012 Account Description	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 Actuals May '12	2011/2012 Projected Actuals	2012/2013 Proposed Budget	Variance
	Salary & Wages						
7000	Salary & Wages	\$664,145	\$531,551	\$433,350	\$531,551	\$557,000	\$35,449
7001	Overtime		\$5,000			\$5,000	\$0
7015	Payroll Liabilities	\$0	\$53,655	\$38,746	\$53,665	\$61,000	\$7,345
7030	Group Insurance	\$30,001	\$44,400	\$49,076	\$48,000	\$38,400	(\$5,000)
7045	Workers Comp	\$4,458	\$8,000	\$14,861	\$16,000	\$16,000	\$8,000
7060	457 B Plan					\$15,700	\$15,700
7240	Auto Allowance		\$4,200	\$3,850	\$4,200	\$4,200	\$0
7075	Reimbursement of Wages		\$157,737	\$128,596	\$157,700	\$149,000	(\$8,737)
7076	Overtime		\$3,000			\$5,000	\$2,000
7090	Reimbursed Wages - Liabilities	\$0	\$16,073	\$11,607	\$16,073	\$16,000	(\$73)
7105	Reimbursed Insurance		\$23,600	\$13,602	\$23,600	\$5,100	(\$18,500)
7120	Reimbursed 457B Plan					\$5,800	\$5,800
7150	Temporary Employees	\$0	\$0	\$0	\$0	\$8,400	\$8,400
	Sub Total	\$698,604	\$847,216	\$693,688	\$850,789	\$896,600	\$49,384
	Board of Directors						
7165	Board of Directors Compensation	\$25,983	\$36,000	\$21,800	\$26,100	\$36,000	\$0
	Board of Directors Travel & Meetings		\$2,500	\$1,636	\$1,515	\$3,750	\$1,250
	Board of Directors Training & Education	\$3,459				\$2,000	\$2,000
	Sub Total	\$29,442	\$38,500	\$23,436	\$27,615	\$41,750	\$3,250
	Contractual Service						
7270	Outside Services	\$1,412,048	\$1,480,000	\$1,328,365	\$1,460,000	\$1,516,400	\$36,400
7271	Consulting Services	\$334,419	\$210,000	\$172,783	\$190,000	\$210,000	\$0
7272	Waste Water Service Contract	\$1,021,527	\$1,148,000	\$1,089,691	\$1,148,000	\$1,182,000	\$34,000
7273	Professional Fees					\$2,400	\$2,400
7274	Contract Services					\$0	\$0
7275	Preventative & Corrective	\$56,102	\$107,000	\$53,302	\$107,000	\$107,000	\$0
7276	Contract Mailing		\$15,000	\$12,589	\$15,000	\$15,000	\$0
7285	Legal	\$71,347	\$80,000	\$73,600	\$90,000	\$123,500	\$43,500
7300	Accounting	\$23,380	\$30,000	\$28,133	\$30,000	\$27,150	(\$2,850)
7301	Crone & Company						
	Sub Total	\$1,506,775	\$1,590,000	\$1,430,098	\$1,580,000	\$1,667,050	\$77,050
	Operations & Maintenance						
7180	Travel & Meetings	\$6,918	\$3,000	\$3,024	\$3,024	\$7,500	\$4,500
7195	Training & Education	\$3,459				\$7,000	\$7,000
7210	Dues & Subscriptions				\$930	\$500	\$500
7225	Memberships	\$6,023	\$17,500	\$8,990	\$17,500	\$18,000	\$500
7255	CSD Sponsored Events					\$5,500	\$5,500
7315	PR, Advertising & Elections	\$5,281	\$0	\$9,000		\$9,000	\$9,000
7330	Public Communications and Notices	\$7,625	\$5,000	\$2,828		\$5,000	\$0
7345	Telecommunications	\$15,577	\$11,300	\$15,678	\$17,591	\$17,600	\$6,300
7346	Telephone - general	\$8,224	\$4,800	\$6,414	\$7,391	\$8,000	\$3,200
7347	Telecom - networking					\$600	\$600
7348	Telephone - cellular	\$7,353	\$6,500	\$9,264	\$10,200	\$9,000	\$2,500
7360	Materials	\$0	\$0	\$0	\$0	\$0	\$0
7361	Road/Construction Materials (street signs)					\$0	\$0
7375	Automotive/Supplies & Repairs	\$32,983	\$20,000	\$21,418	\$22,000	\$30,000	\$10,000
7390	Repairs & Maintenance	\$843,296	\$698,500	\$553,077	\$688,428	\$707,700	\$9,200
7391	General Repairs	\$691,183	\$550,000	\$441,506	\$550,000	\$550,000	\$0
7400	General Repairs Pumps	\$127,271	\$100,000	\$52,662	\$80,000	\$100,000	\$0
7392	NTR/SIP Testing - RWQCB		\$5,000	\$0		\$5,000	\$0
7393	Miscellaneous Equipment (under \$500)	\$1,299	\$3,000			\$3,000	\$0
7394	Info System - Maintenance	\$5,842	\$2,500	\$12,794	\$16,000	\$16,800	\$14,300
7395	Equipment Maintenance	\$2,850	\$4,500	\$3,687		\$4,500	\$0
7396	Computer Equipment & Supplies	\$3,078	\$30,000			\$10,900	(\$19,100)
7397	Miscellaneous Small Tools	\$6,773	\$3,500	\$10,369	\$10,369	\$5,000	\$1,500
7398	Equipment Repair					\$1,000	\$1,000
7399	Computer Software			\$32,059	\$32,059	\$11,500	\$11,500
7405	Office Supplies	\$22,644	\$11,500	\$12,118	\$15,509	\$11,500	\$0
7406	Cleaning Supplies (household items)				\$2,000	\$2,000	\$2,000
7407	Minor Equipment (furniture <\$1K)					\$500	\$500
7408	Office Furniture	\$413	\$1,000	\$3,009	\$3,009	\$500	(\$500)
7409	Postage	\$12,575	\$2,500	\$2,185	\$2,500	\$2,500	\$0
7410	Office Supplies	\$9,656	\$8,000	\$6,924	\$8,000	\$6,000	(\$2,000)
7420	Rent & Facility Expense	\$27,269	\$25,500	\$36,958	\$37,058	\$39,500	\$14,000
7421	County Requested Maintenance					\$0	\$0
7422	Rent Public Meetings		\$500	\$0	\$0	\$500	\$0
7423	Bidding Rent					\$0	\$0
7424	Equipment Rental/Leasing					\$0	\$0
7425	Facility Maintenance - Landscapa	\$23,388	\$15,000	\$24,877	\$24,877	\$4,000	(\$11,000)
7426	Building Repairs & Maintenance	\$3,881	\$10,000	\$12,081	\$12,181	\$35,000	\$25,000
7435	Insurance	\$0	\$50,000	\$54,628	\$55,000	\$57,033	\$17,033
7436	Insurance - Liability		\$50,000	\$54,628	\$55,000	\$28,514	(\$21,486)
7437	Insurance - Other					\$1,283	\$1,283
7438	Insurance - Property					\$21,882	\$21,882
7439	Insurance - Umbrella					\$15,354	\$15,354
7450	Permits & Fees	\$60,889	\$65,000	\$34,535		\$65,100	\$100
7451	Permits & Fees	\$45,889	\$40,000	\$19,535	\$19,535	\$40,000	\$0

7452	Special Expense					\$100	\$100
7453	NPDES/NOV Fines	\$15,000	\$25,000	\$15,000	\$256,000	\$25,000	\$0
7465	Utilities	\$741,956	\$705,000	\$622,203	\$705,000	\$705,000	\$0
7466	Electrical Cost (General)					\$0	\$0
7467	Electrical Cost (water)	\$359,628	\$335,000	\$295,507	\$335,000	\$335,000	\$0
7468	Electrical Cost (sewer)	\$382,328	\$370,000	\$326,696	\$370,000	\$370,000	\$0
7469	Electrical Cost CCC					\$0	\$0
7480	Chemicals	\$93,290	\$100,000	\$66,146	\$100,000	\$62,500	(\$37,500)
7495	Freight	\$0	\$0	\$0		\$2,500	\$2,500
7510	Other	\$160,538	\$209,000	\$202,412	\$227,314	\$209,000	\$0
7511	Miscellaneous Bank Charges		\$500	\$159	\$300	\$500	\$0
7512	Miscellaneous Services & Supplies	\$13,974	\$2,500	\$15,014	\$15,014	\$2,500	\$0
7513	Miscellaneous Reimbursable	\$146,564	\$1,000	\$5,820	\$7,000	\$1,000	\$0
7514	Landscape Related Reimbursable		\$200,000	\$177,936	\$200,000	\$200,000	\$0
7515	Unrecoverable Charges		\$5,000	\$3,483	\$5,000	\$5,000	\$0
7516	G.F. Expenditures					\$0	\$0
7517	Miscellaneous					\$0	\$0
7518	Bad Debt					\$0	\$0
7519	Debt Services					\$0	\$0
	Sub Total	\$2,033,748	\$1,921,300	\$1,643,015	\$1,889,354	\$1,969,933	\$48,633
	Inter-Governmental Charges						
7525	Inter-Governmental Charges	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$880)
7526	Cost of Goods Sold (COGS)					\$0	\$0
7527	Taxes & Assessments					\$1,000	\$1,000
7529	Reimbursement for County Admin. Costs					\$0	\$0
7530	Revenue Collection	\$4,640	\$6,000			\$0	(\$5,000)
7531	Investment Fee		\$200	\$200	\$200	\$200	\$0
7532	Data Processing/Payroll/Wire Transfer Fees		\$480	\$400	\$80	\$2,600	\$2,120
7533	Accounting (A/P, A/R, GL)		\$2,000			\$2,000	\$0
7534	Public Works - Permits	\$15,622	\$10,000	\$12,955		\$12,000	\$2,000
7535	Property Taxes		\$10,000	\$9,506		\$10,000	\$0
7540	Interest Expense					\$0	\$0
7555	Depreciation Expense					\$0	\$0
7570	Gain or Loss Disposal/Sale of Assets					\$0	\$0
	Sub Total	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$880)
	O&M Encumbrance(s) Carry Over (Re-budgeted)					\$ 141,871	
	Total O&M	\$4,288,831	\$4,425,696	\$3,813,308	\$4,348,038	\$4,603,133	\$177,437
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital	\$4,288,831	\$4,425,696	\$3,813,308	\$4,348,038	\$4,745,005	\$177,437

FY 2012-2013 Proposed Capital Improvement Budget

Pending Approved June 2012			2010/2011	2011/2012	2011/2012	Proposed	
Account	Account Description	Dept./Proj#	ACTUALS	BUDGET	ACTUALS April 2012	2012/2013	Variance
						Budget	
3000	Equipment		\$ -	\$ -	\$ -	\$ 105,000	\$ -
	Community Message Board	A				\$ 70,000	
	Boom Lift	W/WW				\$ 25,000	
	Security Camera's	WW				\$ 10,000	
3120	CIP wastewater		\$ -	\$ 1,125,665	\$ 457,316	\$ 310,000	\$ -
	Secondary Effluent Pump Station Modifications	5					
	Secondary Effluent Equalization	6					
	Effluent Filtration	7					
	Revise UV Disinfection Weirs	8					
	Conduct UV Disinfection Viral Blossay Test	9			\$ 50,000		
	Upgrade UV Disinfection	10					
	Add Pump to Export Pump Station	12					
	Solids Improvements, phase 2: One New Solar Dryer	14					
	Collection System Pump Station Improvements	15				\$ 110,000	
	SCADA Improvements	16				\$ 150,000	
	Fiber to Plant 1					\$ 50,000	
3135	CIP Water		\$ -	\$ 124,000	\$ 115,000	\$ 251,400	\$ -
	Source Capacity						
	Well 7	1a			\$ 40,000	\$ 221,400	
	Well 8	1b					
	Well 18 pump Equipment Upgrade	1d				\$ 30,000	
	Treatment Filter at Willow Lake						
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	2a					
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	2b					
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	2c					
	Recycle Pump Upgrade - Newport	2e					
3150	Structures & Improvements Wastewater		\$ -	\$ -	\$ -	\$ 1,652,781	\$ -
	Influent Pump Station Modifications	1				\$ 58,892	
	RE-Activate Pump Station W	2				\$ 21,319	
	Emergency Storage Facilities	3				\$ 14,560	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4				\$ 605,000	
	Reverse Osmosis Facilities	11					
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13			\$ 800,000	\$ 800,000	
	Rehab Manholes					\$ 18,000	
	Raise Manholes					\$ 10,000	
	Spare NTU Sensor					\$ 60,000	
	Road Crossing Ramps					\$ 15,000	
	Salinity Project					\$ 50,000	
3165	Structures & Improvements Water		\$ -	\$ -	\$ -	\$ 185,000	\$ -
	Water Distribution System						
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	3b				\$ 150,000	
	Storage Tanks						
	New Water Storage Tank - Newport WTP	4a					
	Willow Lake WTP Chemical Room Upgrade					\$ 25,000	
	Security Door Locks					\$ 10,000	
3180	Infrastructure Replacement Fund		\$ -	\$ 320,000	\$ 320,000	\$ 500,000	\$ -
	Sewer Infrastructure Replacement Program			\$ 150,000	\$ 150,000	\$ 200,000	
	Pumps/Motors Replacement Fund Program			\$ 40,000	\$ 40,000	\$ 50,000	
	Water Infrastructure Replacement Program			\$ 100,000	\$ 100,000	\$ 200,000	
	Facilities & Vehicles Replacement Fund			\$ 30,000	\$ 30,000	\$ 50,000	

	Encumbrance(s) Carry Over (Re-budgeted) Capital					\$ 1,562,842	
	Capital Totals		\$ 856,610	\$ 1,569,665	\$ 892,316	\$ 2,083,000	
	Bond Financed Totals					\$ 921,181	
	Growth Induced Totals						
	Total Capital		\$ -	\$ 1,569,665	\$ 892,316	\$ 3,004,181	\$ 1,434,516
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 1,569,665	\$ 892,316	\$ 4,567,023	\$ 1,434,516

FY 2012-2013 Proposed Capital Improvement Budget

Pending Approved June 2012			Proposed	Proposed	Proposed	Proposed	
Account	Account Description	Dept./Proj#	2013/2014 Budget	2014/2015 Budget	2015/2016 Budget	2016/2017 Budget	SUM 12/13-16/17
3000	Equipment		\$ -	\$ -	\$ -	\$ -	\$ 105,000
	Community Message Board	A					\$ 70,000
	Boom Lift	W/WW					\$ 25,000
	Security Camera's	WW					\$ 10,000
3120	CIP wastewater		\$ 235,000	\$ 916,400	\$ 4,221,300	\$ 2,211,300	\$ 7,894,000
	Secondary Effluent Pump Station Modifications	5			\$ 250,000		\$ 250,000
	Secondary Effluent Equalization	6			\$ 680,000		\$ 680,000
	Effluent Filtration	7		\$ 451,400	\$ 2,076,300	\$ 2,076,300	\$ 4,614,000
	Revise UV Disinfection Weirs	8					\$ -
	Conduct UV Disinfection Viral Bioassay Test	9					\$ -
	Upgrade UV Disinfection	10		\$ 120,000	\$ 1,030,000		\$ 1,200,000
	Add Pump to Export Pump Station	12		\$ 100,000			\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14					\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000
	SCADA Improvements	16	\$ 100,000	\$ 100,000			\$ 350,000
	Fiber to Plant 1						\$ 50,000
3135	CIP Water		\$ 648,020	\$ 1,652,380	\$ 1,161,200	\$ 28,800	\$ 3,741,800
	Source Capacity						\$ -
	Well 7	1a	\$ 627,300	\$ 627,300			\$ 1,476,000
	Well 8	1b		\$ 758,000	\$ 758,000		\$ 1,516,000
	Well 1B pump Equipment Upgrade	1d					\$ 30,000
	Treatment Filter at Willow Lake						\$ -
	Plant Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	2a	\$ 20,720	\$ 239,280			\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	2b		\$ 28,800	\$ 331,200		\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	2c			\$ 72,000		\$ 72,000
	Recycle Pump Upgrade - Newport	2e				\$ 28,800	\$ 28,800
3150	Structures & Improvements Wastewater		\$ 4,473,390	\$ 4,212,210	\$ 1,375,500	\$ -	\$ 11,713,881
	Influent Pump Station Modifications	1	\$ 981,360				\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320				\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210			\$ 243,000
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000
	Reverse Osmosis Facilities	11					\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 300,000	\$ 1,375,500	\$ 1,375,500		\$ 3,851,000
	Rehab Manholes						\$ 18,000
	Raise Manholes						\$ 10,000
	Spare NTU Sensor						\$ 60,000
	Road Crossing Ramps						\$ 15,000
	Salinity Project						\$ 50,000
3165	Structures & Improvements Water		\$ 250,000	\$ 336,400	\$ 1,743,600	\$ 610,960	\$ 3,125,960
	Water Distribution System						\$ -
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	3b	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960
	Storage Tanks						\$ -
	New Water Storage Tank - Newport WTP	4a		\$ 85,400	\$ 993,600		\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade						\$ 25,000
	Security Door Locks						\$ 10,000
3180	Infrastructure Replacement Fund		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Sewer Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Pumps/Motors Replacement Fund Program		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Water Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Facilities & Vehicles Replacement Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital						\$ 1,562,842
	Capital Totals		\$ 985,000	\$ 1,743,000	\$ 2,143,000	\$ 1,245,960	\$ 8,159,960
	Bond Financed Totals		\$ 5,100,690	\$ 4,839,510	\$ 1,375,500		\$ 12,236,881
	Growth Induced Totals		\$ 20,720	\$ 1,034,880	\$ 5,483,100	\$ 2,105,100	\$ 8,643,800
	Total Capital		\$ 6,106,410	\$ 7,617,390	\$ 9,001,600	\$ 3,351,060	\$ 29,080,641
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 6,106,410	\$ 7,617,390	\$ 9,001,600	\$ 30,643,483

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

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

Agenda Title

Adopt Resolution No. 2012-13 Approving the Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2012-13

Recommended Action

Adoption of Resolution No. 2012-13, establishing the Discovery Bay Lighting and Landscape Zone #8 2012/2013 Appropriation Limit

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (DBCSD) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2012-13 to be \$497,620.79. The calculation is based last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No. 2012-13, which establishes the 2012/2013 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$497,620.79.

Fiscal Impact:

Amount Requested - N/A

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2012-13
Attachment A - (DB Zone 8) Appropriation Limit Calculation Worksheet

AGENDA ITEM: I-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING THE FY 2012-2013 DISCOVERY BAY
LANDSCAPE AND LIGHTING ZONE 8
APPROPRIATION LIMIT**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2012-2013 is \$497,620.79 as reflected in Attachment A.

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

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for fiscal year 2012-13 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$497,620.79; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF JUNE, 2012.

V. Chris Steele
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 June 20, 2012, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

Discovery Bay Lighting Landscape Zone 8
 Appropriations Limit Calculation

	Historical Limit (With Permitted Increases)	Per Capita Personal Income Change	Per Capita Ratio*	Population Change	Population Ratio*	Fiscal Year Factor
Year 04/05	\$ 352,279.00					
Year 05/06	\$ 379,708.29	5.26	1.0526	2.4	1.024	1.0778624
Year 06/07	\$ 402,876.48	3.96	1.0396	2.06	1.0206	1.06101576
Year 07/08	\$ 431,200.71	4.42	1.0442	2.5	1.025	1.070305
Year 08/09	\$ 461,481.34	4.29	1.0429	2.62	1.0262	1.07022398
Year 09/10	\$ 469,171.69	0.62	1.0062	1.04	1.0104	1.01666448
Year 10/11	\$ 458,900.84	-2.54	0.9746	0.36	1.0036	0.97810856
Year 11/12	\$ 474,747.11	2.51	1.0251	0.92	1.0092	1.03453092
Year 12/13	\$ 497,620.79	3.77	1.0377	1.01	1.0101	1.04818077

* Based on factors provided in the annual
 Price and Population Information letter from
 the California Department of Finance.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

June 20, 2012

Prepared By: Calista Anderson, Executive Assistant
Submitted By: Rick Howard, General Manager

Agenda Title

Agency Comment Request – Home Occupation Use Permit Application – McCord (LP12-2067)

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Jennifer McCord for consideration to operate a home based business. The business is for insurance sales and service.

The home is located at 3557 Keystone Loop, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Agency Comment Request – LP12-2067

AGENDA ITEM: I-4

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 30 Muir Road
 Martinez, CA 94553-4601
 Phone: 925-674-7205
 Fax: 925-674-7258

Discovery Bay CSD
 Received

JUN 14 2012



See
 6-13-12
 2

AGENCY COMMENT REQUEST

Date _____

We request your comments regarding the attached application currently under review.

DISTRIBUTION

Building Inspection Grading Inspection

HSD, Environmental Health, Concord

HSD, Hazardous Materials

P/W - Flood Control (Full Size)

P/W - Engineering Svcs (Full Size)

Date Forwarded _____

P/W Traffic (Reduced)

P/W Special Districts (Reduced)

P/W--APC Floodplain Tech (2nd Floor)

Advance Planning

Redevelopment Agency/Housing

Historical Resources Information System

CA Native American Heritage Comm.

CA Fish & Game, Region # _____

U.S. Fish & Wildlife Service

Fire District _____

Sanitary District _____

Water District _____

City of _____

School District _____

East Bay Regional Park District

MAC/TAC _____

Diablo (Discovery Bay CSD)

DOIT - Deputy Director, Communications

CDD-GIS

LAFCO

East CCC Habitat Conservancy (HCP/NCCP)

County Geologist

Airport Land Use Commission Staff (ALUC)

Community Organizations:

Please submit your comments as follows:

Project Planner Ryan Aguilar

Phone # (925) 674-7814

E-mail Ryan Aguilar@dcd.cccounty.us

County File # LP12-2067

Prior to July 2, 2012

We have found the following special programs apply to this application:

Redevelopment Area

Active Fault Zone

Flood Hazard Area, Panel # _____

60 dBA Noise Control

CA EPA Hazardous Waste Site

Mineral Rights Holder:

AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments: None Below Attached

Print Name _____

Signature _____ DATE _____

Agency phone # _____



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

HOME OCCUPATION USE PERMIT APPLICATION

TO BE COMPLETED BY OWNER/APPLICANT

OWNER JENNIFER C. MCCORD - THE MCCORD Name REVOCABLE TRUST DATED MAY 30, 2012	APPLICANT Name JENNIFER C. MCCORD
Address 3557 KEYSTONE LOOP	Address 3557 KEYSTONE LOOP
City, State/Zip DISCOVERY BAY CA 94505	City, State/Zip DISCOVERY BAY, CA 94505
Phone 925 626 7421 email jennifer@mccordinsurance.com	Phone 925 626 7421 email jennifer@mccordinsurance.com

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <i>Jennifer C. McCord</i>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <i>Jennifer C. McCord</i>
--	---

CONTACT PERSON (optional)

Name _____
 Address _____
 City, State/Zip _____
 Phone _____ email _____

Nature of business (attach supplemental statement if necessary):
INSURANCE SALES/SERVICE

↓ FOR OFFICE USE ONLY ↓

Application description: APPLICANT REQUESTS APPROVAL OF USE PERMIT FOR HOME OCCUPATION TO ESTABLISH AN INSURANCE SALES AND SERVICE

Property description: LOT 26, APN 011-421-026, OF SUBDIV 8430 IN DISCOVERY BAY

Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8 1/2" X 11"); (b) "Important Notice to Applicants" form signed and dated

Assessor's #	TYPE OF FEE	FEE	CODE
011-421-026	*Base Fee/Deposit	\$300.00	S-026
Zoning District: <u>PI</u>	Late Filing Penalty (+50% of above if applicable)	—	S-066A
Census Tract: <u>3040.00</u>	Notification Fee = # Addresses X \$1.50 + \$30.00	<u>30⁰⁰</u>	S-052B
Atlas Page: <u>M-28</u>	Environmental Health Dept.	47.00	5884
General Plan: <u>SH</u>			
Supervisory District: <u>3</u>			
Area: <u>DISCO BAY</u>	TOTAL	<u>\$ 330⁰⁰</u>	
Fire District:	Receipt	<u>#D12-002921</u>	

Received by: *[Signature]*
 Date Filed: 6-11-12

CEQA: Categorically Exempt

1(n) HOME OFFICE
 CLASS _____

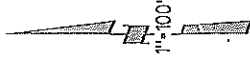
*Additional fees based on time and materials will be charged if staff costs exceed base fee.

File # LP12-2067

PLEASE COMPLETE REVERSE SIDE

CT.3040.00

2002 ROLL- TRACT 8430 M.B. 436-17 LAKESHORE 41
See Page 40 for Setbacks



23

RD FEES

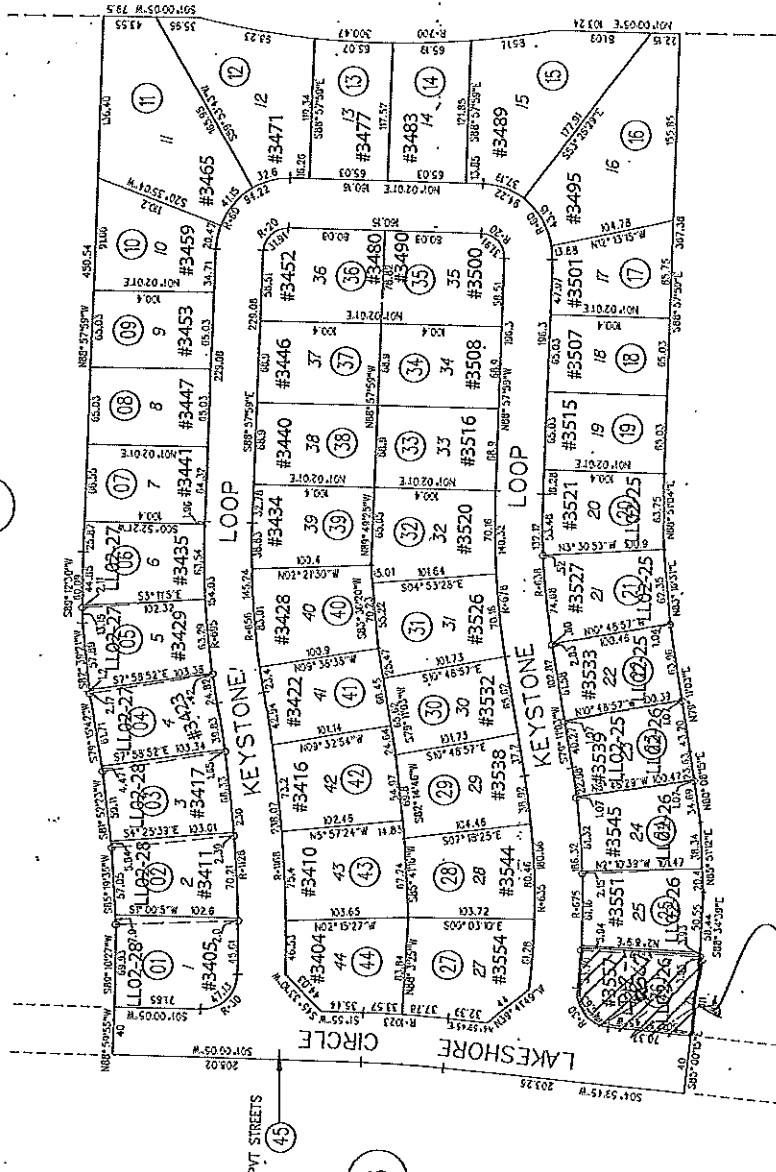
ZM: M-28

42/

PAL PG.23 12-26-01
ASSESSOR'S MAP
BOOK 11 PAGE 42
CONTRA COSTA COUNTY, CALIF.

44

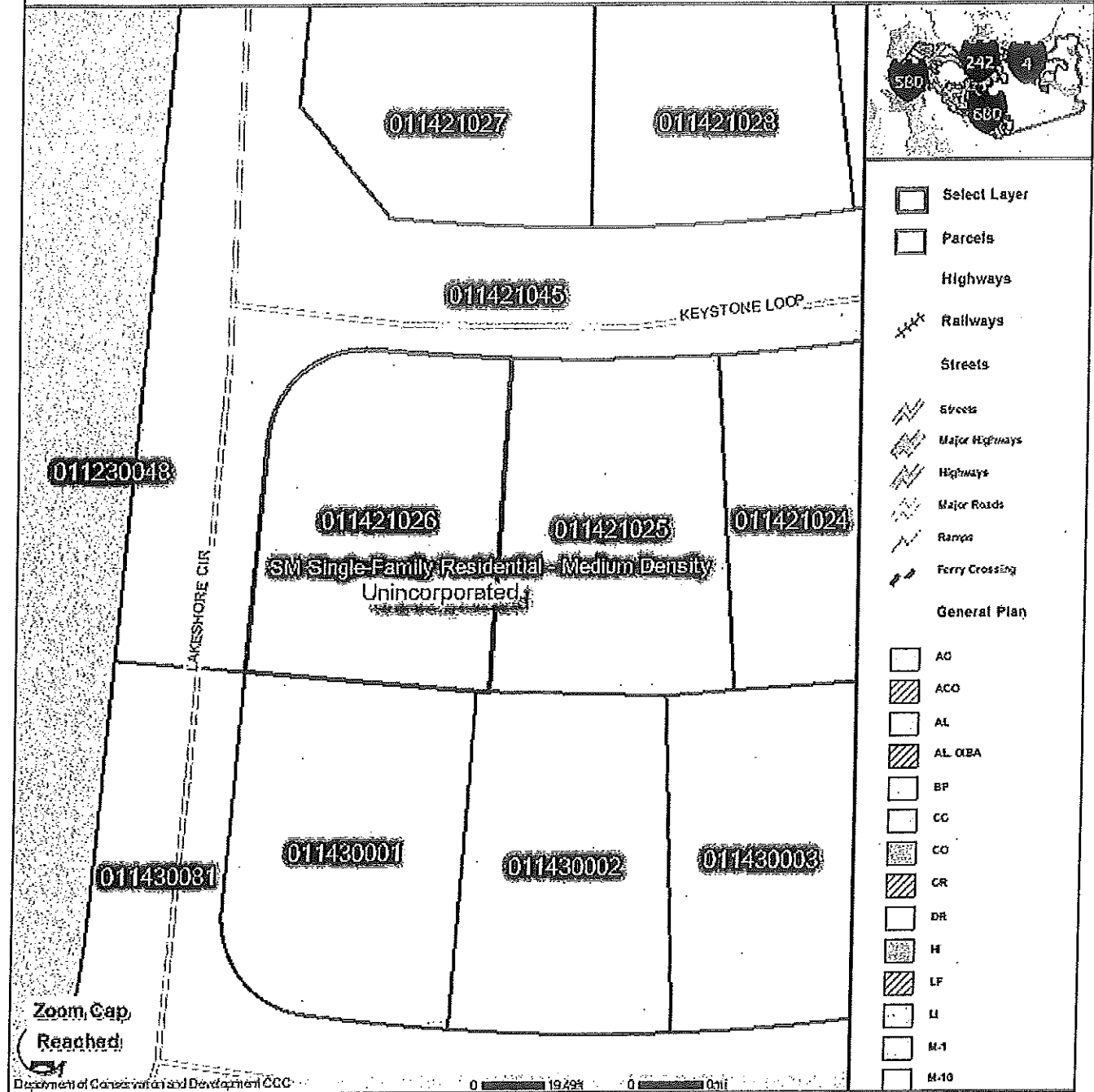
43



23

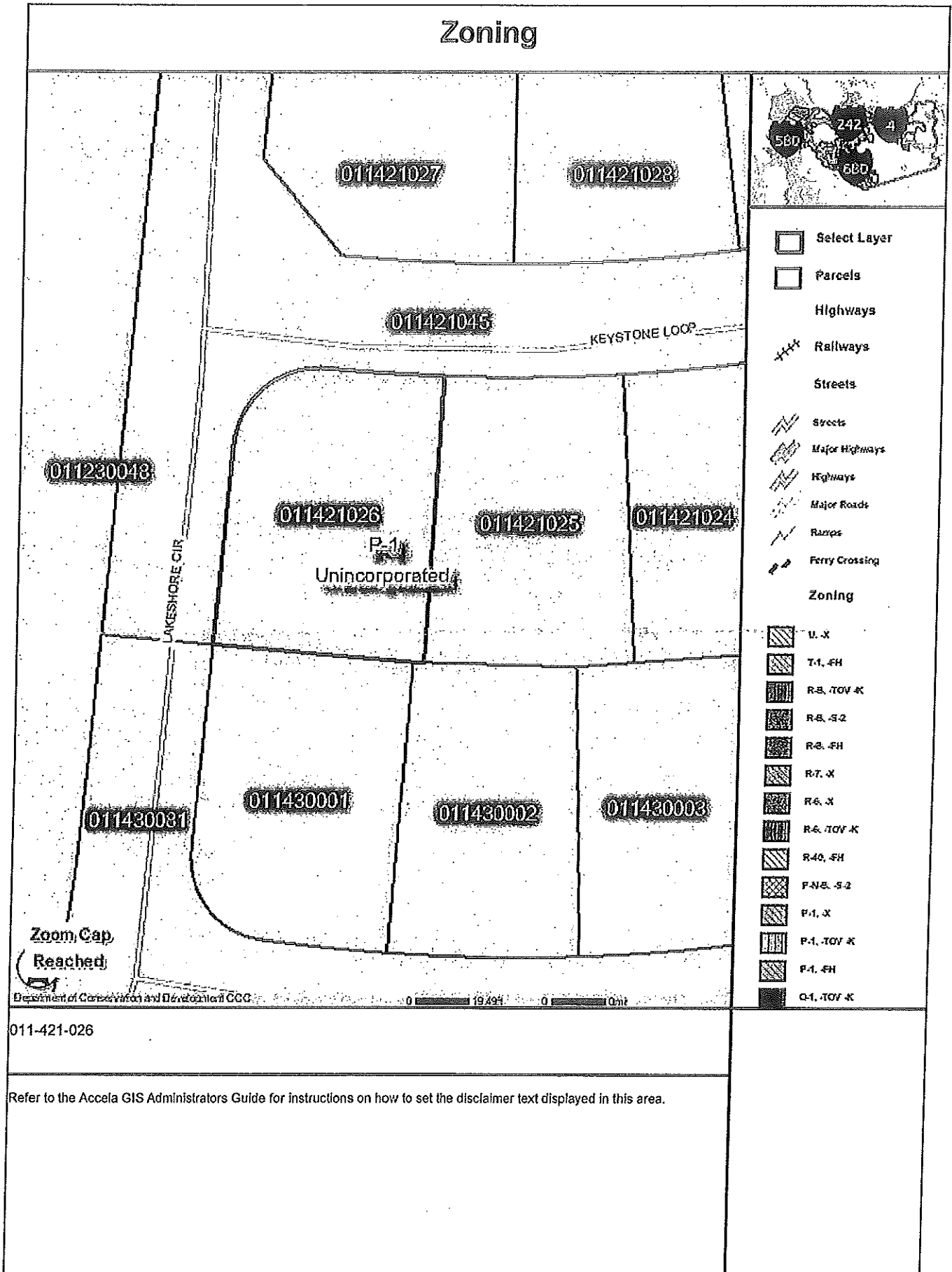
THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR HOLDING SITE ORDINANCES.

General Plan

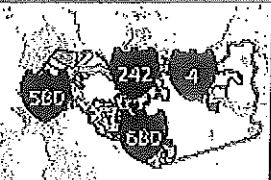
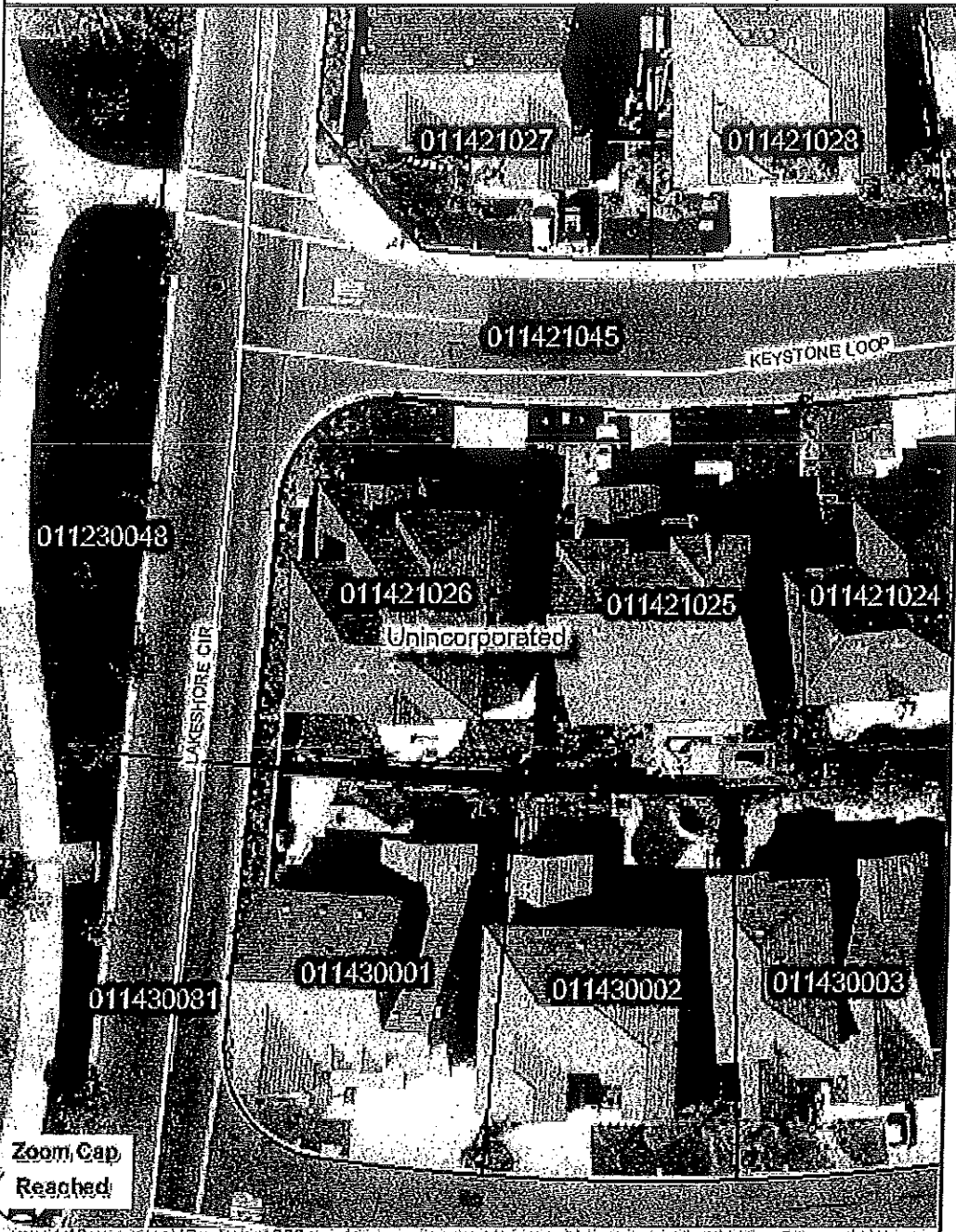


011-421-026

Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.



Aerial



- Select Layer
- Parcels
- Highways
- +++++ Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- City Limits
- Antioch
- Brenwood
- Clayton
- Concord
- Danville
- El Cerrito
- Hercules
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pineville

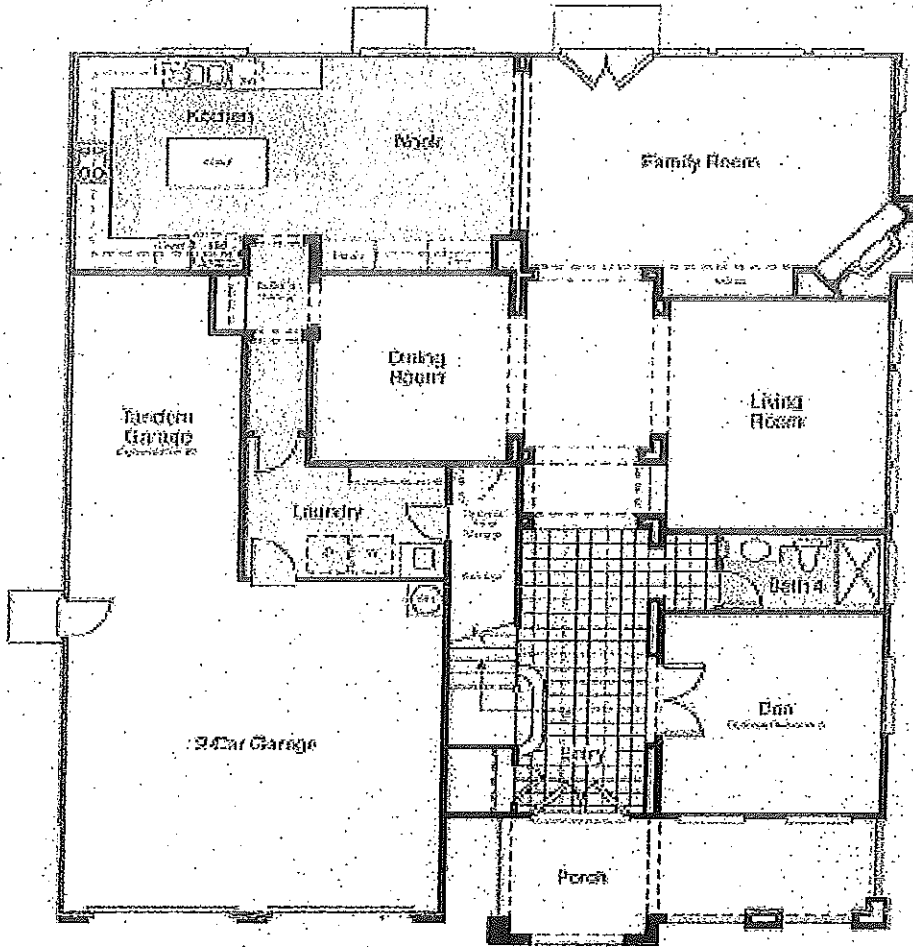
Zoom Cap Reached

Department of Conservation and Development, GIS

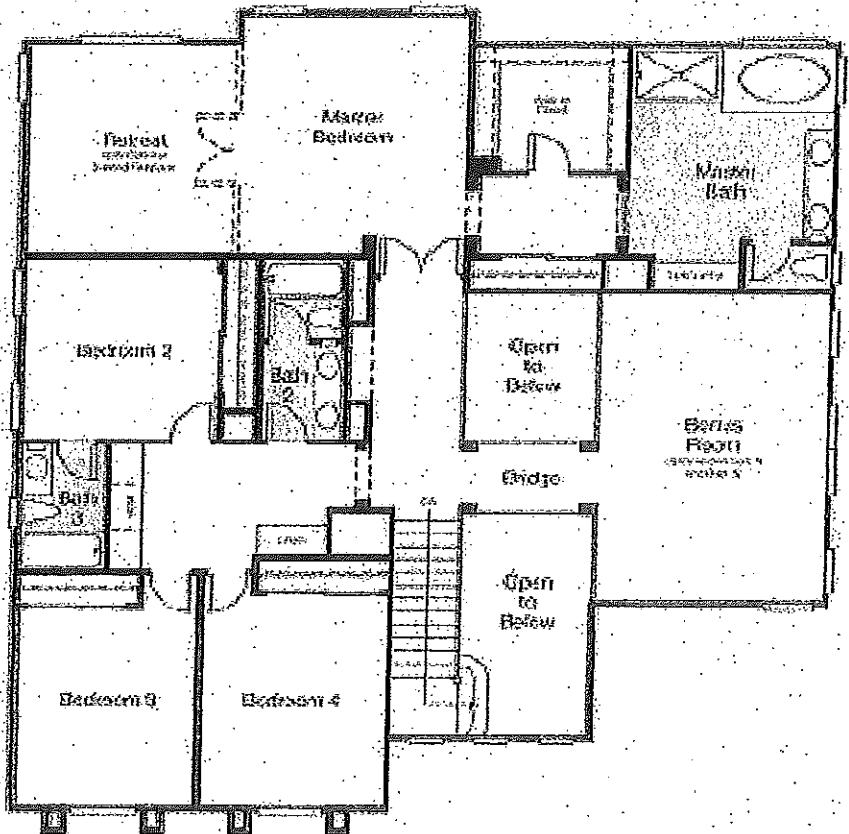
0 19.291 0

011-421-026

Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.



CONTRA COSTA
 2012 JUN 11 PM 3:35
 APPLICATION & PERMIT CENTER





MONTHLY OPERATIONS REPORT
May 2012

Town of Discovery Bay, CA
1007 Days of Safe Operations
42215 worked hours since last recordable incident

TRAINING:
Safety, Operations, & Equipment

Safety	Attended	Hours
Respiratory Protection Forklift Training Good Housekeeping	All Staff Members	6.0
Operation		
Belt & Bearing Training	All Staff Members	4.0

WATER SERVICE

- Replacement seal Jockey #1 Pump WLWTP
- Inspection on Filter B WLWTP
- Trouble shoot Jockey Pump #1 WLWTP
- Trouble shoot PLC issues at Water Plants
- Replace Valve on reclaim tank at NPWTP
- Trouble shoot communication cable Well 4
- Level transmitter issues at Well 6

Customer Inquiries:
0 Brown water calls

# of Active Wells	Gallons of Water Produced	Chemical Usage/Delivered	Fire Hydrant Flushing
5	128.09 MG	3620 gals	0



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives
16	0	0

WASTEWATER SERVICE

- o Finished up repairs to Trojan UV system
- o Installed Sump Pump Electrical MH Plant #2
- o Installed new chain & racks on Bio-Solids Truck
- o Replaced check valve on Influent Pump #3
- o Repaired Pump Hoist on Lagoon Dredge
- o Replaced UV 3000 Bank C7 ballast
- o Serviced standby Generators
- o Meet with vendor on level controls
- o Assisted in the installation of New Auger Plant #2
- o Changed out Generator quick connect plug at Lakes L/S

Customer Inquiries:

0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	177.1	1	43.97

Collections:

- o Flushed **3,196 ft** of sanitary sewer. YTD **3196 ft. 5 %** completed
- o Inspected **6** manholes & covers. YTD **6**
- o Vac out standing water in Electrical MH #1 Plant #2
- o Vac out L/S G & S
- o Had Vac-Truck serviced (Oil Change, greased,)



Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>April Lab Data</i>	<i>May Lab Data</i>
Flow, MG Effluent, monthly total		54.05	60.94
Flow, Daily Discharge Flow, avg.	2.1 MGD	1.80 MGD	1.97 MGD
Effluent BOD ₅ , lbs/d, monthly avg.	350	68	63
Effluent TSS, lbs/d, monthly avg.	525	150	150
Effluent BOD ₅ , mg/L, monthly avg.	20	5	3
Effluent TSS, mg/L, monthly avg.	30	10	8
Total Coli form 7 day Median Max	23	8	30
Total Coli form Daily Maximum	240	30	130
% Removal BOD ₅ , monthly avg.	85% min.	97%	98%
% Removal, TSS, monthly avg.	85% min.	94%	96%
Electrical Conductivity, umhos/cm annual avg.	2100	(YTD)	(YTD)

Red -- new parameter added

Maintenance:

Preventive and Corrective

Total # of WO's Completed	Total Hours
206.0	381.9

Call & Emergency Responses

Call Outs	Emergencies
8	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1374.25	96.25



NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM #K



NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM #L



NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM #M



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

MINUTES OF THE REGULAR MEETING OF
THE FY 2012-13 BUDGET REVIEW COMMITTEE
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday May 30, 2012
REGULAR MEETING 3:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

Budget Committee Members

Mark Simon, Chair; Ray Tetreault, Vice Chair, Robert Graham, Judy Smith, Rose Ann Solberg

REGULAR MEETING 3:00 P.M.

A. ROLL CALL

Call business meeting to order – 3:04 p.m. by Chair Simon
Roll Call – All Present

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

There were no Public Comment Speakers

C. APPROVE MINUTES OF THE MAY 23, 2012 BUDGET REVIEW COMMITTEE MEETING

Motion by: Director Tetreault to approve the May 23, 2012 Budget Review Committee meeting minutes
Second: Member Graham
Vote: Motion Carried: AYES: 5, NOES: 0

D. REVIEW/UPDATE BUDGET CALENDAR

General Manager Howard – Confirmed that the Budget Calendar for purposes of Committee meetings is set as discussed at the April 26, 2012 meeting, and that this is the final scheduled meeting of the Budget Review Committee.

E. REVIEW PROPOSED DRAFT OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT REVENUE, AND OPERATING, AND FIVE (5) YEAR CAPITAL IMPROVEMENT PROGRAM AND BUDGETS FOR FY 2012-13

Finance Manager Breitstein – Presented the proposed DRAFT Revenue, Operating and Maintenance, and five (5) year Capital Improvement Program Budget for FY 2012-13 for the Town of Discovery Bay Community Services District. There was an extensive discussion on the current year budget between the committee and staff on the budgets as proposed and presented by staff.

F. FUTURE AGENDA ITEMS

G. ADJOURNMENT

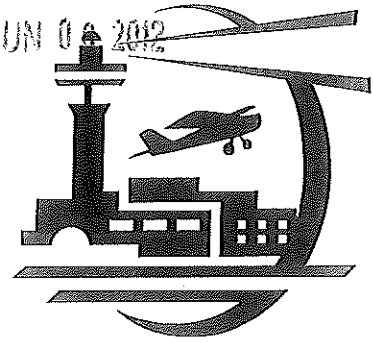
The meeting was adjourned at 3:41 p.m.

RH/cm – 06.04.12

FINAL

Tom of Discovery Bay GSD
Received

JUN 04 2012



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 12, 2012**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:00 p.m. at the Director of Airport's Office.

PRESENT: **Mike Bruno**, CCC Airports Business Association
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, District V
Rudi Raab, District I
Rich Spatz, **Secretary**, At Large 2
Ronald Reagan, District III
Russell Roe, District II
Tom Weber, **Chair**, District IV
Ed Young, At-Large 1

ABSENT: **Janet Kaiser**, Diablo Valley College

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR:** Tom Weber welcomed Ronald Reagan as the new District 3 representative.

**PUBLIC COMMENT
PERIOD:** Dick Sperling announced the Young Eagles were holding an event on Saturday, April 28th for children ages 7 to 17.

**APPROVAL OF
MINUTES:** Russ Roe asked for a change on page 3, changing a word from "competition" to "cooperation". **Moved by Mike Bruno; seconded by David Pfeiffer. Ronald Reagan and Derek Mims abstained. Approved unanimously.**

**APPROVAL OF
CONSENT ITEMS:** **Moved by Derek Mims; seconded by Mike Bruno. Approved unanimously.**

PRESENTATION/SPECIAL REPORTS: City of Concord Zoning

- Carol Johnson, Planning Manager; Cathy Munneke, Principal Planner; Barry Miller, Consultant gave an overview of materials they handed out.
- City of Concord (City) is updating their development code (formerly referred to as zoning code) as it is old and needs to reflect current circumstances. The update includes updating code, General Plan, zoning maps and General Plan maps.
- Hoping to go to the City Council in July for adoption.
- Effect on Airport:
 - Changed General Plan designation on north side of Concord Avenue to reflect existing uses (was all public/semi-public prior).
 - Primary issue is the Airport property near Solano Way and Marsh Drive.
 - Under the Current General Plan the areas are designated as Regional Commercial.
 - Airport staff was concerned about density and types of uses in this category.
 - Concord staff recommended changing to West Concord Mixed Use.
 - Airport staff still concerned with the uses and densities in this category and requested a business park designation instead.
 - All in agreement that the parcels will be Business Park with Office Business Park for the implementing zoning.
 - The new development code will also include the Airport Land Use Commission's (ALUC) standards as they relate to properties in the Airport overlay zone.
 - Amended code allows for automobile dealership
 - Airport staff thanked the City for their collaboration and agreed with the Business Park designation.
- Mike Bruno questioned whether there was something the City was trying to prevent from happening in these areas. City staff responded that the area was the gateway to Concord and the City wants to have more visual appeal from Highway 4 off ramp and from the highway in general.
- Russ Roe asked to see if the ALUC's requirements could be added into the City of Pleasant Hill's and Martinez's codes as well.
- Keith McMahon questioned whether new vehicle/RV dealerships could be grandfathered into the City's code. Response was that automobile dealerships will be an allowed use; however, the City has an issue with RV sales as they are often not visually appealing.
- David Pfeiffer questioned whether the drive-in property would be subject to ALUC approval since part (half) of the site is in the safety zone. Response was it would most likely need ALUC review but will depend upon use and location of a project when proposed.
- Keith McMahon commented that he wanted to make sure the new General Plan and development codes would not adversely impact any future opportunities.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

N/A

b. Officer Elections

- David Pfeiffer suggested holding off on Officer Elections until open positions were filled.

- No new comments have been provided to Airport staff. If no further comments are received directly or at the June AAC meeting the item will go before the Airport Committee at their June meeting.
- Depending on the discussion at the Airport Committee Meeting it will be scheduled for full Board consideration sometime in the summer.

g. Status of Mariposa Community Benefit Fund

- The Mariposa Community Benefit Fund has been established.
- Airport staff is working with Supervisor Piepho to develop a list of project recommendations or ideas for use of those funds.
- Recommendations by District 3 Supervisors will be brought to the Airport Committee and then the full Board for consideration/approval.
- Derek Mims asked if any specific items were being considered. Airport staff responded that capital projects shown on the Master plan including runway improvements, General Plan amendment, and similar items are being considered.
- Ed Young commented it would be nice to revamp and modernize the fueling system.
- Tom Weber commented he would prefer the funds be used to construct something but the utility costs far exceed available dollars.
- Derek Mims asked if any of the items were eligible for FAA grant money. Airport staff responded that an application would be submitted for those items that are eligible.
- Someone asked about increasing fence heights. Airport staff responded that they are trying to balance aesthetics without looking like a prison. The new fence, which is the standard 7 feet with black fabric, can have a 3-strand barbed wire topper added.

h. Update on Wide Area Augmentation System (WAAS)

- Doug Draper, flight instructor and corporate pilot with Pacific States Aviation, was invited to speak about the new WAAS approach.
- Zulu approach to 19R will give pilots a 250' wide area for approach.
- The right turn does have obstructions so pilot's need to climb faster to avoid them.
- New WAAS approach gets the pilot to the decision point of 250'; about 125' lower than previous approach.
- Approach is not regulated by Tower visibility minimums; pilots determine instead as the approach lighting system gives the pilot their necessary visibility.
- Weather along the coast can affect larger corporate jet activity using Buchanan Field (different altitude and our visibility standards).
- Zulu approach is a benefit also because it is a straight in approach (rather than offset as other approaches).
- Doug Draper stated he was pleased with the 250' level provided by WAAS approach.
- Took a long time to get a WAAS approach due to proximity of Oakland, San Francisco and Travis Airports.
- WAAS has a vertical guidance with a 10" error; allows for more precision/safer.

i. Status on Flight Track System for CCR

1. District 2 is planning on reappointing Russell Roe and should go before the Board of Supervisors (Board) in April
 2. Derek Mims reappointment should also be on the Board's April calendar.
- o Chair Nominations – Tom Weber nominated Mike Bruno. No other nominations. **Moved by Tom Weber; Seconded by Rich Spatz. Mike Bruno abstained. Approved Unanimously.**
 - o Vice Chair Nominations – Mike Bruno nominated Tom Weber. No other nominations. **Moved by Mike Bruno; Seconded by Ed Young. Tom Weber abstained. Approved Unanimously.**
 - o Secretary Nominations – Rich Spatz nominated David Pfeiffer. No other nominations. **Moved by Rich Spatz; Seconded by Russ Roe. David Pfeiffer abstained. Approved Unanimously.**

c. Tenant Issues

None

d. Buchanan Field Security Project Update and Access Card Issuance

- o Access control system for vehicle and pedestrian gates are in place.
- o Process went relatively smooth. Still have about 140 cards to be issued (about 100 are ready for pick up and the rest are for those who do not come out to the airport very often.
- o Russ Roe commented that the process went well thanks to the advance work by Airport staff.
- o Russ Roe asked about doing something to remove ease of being able to reach the pedestrian access button on the west side. Airport staff responded that options are being explored.
- o Mike Bruno commented that it was more complex to issue cards for the Fixed Base Operators (FBO's) and staff handled it very well and timely.
- o Ed Young asked if there was a number on the gate to call if there was a problem. Airport staff commented that signs would be installed that will have several useful pieces of information.

e. Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project

- o Runway 1L/19R reconstruction meeting kick off happened yesterday.
- o Anticipated start date of Monday, June 4 and ending around July 10, 2012.
- o Intersection work is expected June 18 through June 27.
- o Runway 01L/19R and 14R/32L will be closed for the entirety of the project and both main runways will be closed for about 9 days tentatively June 18 – June 27.
- o Byron Jet Center is willing to accommodate some of Buchanan's larger corporate aircraft during the project.
- o It has been more than 20 years since the last major pavement work.
- o About 30 days after the work is done the contractor will come back out to re-groove (closes large runway for about 5 days) and then restripe the runway.
- o A notice will be put out to tenants once the schedule is set.

f. Airport Draft Minimum Standards Document summary of Changes

- Buchanan Field noise complaint numbers are currently too low to receive FAA support for investment in a new noise/flight track system at this time.
- Airport staff will keep the project on our ACIP list and keep communicating with the FAA staff in the event circumstances change.

j. Tenant Appreciation BBQ

- 4th Annual Tenant Appreciation BBQ will be held on May 3, 2012 at 11:30 am.
- For the Airports' tenants to thank them for their patronage

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

- Met in March and are moving to quarterly meetings
- Discussed the budget and process for minimum standards
- Next meeting is June 25

b. What is happening at Buchanan Field & Byron Airports/Other Airports

- Cirrus Pilot Proficiency – April 20
- Beechcraft Pilot Proficiency Program (BPPP); usually brings in 50 to 80 aircraft - April 26 – 29.
- Young Eagles Event – April 28
- Collings Foundation – May 30 – June 1
- Start of Runway Project – June 4
- Mustang National Rally - June 21 – 24
- Proposed concept by an outside party to put up a reader board style billboard on the Airports property was given a laundry list of things to explore to see if idea is viable. They will come back to initiate a formal process which will include competitive solicitation.

c. Update from Airport Business Association

- Mike Bruno reported that Sterling Aviation is doing more business but that the smaller subtenants are having great difficulty and may not survive.
- Russ Roe questioned how a business like APEX affects the others if it goes out of business. Mike Bruno responded that when a business leaves the field there is a big impact.
- Russ Roe questioned whether all the larger hangars are full or does the economy support new ones. T-hangars or smaller hangars would bring people to Buchanan Field. Building bigger hangars will make it more difficult for the existing businesses.
 1. Keith Freitas responded that competition is required by the FAA; everyone has a right to conduct business.

d. AAC Announcements

- Airport Land Use Commission to hear the City of Concord's General Plan and Development Code when the Environmental Impact Report is released plus the Byron Museum proposal

e. Airport Staff Announcements

- None

FUTURE AGENDA ITEMS

- Byron Museum idea
- Update on ADG project

ADJOURNMENT: The meeting was adjourned by the Chair at 1:40 p.m.

TRANSPLAN COMMITTEE
Antioch - Brentwood - Pittsburg - Oakley and Contra Costa County

MINUTES

May 10, 2012

The meeting of the TRANSPLAN Committee was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 7:22 P.M.

ROLL CALL

PRESENT: Gil Azevedo (Antioch), Salvatore Evola (Pittsburg), Brian Kalinowski (Antioch), Bruce Ohlson (Pittsburg), Mary N. Piepho (Contra Costa County Board of Supervisors), Kevin Romick (Oakley), Duane Steele (Contra Costa County Planning Commission), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

STAFF: John Cunningham, TRANSPLAN Staff
David Schmidt, Legal Counsel

PUBLIC COMMENT FOR ITEMS NOT LISTED ON THE AGENDA

There were no comments from the public.

CONSENT ITEMS

Mary Piepho requested an amendment to the first paragraph on Page 4 of the minutes of April 12, 2012, as follows:

Mary Piepho noted that the EBRPD had been instrumental in the development of the East County Trail Master Plan and she verified with Mr. Townsend that the projects were on that plan. It was also noted that some of the gaps would be filled in for the extension of the Big Break Trail.

On motion by Kevin Romick, seconded by Joe Weber, TRANSPLAN Committee members adopted the Consent Calendar, with Bruce Ohlson's abstention on the minutes, as amended.

3. Adopted Minutes from April 12, 2012 TRANSPLAN meeting, as amended.
4. Accepted Correspondence.

5. Accepted Status Report on Major Projects
6. Accepted Calendar of Events

AUTHORIZE THE TRANSPLAN CHAIR TO SIGN A LETTER TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) RE: FUNDING UTILITY

John Cunningham, TRANSPLAN staff, noted that he had received direction at the last meeting of the TRANSPLAN Committee to draft a letter to the BAAQMD although the Contra Costa Transportation Authority (CCTA) was the designated contact with the BAAQMD. He reported that he was working with CCTA staff to draft the letter and wanted to be specific to facilitate a substantive response from the BAAQMD. As such, the letter would need to be continued to the next meeting for consideration.

REVIEW TRANSPLAN ADMINISTRATIVE PROCEDURES

Mr. Cunningham stated that he had received input on the item from David Schmidt, TRANSPLAN Legal Counsel, who had asked that discussion and action be deferred until he had been able to better evaluate the administrative procedures. He recommended that the item be continued to the next meeting.

DRAFT 2012/13 WORK PROGRAM AND BUDGET

Mr. Cunningham reported that the Draft Budget and Work Program had been taken to the TRANSPLAN Technical Advisory Commission (TAC) last month. He advised that activities were 90 percent the same year after year but noted that ferry service planning coordination, growth management compliance, and State Route 4 Bypass Project oversight had been ongoing issues. The budget was a draft and he would return the budget to the TRANSPLAN committee once the numbers had been refined.

Mr. Cunningham also reported that the County proposed to rotate staff and he would be replaced by Jamar Stamps and would need to include Mr. Stamps' rate in the budget which would be reduced somewhat given the change in staffing.

Bruce Ohlson referred to Task 6 in the Work Program, *Participate as needed in refining the East County portion of the countywide travel demand forecasting model and/or in adopting the model for local application*, and asked if transit and bicycles would be included.

Mr. Cunningham advised that the item was driven by the CCTA and was a multi-modal model which included transit and non-motorized transit.

When asked by Brian Kalinowski if metering should be included as an item for the TRANSPLAN Committee to track, Mr. Cunningham stated that type of study would typically fit under a State Route 4 planning activity. He noted that it was a popular topic and other ramp metering studies in the County tended to go on for a long period of time. He would return the Draft Work Program to the TRANSPLAN Committee next month and make sure that item was included.

Chair Frazier requested an update from the CCTA when it updated its budget for the Highway 4 East Ramp Metering study, and Mr. Cunningham stated that he would make that request to staff.

RECEIVE UPDATE ON WATER EMERGENCY TRANSPORTATION
AUTHORITY (WETA)

Mr. Cunningham identified a number of activities related to WETA and explained that at the last meeting of the TRANSPLAN committee the letter from TRANSPLAN had been submitted to the WETA Board to ask it to form a joint planning committee. There had been no response to date from that request although a response was expected prior to the next meeting. That letter had also been copied to the CCTA. In addition, the County Board of Supervisors had transmitted a letter to Assemblyman Jerry Hill in support of his bill to alter the Board seats on WETA and sought an amendment to add a geographic representative from East County to the Board. A letter had also been transmitted to the CCTA asking it to weigh in on the issue. In addition, two weeks ago a delegation from East County had met with Senator Mark DeSaulnier to make a case for WETA service to East County.

Chair Frazier explained that the changes to the current WETA Board had been discussed; Senator DeSaulnier had been positive and would move forward to help push ferry service to Antioch noting that Hercules and Martinez were constrained and Antioch was the least constrained. He explained that a good dialogue had been started but he wanted to make sure that TRANSPLAN's request had been heard and would continue to be heard.

In response to Brian Kalinowski, Mr. Cunningham verified that Antioch was engaged through Victor Carniglia and staff had attended the WETA Board meetings to reiterate East County's interest.

Legal Counsel David Schmidt announced the closed session.

Chair Frazier adjourned into closed session at 7:34 P.M.

Sal Evola left the meeting at this time.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a))
Case Name: TRANSPLAN & ECCRFFA vs. City of Pittsburg; Contra Costa County Superior Court Case No. MSN11-0395

The meeting reconvened from closed session at 8:05 P.M. Mr. Schmidt advised that there was nothing to report out of the closed session.

ADJOURNMENT

On motion by Kevin Romick, seconded by Mary Piepho and carried unanimously to adjourn the TRANSPLAN Committee meeting at 8:06 P.M. to June 14, 2012 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT

President – Chris Steele • Vice-President – Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

June 7, 2012

Christine Louie
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553

RE: County File Number DP11-3025 (Pacific Development / Bowie-Tracy II – Sandy Cove Shopping Center) Modify the Final Development Plan #DP01-3032 – Condition of Approval #9 (d)

Dear Christine Louie:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of June 6, 2012.

The Board had no negative comments.

Sincerely,

Rick Howard by ca

Rick Howard, General Manager
Town of Discovery Bay CSD

RH/ca
Cc: Board of Directors



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President -- Chris Steele • Vice-President -- Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

June 7, 2012

Simar Gill
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553

RE: County File Number LP11-2051 (McMahon- Application for Approval of Administrative portion of a Tackle & Bait Shop)

Dear Simar Gill:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of June 6, 2012.

The Board had no negative comments.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay CSD

RH/ca
Cc: Board of Directors

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

March 8, 2012

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Bob Taylor at 6:30 P.M.

ROLL CALL

PRESENT: Jim Frazier (Oakley), Brian Kalinowski (Antioch), Mary N. Piepho (Contra Costa County Board of Supervisors), and Chair Robert Taylor (Brentwood)

ABSENT: None

STAFF: Steve Kowalewski, Deputy Director, Contra Costa County Public Works Department; Interim Program Manager
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Piepho, seconded by Director Evola, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED Minutes of February 9, 2012.
- B. APPROVED a \$23,560 amendment to the Consulting Services Agreement with Lucy Owens, for a revised payment limit of \$363,196, to complete right-of-way services for the right-of-way transfer of the SR4 Bypass to Caltrans, as well as property to Contra Costa County, Antioch, and Brentwood, and extend the term to April 30, 2012, and AUTHORIZED the Secretary or designee to sign the amendment.
- C. APPROVED Resolution No. 2012/02 accepting the Construction of Pipe Risers and Relocation of EBMUD Manhole and Valve at SR4 Bypass, and Segment 3, Rubberized Hot Mix Overlay Project as complete and DIRECTED the Secretary or designee to sign and record the resolution.

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

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STAFF: Steve Kowalewski, Deputy Director, Contra Costa County Public Works Department; Interim Program Manager
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Mr. Kowalewski explained that ECCRFFA had other obligations including \$30 million for the SR4 widening, \$60 million for eBART, \$60 million for Prop 1B, \$30 million for Vasco Road, and other obligations including the Balfour Road Interchange and Sand Creek Road Interchange projects. The bids for the Sand Creek Road Interchange project are scheduled to open on March 27 and that project is also subject to the above MOU. He explained that CCTA staff had discussed the \$50 million project funding issue with the Metropolitan Transportation Commission (MTC) and had asked whether or not those funds could be used for BART improvements. The CCTA had been advised by MTC that could be done.

Mr. Kowalewski described some of the cost differences involved from doing nothing to including BART in the median. If including BART now, he reported that a revised BART Project Report would be required as would an Addendum to the Environmental Impact Report (EIR). There would also be additional design costs, additional construction manager costs, and additional construction costs. Having met with BART staff yesterday to discuss the issue, he reported that BART had no funding source yet identified for its project.

Mr. Kowalewski advised that Mark Thomas & Company had worked up two options to accommodate BART, both associated with the northbound connector ramp. Beyond the 'do nothing' option, the bridge structure could be widened to accommodate the interim and future alignment of the northbound ramp at an estimated cost of \$1.2 million; or the bridge, ramp and a sound wall could be placed at the ultimate location and tied into the mainline at an estimated cost of \$2.6 million. Mark Thomas had also looked at the cost differential and the cost to BART in the future if nothing was done now. If ending up doing nothing, BART would have to make the adjustments to the northbound connector ramp at a cost of \$5.1 million in addition to what would have to be done to the mainline. With just the bridge widening, the cost had been estimated at \$1.2 million, and the other would be \$1.4 million. If the Board decided not to construct the interchange to accommodate BART, BART would need to re-explore the alignment or pay the additional cost to construct BART in the median and realign the connector ramp. To accommodate BART, and if the project cost exceeds \$50 million, he stated that ECCRFFA and TRANSPLAN would potentially have to pay for the additional cost unless another backstop could be found.

Mr. Kowalewski summarized the three options: No change to the original project layout, thus deferring costs to the future eBART project; develop an interim solution where the bridge might be widened if the cost exceeded \$50 million, in which case ECCRFFA and TRANSPLAN would be potentially responsible for anything over \$50 million; build the connector in the final alignment, in which case ECCRFFA and TRANSPLAN would be potentially responsible for anything over \$50 million. He distributed fact sheets on the options.

When asked for a history of the situation, Mr. Kowalewski explained that planning documents in the 1990's had shown SR4 without the median to accommodate BART when BART had decided that the best alignment would be to have BART run along the Mococo line of the Union Pacific Railroad (UPRR) line. In the early 2000's based on those planning documents, it had been reaffirmed that BART would be in the Mococo line and plans had proceeded for the SR4 Bypass project without accommodating BART. In 2004, construction on the Bypass had commenced and in 2006 BART was attempting to negotiate with UPRR, which negotiations had failed. BART had then decided to go back in the median which at that time had been set and the project was in construction. He noted that there was a median and it would not preclude BART although there were costs involved including the widening of the mainline and adjustments necessary in the connector ramps to accommodate BART.

In response to Director Frazier, Mr. Kowalewski explained that the eBART project from Hillcrest Avenue to the west was underway and BART was paying the additional cost to widen the median to accommodate BART. From Hillcrest to Laurel Road there was a constraint although from Laurel Road south the median was wide enough to accommodate BART.

Given the lack of funds available to any agency, Chair Taylor expressed concern for the cost and the potential need for a backstop. While he recognized the need to proceed with the design, he asked if the issue could be deferred until the situation was clear.

Director Frazier commented that no decision could be made without an up-to-date accounting of ECCRFFA funds and the projections for permits to see how funding might become available.

Mr. Kowalewski advised that there was approximately \$1 million in the ECCRFFA account with ECCRFFA obligated to a number of projects, as earlier identified.

Director Kalinowski asked BART Director Joel Keller about the funding streams for the eBART project and others and asked if there was an approach where the SR4 Bypass Authority could agree to bid the project with the option of creating the right-of-way in the northbound connector ramp area and make the decision at that point in time to be better informed of the specifics involved.

Mr. Keller stated that could be presented as an option although he noted that there were costs associated with bidding the alternatives. He explained that it would be helpful to know the approach to be taken by the SR4 Bypass Authority and BART would work with the CCTA and MTC to try to find funding. He emphasized that there was currently no approved project.

Mr. Keller explained that BART was currently funding a basic study to evaluate where the next segment would go and the thought was to keep moving along. If serious about extending eBART beyond Hillcrest, he suggested the first backstop would be to pursue bid savings and work out the economic differences. If the bid were to come in above \$50 million, he suggested they would be in a position as partners to make the funding happen. He added that BART was committed to go beyond Hillcrest. If there was a funding differential he was committed to work with his partners to make that funding available.

Director Kalinowski asked what it would cost to prepare the bid documents with the two options presented. He wanted to know if the document could be built in a bid environment to look at that earlier than later and asked how much money would need to be encumbered to make that happen.

Mr. Kowalewski explained that if moving two designs forward one of the projects would create a wider bridge at one location and the other would build a bridge in the ultimate location; two designs with design costs. If considering anything different from the original alignment, an environmental addendum would be required along with additional design costs when moving through the project.

Director Piepho verified with Mr. Kowalewski that the current project did not include a BART alignment and that if the \$50 million was not sufficient ECCRFFA and TRANSPLAN would be potentially responsible for any overages. Given that ECCRFFA and TRANSPLAN did not have the resources, she asked if the MOU could be adjusted to remove ECCRFFA and TRANSPLAN as a backstop. She stated it would be inappropriate not to include the alignment but she was concerned with the open door access in the MOU. If modifying the project, she wanted to modify the MOU with a different backstop.

Mr. Kowalewski stated that could be done if acceptable to all interested parties although there was a question as to where the funds would originate.

Ross Chittenden, Deputy Executive Director, Projects, CCTA, stated that the issue was important given another option, to wait and get more information and answer the questions. He advised that there was a design consultant on board and the bridge design would be started. He wanted to have the Project Report completed by May although that could delay the project if there was no design by April to allow the work to be done. With respect to putting out a bid set with options, he suggested the cost of designing the bridge twice would be at least half of the cost of the ultimate alignment. He explained that the CCTA had entered into an agreement with MTC for the original \$50 million, which was an estimate, and with a number of unknowns the bid might come in high.

In terms of timeline, Mr. Chittenden explained that the CCTA needed to have an identified funding source in 18 months to advertise the project by June 2013. He suggested that they might start looking for funding sources in the interim. The final estimate at that time would identify whether additional funds were required.

Director Piepho noted that everyone was trying to make the most out of opportunities now and into the future and if there was an opportunity to take advantage of cost savings and project development she would hope that MTC would see the benefit in taking advantage of that savings opportunity. With no money to commit, she did not know how another backstop could be found. She affirmed with Mr. Chittenden that there had been a staff level conversation with MTC that the inclusion of the BART option (if determined) in the \$50 million funding was acceptable.

In response to Director Frazier as to the costs for an extension from Hillcrest to Laurel and when that project might be constructed, Mr. Keller advised that he could not speculate given that the segment study had to be completed, hopefully this year. He added that a consensus had to be developed to identify the next project, \$5 million had to be found to do a program level EIR possibly through both California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) if determined to be a future eligible project for federal funding which could take two years, and construction funds had to be found. If all that was done, the project could be accelerated. He noted a number of hurdles to pursue and explained the reason BART had funded the next segment study was the momentum that had been built to keep going farther east. The next segment study should identify the destination.

Mr. Keller clarified that BART did not fund extensions and had no funding identified for an eBART extension or a Livermore extension, which were built with regional, federal, or local funds. He identified the funding combined to fund eBART to Hillcrest and explained that with an approved project level EIR funding opportunities would be pursued to allow eBART beyond Hillcrest Avenue. He clarified that a maintenance facility would not be required with the next segment and the railcars needed to Hillcrest would be fewer beyond Hillcrest. As such, the extension would cost less than the cost to Hillcrest.

Director Kalinowski suggested that no decision be made at this time given the ability to revisit the issue at the April meeting, with staff to prepare options for the best way to move forward after informal discussions with MTC to discuss a potential dual bid and a potential different backstop if exceeding the \$50 million funding. He wanted to be careful about making a decision that would impact the future and he wanted to pursue long-range thinking.

Chair Taylor agreed with the need to pursue the appropriate decision but in line with how it could be funded. He recognized that the Board supported the consideration but reiterated the funding concerns.

Mr. Kowalewski clarified that there was currently \$1 million in ECCRFFA funding available, with \$1.4 to \$1.5 million expected by the end of the fiscal year, including expected expenditures.

Mr. Chittenden reiterated that the project would be bid in approximately 15 months, with construction of less than a two-year guideline. He added that to advertise the project it would have to be fully funded if over \$50 million.

Mr. Kowalewski clarified that with no other funding source the extra costs would have to come out of ECCRFFA's expected \$1.4 million until it could go to the CCTA to incorporate the design.

Mr. Keller urged the board to consider Director Kalinowski's recommendation to recognize the need to avoid wasting public funds and to defer a decision for 30 days while conversations occurred to find a way to backstop in regional or other locations. He urged consideration of the motion that would not commit the Authority and allow a funding source to be found so that ECCRFFA would not be responsible for the final cost.

Staff was directed to work with the other partner agencies; the CCTA, MTC, and BART to determine if there were any additional funds for the cost differential and to return to the Board at its April meeting to present information to the Board, at which time the Board would make a determination of the option to pursue to design, with more figures including an estimated funding stream and a forecast to be presented. It was clarified that the revenue identified included the reduced rate.

B. ACKNOWLEDGE the Work by Carole Barrera of Tri Delta Staff to Provide Refreshments for the Board Meetings and DIRECT Staff to prepare and Send a Letter of Appreciation

Mr. Kowalewski advised that Boardmembers had asked who provided the refreshments for SR4 Bypass Authority, ECCRFFA, and TRANSPLAN meetings given a desire to acknowledge and express appreciation for her efforts. A letter of appreciation to Carole Barrera of Tri Delta staff had been prepared to do that. The Board approved the letter and asked that the letter also be sent to the Chief Executive Officer of Tri Delta Transit.

Legal Counsel David Schmidt advised that Item A under the closed session had been canceled. The Board adjourned at 7:26 P.M. to consider Item B in closed session.

CLOSED SESSION

- A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Government Code Section 54956.9(a))
Name of case: Soldano vs. McDonald, et al.; Contra Costa County Superior Court Case No. C11-01176
[CANCELED]
- B. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to Government Code Section 54956.9(c):
One case

The meeting reconvened in open session at 7:52 P.M.

Mr. Schmidt announced that by a 4-0 vote, the Board had authorized the initiation of litigation against Allied World National Insurance, Mark Thomas & Company, Excel Special Insurance Company, and Travelers Insurance of America.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, the meeting was adjourned at 7:54 P.M. to the next meeting scheduled for Thursday, April 12, 2012.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

April 12, 2012

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Bob Taylor at 8:26 P.M.

ROLL CALL

PRESENT: Jim Frazier (Oakley), Mary N. Piepho (Contra Costa County Board of Supervisors), and Chair Robert Taylor (Brentwood)

ABSENT: Brian Kalinowski (Antioch)

STAFF: Steve Kowalewski, Deputy Director, Contra Costa County Public Works Department (Interim Program Manager)
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Frazier, seconded by Director Piepho, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED revised Agreement to Perform Tariff Schedule-Related Work with PG&E in the not-to-exceed cost of \$158,848.23 for installation of a service point for signals and street lighting at the Sand Creek Road Interchange, and AUTHORIZED the Secretary or designee to sign the revised agreement and arrange for payment of the difference of \$18,228.48 between this revised agreement and the previously-approved agreement in the amount of \$140,619.75.

- B. APPROVED Utility Agreement Amendment with PG&E in the amount of \$72,000 for a revised total estimated cost of \$150,000 for the relocation of electrical facilities in conflict with the Segment 2, Sand Creek Road Interchange and 4-Lane Widening Project, and AUTHORIZED the Secretary or designee to sign the agreement.

- C. APPROVED an amendment to the Consulting Services Agreement with Mark Thomas and Company to revise the Project Report for the SR4/SR160 Connectors Project to accommodate eBART in the project in an amount not-to-exceed \$40,350 for Option 1 or an amount not-to-exceed \$70,950 for Option 2, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- D. The Board also took the following actions:
1. DECLARED its intention to convey to the State of California, Authority-owned real property (Segment 1 of the SR4 Bypass) identified in the Notice of Intention to Convey Real Property.
 2. DETERMINED the property is not required for Authority use.
 3. SCHEDULED Thursday, May 10, 2012, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, as the time and place it will take final action to consummate this conveyance by a unanimous vote.
 4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for hearing in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).
- E. The Board also took the following actions:
1. DECLARED its intention to convey to the State of California, Authority owned real property (Segment 2 of the SR4 Bypass) identified in the Notice of Intention to Convey Real Property.
 2. DETERMINED the property is not required for Authority use.
 3. SCHEDULED Thursday, May 10, 2012, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, as the time and place it will take final action to consummate this conveyance by a unanimous vote.
 4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for hearing, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).

DETERMINATION ITEMS

A. RECEIVED Status Report on the State Route 4 Bypass Projects

Interim Program Manager Steve Kowalewski advised, with respect to the sign project for the SR4 Bypass, that all internally-illuminated street signs had been installed, all sign overlays on the existing roadway signs and roadway signs had been installed, and the remaining overhead at SR4/SR160 had been scheduled but had not been installed given the inclement weather. He also reported that installation would be rescheduled for early next week. In addition, Caltrans had requested the installation of milepost markers. Weather permitting, all work would be completed by April 18 with the exception of the change order for milepost markers.

Mr. Kowalewski also reported that the bid opening for the Sand Creek Interchange had come in with a low bid of \$23.5 million, while the Engineer's Estimate for that project had been \$26.5 million. He referenced the items on the agenda for the intention to convey both Segment 1 and Segment 2 of the Bypass to Caltrans and explained that, once the Bypass had been transferred to the State, there would be an issue of enforcement on the new SR4, specifically through Brentwood. After some discussion with the California Highway Patrol (CHP) and the City of Brentwood, he reported that the CHP had agreed to take on the enforcement of the entire stretch of SR4 and Brentwood would backfill that enforcement. As such, the ultimate responsibility for enforcement of the Bypass, in writing, will now be with the CHP.

Director Piepho confirmed with staff that the CHP's enforcement would include Marsh Creek Road. She took this opportunity to report that, after a number of construction projects and the safety realignment, delineators would be replaced on Vasco Road in May.

Director Frazier asked staff to check on the speed sign on Vasco Road, which appeared not to function continuously. He also noted that it had been brought to his attention that a developer was looking at the Marsh Creek area for some commercial properties. He asked that a dialogue be started to make sure that the developers were not constrained on timing through Brentwood as well.

Mr. Kowalewski advised that a Request for Quotation/Request for Proposal (RFQ/RFP) for the Project Manager for the East Contra Costa Regional Fee and Financing Authority (ECCRFFA) and the State Route 4 Bypass Authority would be sent out to City Engineers next week to be released soon afterwards.

CORRESPONDENCE

There was no correspondence.

Chair Taylor adjourned into closed session at 8:31 P.M.

CLOSED SESSION

- A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Government Code Section 54956.9(a))
Case Name: Soldano vs. McDonald, et al.; Contra Costa County Superior
Court Case No. C11-01176

- B. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to Government Code Section 54956.9(c):
One case

The meeting reconvened from closed session at 8:47 P.M.

Legal Counsel David Schmidt announced that there was nothing to report from closed session regarding Item A, and for Item B there had been a report following last month's closed session and there was nothing more to report out at this time.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Taylor adjourned the meeting of the State Route 4 Bypass Authority at 8:48 P.M. to the next meeting scheduled for Thursday, May 10, 2012.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

May 10, 2012

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Bob Taylor at 8:07 P.M.

ROLL CALL

PRESENT: Jim Frazier (Oakley), Brian Kalinowski (Antioch), Mary N. Piepho (Contra Costa County Board of Supervisors), and Chair Robert Taylor (Brentwood)

ABSENT: None

STAFF: Steve Kowalewski, Deputy Director, Contra Costa County Public Works Department (Interim Program Manager)
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Kalinowski, seconded by Director Piepho, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED a \$34,720 amendment to the Consulting Services Agreement with Lucy Owens, for a revised payment limit of \$397,916, to complete right-of-way services for the right-of-way transfer of the SR4 Bypass to Caltrans, as well as property to Contra Costa County, Antioch, and Brentwood, and extend the term to August 31, 2012, and AUTHORIZED the Secretary or designee to sign the amendment.

- B. APPROVED a \$9,750 amendment to the Consulting Services Agreement with Zwemmer Land Surveying, for a revised payment limit of \$163,670, to complete right-of-way engineering services for the right-of-way transfer of the SR4 Bypass to Caltrans and to extend the term to July 31, 2012, and AUTHORIZED the Secretary or designee to sign the amendment.

C. The Board also took the following actions by unanimous vote:

1. ADOPTED Resolution No. 2012/04 to convey to the State of California real property associated with Segment 1 of the State Route 4 Bypass.
2. DIRECTED the Real Property Division to deliver the Grant Deed to the grantee for acceptance and recording.

D. The Board also took the following actions by unanimous vote:

1. ADOPTED Resolution No. 2012/05 to convey to the State of California real property associated with Segment 2 of the State Route 4 Bypass.
2. DIRECTED the Real Property Division to deliver the Grant Deed to the grantee for acceptance and recording.

E. The Board also took the following actions:

1. DETERMINED that conveyance of a highway easement to the State of California (State) is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
2. APPROVED the conveyance of said easement, pursuant to Government Code Section 25526.6.
3. AUTHORIZED the Secretary or designee to execute the easement.
4. DIRECTED the Real Property Division to deliver the easement to the State for acceptance and recording.

F. The Board also took the following actions:

1. DECLARED its intention to convey to the State of California, Authority-owned real property (Segment 2 of the SR4 Bypass) identified in the Notice of Intention to Convey Real Property.
2. DETERMINED the property is not required for Authority use.

3. SCHEDULED for final Board action on Thursday, June 14, 2012, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, conveyance to the State of California of Segment 2 of the SR4 Bypass. (Requires a unanimous vote of the Board.)
4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for final action, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).

G. The Board also took the following actions:

1. DECLARED its intention to convey to the State of California, Authority-owned real property (Segment 3 (Mainline) of the SR4 Bypass) identified in the Notice of Intention to Convey Real Property.
2. DETERMINED the property is not required for Authority use.
3. SCHEDULED for final Board action on Thursday, June 14, 2012, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, conveyance to the State of California of Segment 3 (Mainline) of the SR4 Bypass. (Requires a unanimous vote of the Board.)
4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for final action, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).

H. The Board also took the following actions:

1. DECLARED its intention to convey to the State of California, Authority-owned real property (Segment 3 (Marsh Creek Road) of the SR4 Bypass) identified in the Notice of Intention to Convey Real Property.
2. DETERMINED the property is not required for Authority use.

3. SCHEDULED for final Board action on Thursday, June 14, 2012, at 6:30 P.M. in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, conveyance to the State of California of Segment 3 (Marsh Creek Road) of the SR4 Bypass. (Requires a unanimous vote of the Board.)
4. DIRECTED the Real Property Division to have the Notice of Intention to Convey Real Property published one time, at least one week preceding the date set for final action, in the Contra Costa Times, a newspaper of general circulation (pursuant to Government Code Section 6061).
 - I. APPROVED Resolution No. 2012/06 accepting the Construction and Removal of State Route 4 Bypass Right-of-Way Fencing Project as complete, and DIRECTED the Secretary or designee to sign and promptly record the resolution.
 - J. APPROVED Resolution No. 2012/07 accepting the Construction, Removal and Overlay of State Route 4 and State Route 160 Signing Project as complete and DIRECTED the Secretary or designee to sign and promptly record the resolution.

DETERMINATION ITEMS

A. RECEIVED Status Report on the State Route 4 Bypass Projects

Interim Program Manager Steve Kowalewski reported that the sign contract had been completed and had been on the Consent Calendar for approval. He noted that the two construction projects on the Consent Calendar were the last two active construction projects for the Bypass and the right-of-way transfer continued to move forward with the highest priority transferring fee title to the State of California. In response to a question from the Board, he verified that a ground-breaking ceremony for the Sand Creek Road Interchange and 4-Lane Widening project had been scheduled for June 22 at the Streets of Brentwood.

Mr. Kowalewski also provided an update on the Program Manager position and reported that a Request for Qualifications (RFQ) had been completed and had been reviewed by staff. A pre-submittal meeting has been scheduled for the end of May with interviews by the City Engineers scheduled for mid-June, to be followed by preparation of a short list. Final Board interviews would be scheduled in June or July, concluding with negotiations and a contract at the end of July.

At this time, Mr. Kowalewski recommended, pursuant to Government Code Section 54954.2(b), that the Board add two items to the agenda. Both items concerned a written claim filed by the State of California in connection with the Soldano lawsuit. The need for the Board to take immediate action on the State's claim came to the attention of staff after the agenda had been prepared and posted. He recommended that the Board make a determination that there is a need to take immediate action tonight and that the need to do so came to the Authority's attention after the agenda had been posted.

On motion by Director Piepho, seconded by Director Frazier, the Authority unanimously made the above determination and added the following two items to the agenda, as recommended.

Chair Taylor adjourned into closed session at 8:14 P.M.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9(a)

Name of case: Soldano vs. McDonald, et al.; Contra Costa County Superior Court Case No. C11-01176

Chair Taylor reconvened from closed session at 8:24 P.M.

Mr. Schmidt reported that there was nothing to report out of the closed session.

CONSENT ITEM

- 3.K. DENY claim dated April 20, 2012 filed by California State Department of Transportation unless the claimant withdraws the claim within the 45-day period allowed for action under Government Code Section 912.4.

On motion by Director Piepho, seconded by Director Kalinowski, the Authority denied the claim dated April 20, 2012 filed by the California State Department of Transportation unless the claimant withdraws the claim within the 45-day period allowed for action under Government Code Section 912.4, with one "no" vote from Chair Taylor.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

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There was no correspondence.

ADJOURNMENT

Chair Taylor adjourned the meeting of the State Route 4 Bypass Authority at 8:26 P.M. to the next meeting scheduled for Thursday, June 14, 2012.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

JUN 14 2012



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday May 7, 2012 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Pat Anderson	Kevin Romick - President	Robert Kenny
Steve Barr	Joel R. Bryant- Vice President	Cheryl Morgan
Robert A. Brockman	Jim Frazier	Erick Stonebarger

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters: - (6:00 P.M.)

- 1. CONFERENCE WITH LABOR NEGOTIATOR**
pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, East County Fire Fighters Association (Reserves),
Unrepresented Management.

Director Bryant absent from Closed Session

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley- (6:17 P.M.)

President Romick gave direction to staff for items 1

CALL TO ORDER- (6:30 P.M.)

PLEDGE OF ALLEGIANCE- (6:30 P.M.)

ROLL CALL- (6:31 P.M) Directors Present: Anderson, Barr, Brockman, Bryant, Frazier, Kenny,
Morgan, Romick, Stonebarger

PUBLIC COMMENTS- (6:31 P.M)

There was 2 Public Speakers

- *Kevin Graves*
- *Andrew Kegl*