



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



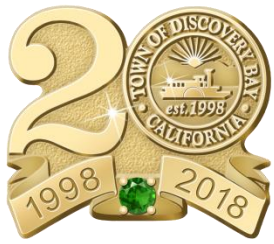
President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**TOWN OF DISCOVERY BAY**  
**COMMUNITY SERVICES DISTRICT**  
**AGENDA PACKET**

**Regular Board Meeting**  
**Wednesday, April 4, 2018**

**7:00 P.M. Regular Board Meeting**

**Community Center**  
**1601 Discovery Bay Boulevard**



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY**

**Wednesday April 4, 2018**

**REGULAR MEETING 7:00 P.M.**

**Community Center**

**1601 Discovery Bay Boulevard, Discovery Bay, California**

**Website address: [www.todb.ca.gov](http://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 at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

**C. 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. Approve DRAFT minutes of regular meeting for March 21, 2018.
2. Approve Register of District Invoices.
3. Approve HERWIT Engineering to prepare the 2018-2019 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2018-03.
4. Authorize General Manager to Sign and Send Letter in Support of SB 929 – Special District Websites.
5. Approval of Draft Annual Water Quality Report/Consumer Confidence Report - Reporting year 2017.
6. Discussion and Possible Action Regarding a Cornell Park Pickleball Court Conversion Donor Name Plaque.

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

**E. LIAISON REPORTS**

**F. PRESENTATIONS**

**G. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approving the FY 2016-17 Audited Financial Statements.
2. Discussion and possible action regarding acceptance of the Board of Supervisors Board Order conveying Cornell Park parcel (#004-200-013) to the Town of Discovery Bay.

**H. MANAGER'S REPORT**

**I. INFORMATIONAL ITEMS ONLY**

**J. DIRECTORS' REPORTS**

1. Standing Committee Reports
2. Other Reportable Items

**K. GENERAL MANAGER'S REPORT**

**L. CORRESPONDENCE RECEIVED**

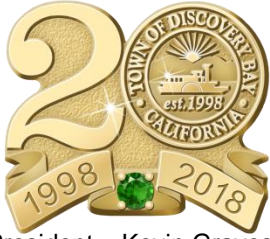
**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. Adjourn to the next regular meeting of April 18, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

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

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday March 21, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://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. – By President Graves.
2. Pledge of Allegiance – Led by President Graves
3. Roll Call – All present with the exception of Director Leete

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

Public Comment Regarding:

- Pickleball Club plaque

#### C. 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. Approve DRAFT minutes of special board planning meeting for March 1, 2018.
2. Approve DRAFT minutes of regular meeting for March 7, 2018.
3. Approve Draft Letter to County on Discovery Bay's Response to Preliminary Framework for Cannabis Regulation.
4. Approve Update to the Sewer System Management Plan.
5. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar.

Second by: Vice-President Mayer.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

#### D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Fire Chief Brian Helmick – Provided the details regarding the Governance changes pertaining to Measure A Elected Board, District Initiatives, post-employment benefits study, drafts of F/Y 15-16 and 16-17 audits, approving a District Legislative Plan and a Strategic Plan. Chief Helmick also provided the details of the East Contra Costa Fire Protection District Operational Report related to the number of calls for the month of February in Discovery Bay. He reported on the Fire Station Open Houses and a video was shown pertaining to the Open House at Fire Station #59 (Bixler Rd.) in Discovery Bay. There was discussion relating to the relationship with Contra Costa County Fire Protection District.

#### E. PRESENTATIONS – Discussion and Possible Action

1. Croce, Sanguinetti, & Vander Veen – Financial Audit.

Croce, Sanguinetti, & Vander Veen – Provided the details of the Annual Audited Financial Statements for FY 2016-17.

Public Comment Regarding:

- Asked questions regarding items within the Financial Statement pertaining to:

- Proprietary loss in government activities reports;
- Special Funds Revenue – Community Center fund balance;
- Summary of Significant Accounting Policies – Community Center accounts for revenues and expenditures;
- Notes to Basic Financial Study – monies moved from water and sewer funds into government funds.

The auditors provided answers to the Public Comment questions.

**2. MCE (Formally Marin Clean Energy) – Presentation by MCE with Board Discussion and Possible Action to Decide Choice of Energy Provider.**

MCE – Provided details of their company as an Electric Service Provider. A PowerPoint slideshow was presented. There was discussion between the Board and the MCE representatives.

Public Comments Regarding:

- Marin County Civil Grand Jury 2009 report regarding the program.
- MCE Opt-out notification.
- MCE Joint Powers Authority.

Motion by: Director Pease to opt-out of the MCE Program for each one of the Town PG&E accounts.

Second by: Vice-President Mayer.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA**

**1. Veolia Report – Month of February 2018.**

Project Manager Sadler – Provided the details of the February 2018 Monthly Operations Report.

**G. BUSINESS AND ACTION ITEMS**

**1. Open the Public Hearing to consider; Ordinance No. 7 – An Ordinance of the Board of Directors of the Town of Discovery Bay, A California Community Services District, Amending Ordinance No. 7 Water Regulations and Service Ordinance.**

Legal Counsel Pinasco provided details of clerical corrections that need to be made to Ordinance No. 7. He presented an Errata sheet describing the corrections.

Public Comments Regarding:

- Details of items within Ordinance No. 7.

Motion by: Director Pease to waive the second reading and adopt the Ordinance No. 7 as presented with the amended Errata incorporation.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**2. Discussion and possible action regarding the 2018 Program, Activities, and Event Fee Waivers.**

Recreation Programs Supervisor Kaiser presented two additions to the 2018 Program, Activities, and Event Fee Waivers.

Public Comment Regarding:

- Additions to the programs at the Community Center and the fees.

Motion by: Director Pease to accept the additions to the 2018 Program, Activities, and Event Fee Waivers.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**3. Discussion and possible action regarding the approval of Notice of Completion for the Willow Lake Water Treatment Plant PLC and SCADA Upgrade Project.**

Finance Manager Breitstein provided details of the Willow Lake Water Treatment Plant PLC and SCADA Upgrade Project and reported that the project is now finalized.

Motion by: Director Pease to approve the Notice of Completion and authorize the General Manager to release the retention payment.

Second by: Director Steele.

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

**H. INFORMATIONAL ITEMS ONLY**

**I. DIRECTORS' REPORTS**

1. Standing Committee Reports.

P-6 Meeting – Vice-President Mayer provided an update to chair positions.

Water and Wastewater Committee Meeting – Director Pease reported that an update on Ordinance No. 7 had been given and that additional items will be brought to the Board after review.

2. Other Reportable Items:

Director Steele invited the community to attend the April 28<sup>th</sup> Paws on Parade event that will be held at the Community Center between 9am-12pm.

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

1. General Manager Davies reported on Consulting Services – Maintenance and Assessment District strategies to relieve pressure on Zone 8 for Community Center projects. He reported information would be brought before the Park and Recreation Committee and then to the Board at a future date.

**L. CORRESPONDENCE RECEIVED**

1. Received East Contra Costa Fire Protection District meeting minutes for February 5, 2018.

2. Received Discovery Bay P-6 DRAFT Record of Actions for January 10, 2018.

**M. FUTURE AGENDA ITEMS**

**N. ADJOURNMENT**

1. The meeting adjourned at 8:50 p.m. to the regular meeting on April 4, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//sh – 03-23-18

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

April 04, 2018

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Accountant  
**Submitted By:** Michael R. Davies, General Manager *MRD*

**Agenda Title**

Approve Register of 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** \$ 165,937.83

**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 2017/2018.

**AGENDA ITEM: C-2**

**For The Meeting On April 04, 2018**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/17 - 6/18**

Pacific Gas & Electric	\$72,227.82
J.W. Backhoe & Construction, Inc.	\$34,330.16
Town Of Discovery Bay CSD	\$29,929.65
CaliforniaChoice Benefit Admin	\$13,993.72
Tee Janitorial & Maintenance	\$2,054.00
Kidz Love Soccer	\$1,979.25
SDRMA	\$1,609.20
TASC	\$1,016.64
Aflac	\$828.26
Office Depot	\$691.19
Air Resources Board	\$660.00
Animal Damage Control	\$625.00
Matrix Trust Co TPA# 207	\$611.87
Univar	\$558.00
Bill Pease	\$460.00
Kevin Graves	\$460.00
Cintas	\$389.62
Comcast	\$389.39
ASCAP	\$350.00
Chris Steele	\$345.00
William Mayer	\$345.00
Ricoh USA, Inc	\$307.51
ReliaStar Life Insurance Company	\$305.00
Robert Leete	\$230.00
United States Postal Services	\$225.00
Leslie's Pool Supplies, Inc.	\$206.62
Lucia Peters	\$189.00
Water Utility Customer	\$179.55
U.S. HealthWorks	\$99.00
Lesley Marable	\$92.87
Alhambra	\$77.89
Discovery Pest Control	\$68.00
Shred-It USA-Concord	\$59.92
Neopost	\$43.70

---

**\$165,937.83**





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

Meeting Date

April 4, 2018

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Dina Breitstein, Finance Manager



### Agenda Title

Direction to HERWIT Engineering to prepare the 2018-2019 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9 by Resolution No. 2018-03.

### Recommended Action

Adopt Resolution No. 2018-03 authorizing the Assessment review of the Ravenswood Improvement District Landscape and Lighting Zone #9, and direct Herwit Engineering to prepare the Engineer's Assessment Report.

### Executive Summary

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

Since its inception, the Engineer's assessment reports have been drafted and prepared by HERWIT Engineering (HERWIT). Due to their in-depth knowledge of the zone and access to historical data, staff recommends approving Resolution 2018-03, which directs HERWIT to prepare the 2018-2019 Annual Assessment Report for Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9.

HERWIT Engineering would perform this work under the current contract with the Town for an amount not to exceed \$1,500.00.

### Fiscal Impact:

**Amount Requested \$1,500.00**

**Sufficient Budgeted Funds Available?: YES**

**Prog/Fund # 9/2310 Category: Operating Expenses**

### Previous Relevant Board Actions for This Item

None

### Attachments

Resolution 2018-03

AGENDA ITEM: C-3



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2018-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
REGARDING THE ANNUAL ASSESSMENT  
OF THE RAVENSWOOD IMPROVEMENT DISTRICT  
LANDSCAPE AND LIGHTING ZONE #9**

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

WHEREAS, the Board of Directors now desires to levy the annual assessment for Fiscal Year 2018-2019 for such district.

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

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment district in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4<sup>th</sup> DAY OF April 2018.

\_\_\_\_\_  
Kevin Graves  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting held on April 4, 2018, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Michael R. Davies  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

April 4, 2018

**Prepared By:** Michael R. Davies, General Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title**

Authorize General Manager to Sign and Send Letter in Support of SB 929 – Special District Websites.

**Recommended Action**

Authorize the General Manager to sign and send to interested parties a letter in support of Senate Bill 929.

**Executive Summary**

The California Special Districts Association (CSDA) is requesting that members send Senator McGuire (and other interested parties) a letter in support of Senate Bill 929. SB 929, in essence, would require that by 2020, every independent special district must have a website, unless the district cannot comply due to hardship.

Staff recommends that the General Manger be authorized to sign and send the attached draft letter in support of SB 929.

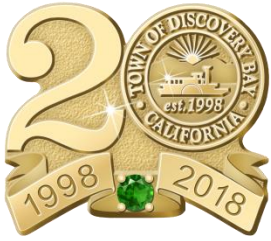
**Previous Relevant Board Actions for This Item**

None

**Attachments**

Draft letter – Support of SB 929

AGENDA ITEM: C-4



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



## SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

---

The Honorable Mike McGuire  
**State Capitol**  
1303 10<sup>th</sup> Street, Room 5061  
Sacramento, CA 95814

April 5, 2018

**RE: Senate Bill 929 (McGuire) – Support [as amended March 6, 2018]**

Dear Senator McGuire:

On behalf of the Board of Directors of the Discovery Bay Community Services District, I am writing to support Senate Bill 929 (McGuire), which would require that all special districts maintain a website.

Special districts like ours provide millions of Californians with essential local services and infrastructure. Communities form special districts when there is something the community wants, the community wants done well, and the community wants done with local control. As local service providers, few agencies in the state are as impactful on the day-to-day lives of Californians.

SB 929 will grant the public with greater access to their services, and greater transparency and accountability of the governing bodies who oversee them.

Specifically, SB 929 would require that by 2020, every independent special district must have a website. The sites will meet existing local agency website requirements including: a link to the district's meeting agendas, Financial Transaction Reports, and Compensation Reports, as well as a copy of the district's enterprise systems catalog. The bill will also ensure the sites contain contact information for the district. SB 929 will provide an exemption for small districts that cannot comply due to hardships such as lacking broadband access, or the necessary finances or staff to construct and maintain a website.

We believe that special districts are the most local form of government, and we are committed to empowering our community to engage in its government. The increased transparency provided by SB 929 is consistent with our district's outreach efforts and making information more widely available on the Internet will improve public awareness and access to special district services in our community.

For these reasons, the Discovery Bay Community Services District encourages you to support Senate Bill 929 (McGuire).

Sincerely,

Michael R. Davies, General Manager

CC: The Honorable Mike McGuire [Kimberly.Kollwitz@sen.ca.gov]  
The Honorable Jim Frazier [Assemblymember.frazier@assembly.ca.gov]  
The Honorable Steve Glazer [senator.glazer@sen.ca.gov]  
Dillon Gibbons, California Special Districts Association [advocacy@cdda.net]

## Annual Water Quality Report

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

PWSID#: 0710009

### Quality First

Once again we are pleased to present our annual water quality report. As in years past, we are committed to delivering the best-quality drinking water possible. To that end, we remain vigilant in meeting the challenges of new regulations, source water protection, water conservation, and community outreach and education while continuing to serve the needs of all of our water users. Thank you for allowing us the opportunity to serve you and your family.

We encourage you to share your thoughts with us on the information contained in this report. After all, well-informed customers are our best allies.

If you have any questions about this report or concerns about your water services, please contact the Town of Discovery Bay CSD District Office at (925) 634-1131 or visit our website at: [www.todb.ca.gov](http://www.todb.ca.gov). We want you to be informed about your water quality and water services and we welcome any questions or concerns.

### Getting Involved with the Community

If you want to learn and get involved with your community, please attend the Town of Discovery Bay Community Services District Board of Director's regularly scheduled meetings. They are held on the 1st and 3rd Wednesday of each month, starting at 7:00 p.m. at the Town of Discovery Bay Community Center located at 1601 Discovery Bay Blvd. Please also view our website for news, current and past agendas and minutes of our Board meetings, and issues that affect our community at [www.todb.ca.gov](http://www.todb.ca.gov).

### Board Members for 2018

Kevin Graves, President

Bill Mayer, Vice President

Bob Leete, Director

Bill Pease, Director

Chris Steele, Director

## DRAFT

### Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.

### Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants, that can be naturally occurring or can be the result of oil and gas production and mining activities.

## DRAFT

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Where does our water in Discovery Bay come from?

The Town of Discovery Bay CSD obtains its water from six (6) groundwater wells underlying the community, which then flows through two (2) water treatment facilities that remove Iron and Manganese from our groundwater sources. The average depth of our wells are approximately 400 feet.

Vulnerability assessments are required for all new sources under the CA Waterworks Standards (Chapter 16 of Title 22, CA Code of Regulations), which became effective March 9, 2008. Because Wells 1B, 2, 4A, and 5A were all constructed and permitted prior to this date, they are exempt. Although not required, the Town performed water assessment tests on Wells 1B, 2 and 4A in December 2017. A source water assessment was conducted for the Well 6 of the Town of Discovery Bay water system in May 2009 and for Well 7 in August 2015.

### Lead Water Testing for Schools

The State of California is requiring water providers to contact public schools within their jurisdiction to conduct water sampling and test for the presence of lead. The sampling would draw from various staff and student water fountains. In the Byron Unified School District, Discovery Bay Elementary School and Point of Timber Elementary School receive their water from the Town of Discovery Bay. Also being tested are Excelsior Middle School and Old River Elementary School.

In compliance with State Law AB 746, samples will be taken during the first quarter of 2018 from about five drinking water locations used by staff and students at each school, then the samples will be submitted to a State Certified Laboratory to test only for lead.

If any sample is higher than 15 parts per billion for lead, a re-sample would be taken at the same location(s).

Please direct any questions on lead water testing for schools to Water & Wastewater Manager, Virgil Koehne, at [vkoehne@toddb.ca.gov](mailto:vkoehne@toddb.ca.gov).

### Obtaining Information

A copy of the complete assessment may be viewed at: CA State Water Resources Control Board Division of Drinking Water 850 Marina Bay Parkway, Bldg., P-2 Richmond, CA 94804

You may request a summary of the assessment be sent to you by contacting: Marco Pacheco, P.E.

Senior Water Resources Control Engineer Phone: (510) 620-3454. Fax: (510) 620-3455. E-mail: [Marco.Pacheco@waterboards.ca.gov](mailto:Marco.Pacheco@waterboards.ca.gov).

### Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high-quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30

seconds to 2 minutes before using water for drinking or cooking. (If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.) If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/lead](http://www.epa.gov/lead).

Water Conservation. Small Changes = **BIG IMPACT** (Note to printer: **BIG IMPACT** in BOLD print please)

Water is a precious and limited resource, especially in drought-prone California where the next dry period could be right around the corner. As a result, water conservation and the efficient use of California's water supply are major priorities for the State.

The Save Our Water program helps Californians to learn ways to save water at home to reduce the effects of drought. Even the simplest changes to daily routines can have a significant impact. By making conservation a way of life in California, we save water, minimize water waste, rebuild our underground aquifers, prepare for the uncertainties of climate change, and minimize the harmful effects of drought.

We encourage all to embrace wise water use as a daily habit, whether we are experiencing a year of heavy or meager rain. Start by following the water conservation tips below and visit [SaveOurWater.com](http://SaveOurWater.com) for more tips and tools.

-----  
(CALL-OUT BOX FOR EACH INDOOR CONSERVATION TIPS AND OUTDOOR CONSERVATION TIPS)

(PLEASE INSERT A SYMBOL, LIKE A WATER DROP, IN FRONT OF EACH SAVE: showing amount saved)

Indoor Conservation Tips

LAUNDRY ROOM

Use the washing machine for full loads only to save water and energy. Install a water-efficient clothes washer.

Save: 16 gallons/load.

KITCHEN

Run the dishwasher only when full to save water and energy. Install a water-and energy-efficient dishwasher.

Save: 3 to 8 gallons/load.



## DRAFT

### BATHROOM

Install low-flow shower heads.

Save: 2.5 gallons/minute

Take five minute showers instead of 10 minute showers.

Save: Reducing five minutes will save 2.5 gallons with a low flow showerhead, 25 gallons with a standard 5 gallon per minute showerhead.

Fill the bathtub halfway or less.

Save: 12 gallons

Install a high-efficiency toilet.

Save: 19 gallons per person/day

Install aerators on bathroom faucets.

Save: 1.2 gallons per person/day

Turn water off when brushing teeth or shaving.

Save: approximately 8 gallons/day

Don't use the toilet as wastebasket.

Save: 1.6 to 5 gallons/flush

### Outdoor Conservation Tips

### LANDSCAPE

Reduce your watering days to once or twice per week. Water your lawn only when it needs it. Water early in the morning or later in the evening when temperatures are cooler.

Save: 25 gallons/each time you water

Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.

Save: 12 to 15 gallons/each time you water

Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers.

Save: 15 gallons/each time you water

Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds.

Save: 20 to 30 gallons/each time you water/1,000 sq. ft.

Plant drought-resistant trees and plants.

Save: 30 to 60 gallons/each time you water per 1,000 sq. ft.

CLEANUP

Use a broom to clean driveways, sidewalks and patios, not your hose.

Save: 8 to 18 gallons/minute

Wash cars or boats with a bucket, sponge, and a hose with self-closing nozzle.

Save: 8 to 18 gallons/minute

ACTIVITIES

Teach children that the hose and sprinkler are not toys.

Install a pool/spa cover to reduce evaporation and filter backwash.

Save: 30 gallons/day

Test pool and spa water frequently and maintain appropriate chemical balances to avoid the need to drain it except for structural repairs. Check your pool and pool plumbing for leaks.

\*\*\*\*\*

NOTE TO GEMINI RE: HEADER for TREATED WATER Section IN SEPARATE COLOR (LOCATED UNDER SECONDARY SUBSTANCES - Zinc):

PLEASE ADD the following Substance (Unit of Measure) data like last year's 2016 report:

**DRAFT**

Year Sampled SMCL PHG AMOUNT RANGE VIOLATION TYPICAL SOURCE

(MCLG) DETECTED Low-High

Iron (ppb) 2017 300 N/A ND ND - ND No Leaching from natural deposits; Industrial wastes

Manganese (ppb) 2017 50 N/A ND ND - ND No Leaching from natural deposits.

\*\*\*\*\*

**NOTE TO GEMINI RE: FOOTNOTES:**

Footnote 1 should be (1 is Noted in UNREGULATED AND OTHER SUBSTANCES Header Strip like last year's 2016 report and then the footnote itself is printed under the data box)

Unregulated contaminant monitoring helps U.S. EPA and State Water Resources Control Board to determine where certain contaminants occur and whether the contaminants need to be regulated.

Footnote 2 should be:

Some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of having babies with developmental effects, based on studies in laboratory animals.

\*\* Insert (Spanish) Translation Text \*\*

**Test Results**

In order to ensure that tap water is safe to drink, the USEPA and the State Water Resource Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems.

Our water is monitored for many different kinds of contaminants on a very strict sampling schedule. The information below represents only those substances that were detected; our goal is to keep all detects below their respective maximum allowed levels.

The State recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

**Regulated Substances**

Substance (Unit of Measure)	Year Sampled	MCL [MRDL]	PHG (MCLG) [MRDLG]	Amount Detected	Range Low-High	Violation	Typical Source

Arsenic (ppb)	2015	10	0.004	ND	DRAFT ND - 4	No	Erosion of natural deposits; runoff from orchards; glass and electronics production wastes
Barium (ppm)	2015	1	2	ND	ND - 0.21	No	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Fluoride (ppm)	2015	2.0	1	0.4	ND - 1.5	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Gross Alpha Particle Activity (pCi/L)	2016	15	(0)	2.628	ND - 5.27	No	Erosion of natural deposits
Haloacetic Acids - Stage 2 (ppb)	2017	60	NA	14	5 - 26	No	By-product of drinking water disinfection
Selenium (ppb)	2015	50	30	ND	ND - 6	No	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive)
THMs [Total Trihalomethanes] - Stage 2 (ppb)	2017	80	NA	48.06	24 - 82.5	No	By-product of drinking water disinfection

**Tap water samples were collected for lead and copper analyses from sample sites throughout the community**

Substance (Unit of Measure)	Year Sampled	AL	MCLG	Amount Detected (90th%tile)	Sites Above AL/Total Sites	Violation	Typical Source
Copper (ppm)	2015	1.3	0.3	0.30	0/0	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead (ppb)	2015	15	0.2	2.1	0/0	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits

**Secondary Substances**

Substance (Unit of Measure)	Year Sampled	SMCL	PHG (MCLG)	Amount Detected	Range Low-High	Violation	Typical Source
Chloride (ppm)	2015	500	NS	154	82 - 480	No	Runoff/leaching from natural deposits; seawater influence

Color (Units)	2015	15	NS	4	DRAFT ND - 10	No	Naturally-occurring organic materials
Iron (ppb)	2015	300	NS	128	ND - 240	No	Leaching from natural deposits; industrial wastes
Manganese (ppb)	2015	50	NS	110	50 - 170	No	Leaching from natural deposits
Odor - Threshold (TON)	2015	3	NS	1	ND - 4	No	Naturally-occurring organic materials
Specific Conductance (µmho/cm)	2015	1,600	NS	1163	941 - 2190	No	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2015	500	NS	77	47 - 98	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2015	1,000	NS	678	560 - 1250	No	Runoff/leaching from natural deposits
Turbidity (NTU)	2017	5	NS	0.6	0.2 - 1.2	No	Soil runoff
Zinc (ppm)	2015	5.0	NS	ND	ND - 0.06	No	Runoff/leaching from natural deposits

### Unregulated Substances

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low-High	Typical Source
Boron <sup>1</sup> (ppm)	2015	2.5	2.2 - 3.5	N/A
Sodium (ppm)	2015	165	111 - 293	Salt present in the water and is generally naturally occurring

### Other Unregulated Substances

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low-High	Typical Source
Hardness (ppm)	2015	196	121 - 360	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

<sup>1</sup> Footnote for Town of Discovery Bay CSD: Some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of having babies with developmental effects, based on studies in laboratory animals.

Footnote for Unregulated Substances Header

Unregulated contaminant monitoring helps U.S. EPA and the State Water Resources Control Board to determine where certain contaminants occur and whether the contaminants need to be regulated.

### Table Definitions

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

pCi/L (picocuries per liter): A measure of radioactivity.

## DRAFT

NTU (Nephelometric Turbidity Units): Measurement of the clarity, or turbidity, of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

TON (Threshold Odor Number): A measure of odor in water.

(micromhos per centimeter): A unit expressing the amount of electrical conductivity of a solution.

$\mu\text{S/cm}$  (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

AL (Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard

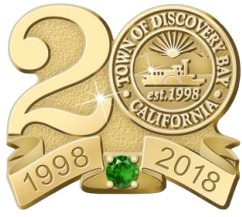
PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

## DRAFT

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.

LRAA (Locational Running Annual Average): The average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters. Amount Detected values for TTHMs and HAAs are reported as the highest LRAAs.



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

**Meeting Date**

April 4, 2018

**Prepared By:** Michael R. Davies, General Manager

**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title**

Discussion and Possible Action Regarding a Cornell Park Pickleball Court Conversion Donor Name Plaque

**Recommended Action**

Approve, in concept, a Pickleball Court Conversion Donor Name Plaque to be posted at the Cornell Park pickleball courts. The plaque design, material, manner of posting, time, location and duration shall be by General Manger approval. Ownership, construction, repair, maintenance and all costs associated with the plaque will be the sole responsibility of the pickleball conversion fundraising group (currently known as, “Discovery Bay Recreation and Sports, Inc.”).

**Executive Summary**

On November 15, 2017, the Board approved the conversion of the remaining Cornell Park tennis courts to four (4) pickleball courts, conditioned upon the approval of funding for the conversion.

The Discovery Bay Pickleball group (Discovery Bay Recreation and Sports, Inc.) has begun a fundraising drive to pay for the court conversion and associated amenities. As part of the fundraising effort, the group proposes to offer donor name recognition on a plaque to be posted at the pickleball courts. Ownership, construction, repair, maintenance and all costs associated with the plaque will be the sole responsibility of the pickleball conversion fundraising group.

Staff recommends Board approval of the donor name recognition plaque, subject to the General Manager’s approval of its design, material, manner of posting, time, location and duration.

Normally, this matter would be originally presented to the Park and Recreation Committee before being brought to the Board with a recommendation. In this case, fundraising efforts have fully commenced and there is an urgency to seek approval on the donor name plaque as soon as possible.

**Previous Relevant Board Actions for This Item**

Regular Board Meeting of November 15, 2017

**Attachments**





# Town of Discovery Bay

*"A Community Services District"*

## STAFF REPORT

**Meeting Date**

April 4, 2018

**Prepared By:** Sue Heintl, Executive Assistant  
**Submitted By:** Michael R. Davies, General Manager

MRD

**Agenda Title**

Discussion and possible action regarding acceptance of the Board of Supervisors Board Order conveying Cornell Park to the Town of Discovery Bay.

**Recommended Action**

Accept the Grant Deed conveying Cornell Park (Parcel #004-200-013) to the Town of Discovery Bay.

**Executive Summary**

While processing the Contra Costa County Property Tax bill for the Cornell Park parcel in 2016, it was noted that the bill referenced the Owner of the parcel as Contra Costa County / Discovery Bay Town Of. After checking the grant deed paperwork for the parcel in the District file, records were found that in 2004 the Town asked the County to transfer the Cornell Park parcel to the Town. Staff then made several calls to the County Public Works Division to determine if the transfer had ever taken place. Our Staff was told that the person who was originally handling the transfer at the County had since retired and the process enacting the transfer had never been completed. After almost two years of communications with the County, being directed to several different people in various departments of the Public Works Division, our request was finally brought to the Board of Supervisors to officially transfer the parcel to the Town of Discovery Bay.

The Board of Supervisors approved the Notice of Intention for the conveyance of Cornell Park to the Town and the approval of the conveyance took place at the March 27<sup>th</sup> Board of Supervisors meeting.

**Previous Relevant Board Actions for This Item**

None

**Attachments**

Cornell Park Grant Deed with Contra Costa County Board of Supervisor Board Orders as attachments.