



TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday October 5, 2011
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)

The public may address the Board on any issue in the District's jurisdiction, which is not on the agenda. The public may comment on any item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. SHERIFF'S OFFICE REPORT
2. CHP REPORT
3. FIRE DISTRICT REPORT
4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT
5. SUPERVISOR MARY PIÉPHO, DISTRICT III REPORT

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

E. CONSENT CALENDAR

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

1. Minutes of previous Regular meeting dated September 21, 2011
2. District Invoices
3. Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)
4. Annual Conference of the California Special District Association (CSDA)

F. NEW BUSINESS AND ACTION ITEMS

1. Raise Sewer Manholes and Water Valve Covers on Various Streets within Discovery Bay
2. Discuss and possible action on options for the holiday display at the main entrances to Discovery Bay (Highway 4 & Discovery Bay Boulevard and Highway 4 and Bixler Road)
3. Discussion and direction regarding possible location for a future dog park
4. Approve and Accept the contract work performed by Community Playgrounds for the construction and completion of the Cornell Park Play Area Renovation, Phase II Project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office
5. Staff Direction regarding real property for sale 10+/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)

G. PRESIDENT REPORT AND DIRECTORS' COMMENTS

H. MANAGER'S REPORT

I. GENERAL MANAGER'S REPORT

J. DISTRICT LEGAL COUNSEL REPORT

K. COMMITTEE UPDATES

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Letter from United States Postal Service regarding the Area Mail Processing Study (AMP) dated September 15, 2011
2. R – Contra Costa Special Districts Association Minutes for July 18, 2011

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Medical Benefits and/or Ancillary Coverage's – Request Date September 22, 2011
2. Request from William Richardson – Topic: September 21, 2011 Board Meeting – Request Date September 26, 2011
3. Request from Mark Doran – Advisory Council Reimbursements – Request Date September 28, 2011

N. FUTURE AGENDA ITEMS

O. ADJOURNMENT

1. Adjourn to the next regular meeting on October 19, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

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

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



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday September 21, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

The business meeting was called to order at 7:00 p.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

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

Resident Jeff Barber – Commented on Director Compensation and documents for the pending Well 7.

Resident Don Flint – Commented on an email received.

C. PRESENTATIONS

1. Opportunity Junction

Development Manager Brianna Burkman – Provided the details Opportunity Junction, a non-profit organization located in Antioch, California.

2. Report on Community Center Committee Status

Community Center Chair Tetreault – Introduced Community Center Member Sean O'Toole

Community Center Member Sean O'Toole – Provided a summary of the results of the Community Center Survey. The discussion continued between the General Manager, the Board and the Public in regards to the Community Center Survey results.

Resident Don Flint – Complimented the Community Center Survey.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Simon – Commented on the need to adopt a policy to not have Board Members send emails to the Public.

Director Steele – Commented on the email that was sent out to Resident Don Flint.

Director Tetreault – Commented on the email that was sent out to Resident Don Flint.

Vice-President Dawson – Provided his reports and stated that he attended the Byron Union School District meetings held on August 18, 2011 and September 8, 2011. He provided the details of the two (2) meetings.

Director Steele – Provided his report and stated that he attended the September 14, 2011 LAFCo meeting. He provided the details of the meeting.

President Graves – Commented on the email that was sent out to Resident Don Flint. Provided his report and stated that he attended the Aviation Advisory meeting held on September 8, 2011. He provided the details of the meeting. Provided his report and stated that he attended the ECCFPD meeting held on September 12, 2011. He provided the details of the meeting.

E. CONSENT CALENDAR

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

1. Minutes of previous Special Meeting dated September 7, 2011
2. Minutes of previous Regular Meeting dated September 7, 2011
3. District Invoices

Motion made – by Vice-President Dawson to approve the Consent Calendar and seconded by Director Simon.

Items two (2) and three (3) were pulled from the Consent Calendar

Amended Motion made – by Director Tetreault to accept item one (1) of the Consent Calendar and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0.

There was discussion between the General Manager, the Board and the Public in regards to item two (2) of the Consent Calendar.

Resident Don Flint – Requested that the words "with requested changes" be stricken from the Minutes.

Motion made – by Director Simon to have the words stricken, "with requested changes" and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 0 ABSTAIN: 1 – Vice-President Dawson.

There was discussion between the General Manager, the Board, and the Public on item three (3) of the Consent Calendar.

Resident Don Flint – Had questions in regards to item three (3).

Motion made – by Vice-President Dawson to accept item three (3) of the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

1. Proposed changes to the By-laws and Board Policy

General Manager Howard – Provided the details of the item and the suggested changes for the Bylaws and Board Policy.

The discussion continued between the General Manager, the Board and the Public in regards to the Bylaws and Board Policy.

Resident Don Flint – Suggested having changes to the Bylaws and the Board Policy.

2. Review of the Town of Discovery Bay CSD District Representative Listing for 2011

General Manager Howard – Provided the information in regards to the item.

Director Simon – Commented on the attendance of other District, local, and regional agency meetings.

The discussion continued on between the Board and the Public in regards to attending the District, local and regional agency meetings.

Resident Jeff Barber – Commented on the attendance of other District, local and regional agency meetings.

3. Letter to Governor Brown requesting a VETO to SB 293 (Padilla)

General Manager Howard – Provided the details of the item.

Motion made – by Vice-President Dawson to authorize the Board President to send the letter on behalf of the Town of Discovery Bay CSD requesting Governor Brown a VETO to SB 293 and seconded by Director Simon.

Motion carried by the following vote: AYES: 5, NOES: 0.

4. Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)

General Manager Howard – Provided the details of the item.

Director Tetreault – Provided the details of the escape of four (4) juveniles.

The discussion continued on between the General Manager, the Board, and the Public in regards to the security of the Byron Boy's Ranch.

Resident Gail Fritschle – Commented on the response time for the notification of the escape of four (4) juveniles.

Resident Don Flint – Suggested having a representative from the Byron Boy's Ranch attend a Town of Discovery Bay CSD Board Meeting.

Motion made – by Director Tetreault to direct Staff to write a letter to the County requesting that the fence surround the facility completely and the 911 response time was inadequate and seconded by Director Steele.

Motion carried by the following vote: AYES: 5, NOES: 0.

G. VEOLIA REPORT

Project Manager Berney Sadler – Provided the details of the August 2011 Monthly Operations Report.

There was discussion between the General Manager, the Water and Wastewater Manager, and the Board in regards to the August 2011 Monthly Operations Report.

H. MANAGER'S REPORTS

1. Cornell Park Update – Parks and Landscape Manager Fairin Perez

General Manager Howard – Wanted to acknowledge Fairin and her staff for the continued work late into the night for the completion of the tile installation.

Parks and Landscape Manager Perez- Provided slides on the completion of the Cornell Park Area and Tile Wall.

2. Brown Water Condition Update – Water and Wastewater Manager Virgil Koehne

Water and Wastewater Manager Virgil Koehne – Provided an update on the brown water condition.

The discussion continued between the Water and Wastewater Manager, the General Manager, the Board, and the Public in regards to the brown water condition.

Resident Don Flint – Suggested there be an alert system for the Public through the Town of Discovery Bay CSD Website.

I. GENERAL MANAGER'S REPORT

1. Internship Review

Resident Rich Kier – Asked if the 10 year Wastewater Report was available.

General Manager Howard – Stated that the Master Plan is in final stages, therefore the final draft document will be available later this month.

General Manager Howard – Provided an update on the Internship Program.

The discussion continued between the General Manager and the Board in regards to the Internship Program.

J. DISTRICT LEGAL COUNSEL REPORT

None

K. COMMITTEE UPDATES

President Graves – Provided an update on the Communication meeting that was held on September 21, 2011 at 5:15 p.m.

L. CORRESPONDENCE-Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting Minutes for May 5, 2011

2. R – Transplan Committee meeting Minutes for July 14, 2011

3. R – Byron Municipal Advisory Council meeting Minutes for May 19, 2011

4. R – Letter from Contra Costa County regarding response to Grand Jury Report 1003 dated September 8, 2011

Resident Don Flint - Commented on how to address the letter from the Grand Jury.

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson - CSD Sweeping The Notice of 8.17.11 Special meeting in Violation of the Brown Act under the Rug – Request Date September 2, 2011

2. Request from William Richardson – Who Can Speak for CSD, When, Etc? – Request Date September 6, 2011

3. Request from Jeff Barber – CSD Directors CSD paid Healthcare – Request Date September 14, 2011

4. Request from Don Flint – DB-CSD Insurance Coverage for Directors – Request Date September 15, 2011

N. FUTURE AGENDA ITEMS

Vice-President Dawson – Would like to have the Internship Program be a reoccurring program.

Resident Don Flint – Would like to suggest an update on the Grand Jury's request.

Resident Pat Richardson – Wetlands update

O. ADJOURNMENT

The meeting was adjourned at 9:03 p.m. to next Regular meeting of October 5, 2011 starting at 7:00 p.m. at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

//cmc – 9.30.11

For the Audio of this meeting please visit our Website at
<http://www.toddb.ca.gov/content/2011-agendas-and-minutes/>



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 05, 2011

Prepared By: Liz Hardy, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager *RH*

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 \$268,737.59

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
Town of Discovery Bay CSD Operating Budget 2011/2012 and Capital Budget 2011/2012
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2011/2012
Request For Bay Lighting & Landscape District # 8 Operating and Capital Budgets 2011/2012
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2011/2012
Discovery Bay Lighting & Landscape District # 9 Operating Budget 2011/2012

AGENDA ITEM: E-2

Request for authorization to pay Invoices
 For the Meeting on October 5, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code						
1	7001	Express Employment	Inv# 10083162-7, dtd 9/14/11	Temp: Accounting	w/e 9/11/11	\$719.68
2	7001	Express Employment	Inv# 10110798-5, dtd 9/21/11	Temp: Accounting	w/e 9/18/11	<u>\$899.60</u>
					Sub-Total	\$1,619.28
3	7030	SDRMA	Inv# 37377, dtd 9/12/11	Worker's Comp 2nd Qtr (Oct -Dec) 2011-2012		\$3,574.00
4	7011	ReliaStar	Inv#JR52 457(b)	Benefits for 9/16-9/30/11		\$953.36
	7024	ReliaStar	Inv#JR52 457(b)	Benefits for 9/16-9/30/11		<u>\$288.18</u>
					Sub-Total	\$1,241.54
5	7011	SDRMA	Inv#0008594-IN, dtd 10/1/11	Employee Benefits for Oct 2011		\$641.95
	7024	SDRMA	Inv#0008594-IN, dtd 10/1/11	Employee Benefits for Oct 2011		<u>\$78.59</u>
					Sub-Total	\$720.54
6	7101	Brian Dawson	Expense report September 2011			\$300.00
7	7205	Neumiller & Beardslee	Inv# 243472, dtd 9/16/11	Services thru 8/31/11		\$9,806.86
8	7205	Neumiller & Beardslee	Inv# 243473, dtd 9/16/11	Services thru 8/31/11		<u>\$43.00</u>
					Sub-Total	\$9,849.86
9	7210	Stantec	Inv# 525104, dtd 9/20/11	WWTP Master Plan		\$12,576.98
10	7301	Ace Armature & Motor Shop	Inv# 001968, dtd 9/13/11	WWTP #1 Rotor Motor		\$1,536.88
11	7301	Aeromod	Inv# SO20600-1, dtd 9/21/11	Parts for Belts Press		\$341.97
12	7301	American Retrofit Systems	Inv#137, dtd 9/26/11	L Only - Check VFD for RAS WAS 4 (WWTP1)		\$150.00
13	7301	American Retrofit Systems	Inv#139, dtd 9/28/11	L Only - Power problem at WWTP 1		\$100.00
14	7301	American Retrofit Systems	Inv#140, dtd 9/28/11	L Only - ck WWTP1 RAS/WAS 4 VFD Install		\$100.00
15	7301	American Retrofit Systems	Inv#142, dtd 9/28/11	L Only - Rewire new Vaughn pump @ Influent P5		<u>\$500.00</u>
					Sub-Total	\$850.00
16	7301	Filter Belts	Inv# ME73471, dtd 9/13/11	Parts for Belt Press		\$1,108.49
17	7301	J.W. Backhoe	Inv#1594, dtd 9/28/11	Repair @ 5589 Starfish Place		\$2,270.22
18	7301	J.W. Backhoe	Inv#1597, dtd 9/28/11	Repair @ 525 Discovery Bay Blvd.		\$864.00
19	7301	J.W. Backhoe	Inv#1599, dtd 9/28/11	Repair @ Starfish Place & Salmon Ct		<u>\$3,606.20</u>
					Sub-Total	\$6,740.42
20	7301	R & B Company	Inv# S1257046.003, dtd 9/15/11	Gaskets and Hydrant		\$1,181.83
21	7301	Watersavers Irrigation	Inv# IW1104329, dtd 9/26/11	Parts for repairs		\$511.55
22	7301	Yusen Logistics	Inv# 7183323-1, dtd 9/16/11	Return of Fireflys		\$265.00
23	7305	Shape, Inc.	Inv# 116253, dtd 9/14/11	Rotor and repair kit		\$1,458.13
24	7305	Shape, Inc.	Inv# 116254, dtd 9/14/11	Pump prep		\$475.00
25	7305	Shape, Inc.	Inv# 116277, dtd 9/27/11	Repair Kit #3085 and Rotor		\$1,300.08
26	7305	Shape, Inc.	Inv# 116278, dtd 9/27/11	Pump prep		<u>\$475.00</u>
					Sub-Total	\$3,708.21
27	7330	Univar	Inv# SI5924120, dtd 9/12/11	Chemicals 1800 Willow Lake Drive		\$1,104.64
28	7330	Univar	Inv# SI5924121, dtd 9/12/11	Chemicals 1800 Newport Drive		\$1,480.69
29	7330	Univar	Inv# SI5929685, dtd 9/23/11	Chemicals 1800 Newport Drive		\$994.03
30	7330	Univar	Inv# SI5929686, dtd 9/23/11	Chemicals 1800 Willow Lake Drive		<u>\$1,215.24</u>
					Sub-Total	\$4,794.60
31	7410	Ricoh	Inv# 413345079, dtd 9/09/11	Contract services for August 2011		\$140.13
32	7420	MailFinance	Inv#N2783862, dtd 9/18/11	Lease Payment	10/19-11/18/11	\$69.53
33	7430	Office Depot	Inv# 578514085001, dtd 9/09/11	Office Supplies		\$67.41
34	7430	Office Depot	Inv# 579117505001, dtd 9/14/11	Office Supplies		\$7.64
35	7430	Office Depot	Inv# 579499982001, dtd 9/16/11	Office Supplies		\$28.15
36	7430	Office Depot	Inv# 579650665001, dtd 9/19/11	Office Supplies		\$58.52
37	7430	Office Depot	Inv# 580400915001, dtd 9/23/11	Office Supplies		<u>\$63.29</u>
					Sub-Total	\$225.01

AGENDA ITEM – E-2

Request for authorization to pay invoices
 For the Meeting on October 5, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

Acct Code			
38	7510	MediaMacros, Inc. Inv# 2230, dtd 9/20/11 Website Programming	\$550.00
39	7535	EnerPower Inv# 59071, dtd 9/14/11 PG&E Acct # 83511732112	\$6.00
40	7537	EnerPower Inv# 59072, dtd 9/14/11 PG&E Acct # 0631986334	\$51.00
41	7537	EnerPower Inv# 59073, dtd 9/14/11 PG&E Acct # 3497478293	<u>\$84.00</u>
			\$141.00
<u>WATER</u>			
42	7535	PG&E / Acct# 2943721807-5 Newport WTP	8/12-9/13/11 \$18,461.70
43	7535	PG&E / Acct# 2990602600-9 Willow Lake WTP	8/11-9/09/11 \$9,065.68
44	7535	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	8/11-9/09/11 \$20.22
45	7535	PG&E / Acct# 6760524303-8 Irr. Controller (Newport @ Well 4A)	8/12-9/12/11 \$17.35
46	7535	PG&E / Acct# 7068319849-6 Well #5	6/10-9/09/11 \$34,628.45
47	7535	PG&E / Acct# 8351173112-3 Well #2	8/11-9/09/11 \$397.72
48	7535	PG&E / Acct# 8609981202-5 Well #1 (Gas)	8/11-9/09/11 \$18.22
49	7535	PG&E / Acct# 8651647866-5 Well #1	7/13-8/10/11 <u>\$6,047.21</u>
			Sub-Total \$68,656.55
<u>SEWER</u>			
50	7537	PG&E / Acct# 0631986334-3 Newport Lift Station	8/12-9/13/11 \$3,665.19
51	7537	PG&E / Acct# 1182741894-5 Pump Station D	8/11-9/09/11 \$120.01
52	7537	PG&E / Acct# 1318320217-8 Pump Station A	8/11-9/09/11 \$63.36
53	7537	PG&E / Acct# 2068717691-5 Pump Station G	7/14-9/12/11 \$228.09
54	7537	PG&E / Acct# 2172798825-1 Pump Station R	8/12-9/12/11 \$108.96
55	7537	PG&E / Acct# 2527523613-8 Pump Station S	8/31-9/13/11 \$720.18
56	7537	PG&E / Acct# 3016215915-3 Pump Station F	8/10-9/08/11 \$698.97
57	7537	PG&E / Acct# 3101013157-6 Lakes 4 Lift Station	8/11-9/09/11 \$145.77
58	7537	PG&E / Acct# 3497478293-9 Lakeshore Lift Station	8/10-9/08/11 \$646.20
59	7537	PG&E / Acct# 3881134135-3 WWTP #1	8/12-9/12/11 \$8,304.35
60	7537	PG&E / Acct# 4193709211-6 Pump Station C	8/12-9/13/11 \$72.73
61	7537	PG&E / Acct# 4201000159-4 Golf Course Valve Station	8/13-9/13/11 \$81.12
62	7537	PG&E / Acct# 4225081240-3 Disc WWTP & Pump Station W	8/12-9/12/11 \$31.25
63	7537	PG&E / Acct# 4516230421-1 Pump Station J	8/11-9/09/11 \$18.34
64	7537	PG&E / Acct# 7234986505-4 Pump Station H	8/11-9/09/11 \$280.11
65	7537	PG&E / Acct# 7312115758-7 SS/HWY 4 E/Disco Bay Blvd W/O Bridge	8/12-9/12/11 \$22,582.86
66	7537	PG&E / Acct# 7630923070-4 Pump Station E	8/10-9/08/11 325.55
67	7537	PG&E / Acct# 8343916134-6 Fern Ridge Circle/Hofmann	8/09-9/07/11 \$739.78
68	7537	PG&E / Acct# 8440119997-5 Knightsen School Pump Station	8/11-9/09/11 <u>\$31.98</u>
			Sub-Total \$38,864.80
69	7630	Brut Janitorial Inv# 107, dtd 9/26/11 Monthly contract for October 2011	\$250.00
	7952	Brut Janitorial Inv# 107, dtd 9/26/11 Monthly contract for October 2011 *****reimbursable Zone #57*****	\$25.00
	7952	Brut Janitorial Inv# 107, dtd 9/26/11 Monthly contract for October 2011 *****reimbursable Zone #61*****	\$25.00
	7952	Brut Janitorial Inv# 107, dtd 9/26/11 Monthly contract for October 2011 *****reimbursable Zone #8*****	\$360.00
	7952	Brut Janitorial Inv# 107, dtd 9/26/11 Monthly contract for October 2011 *****reimbursable Zone #9*****	\$25.00
70	7952	Brut Janitorial Invoice dtd 9/26/11 Extra Work requested *****reimbursable Zone #8*****	<u>\$400.00</u>
			Sub-Total \$1,085.00
71	7630	Cleary Bros. Inv# I-79526, dtd 9/13/11 Palm Tree Trimming	\$3,228.00
	7952	Cleary Bros. Inv# I-79526, dtd 9/13/11 Palm Tree Trimming (Z-61)	<u>\$210.00</u>
			Sub-Total \$3,438.00
72	7690	Interstate Truck Center Inv# 1-212510065, dtd 9/08/11 Kit for 2008 Vac-Truck	\$48.16
73	7690	Interstate Truck Center Inv# 1-212570112, dtd 9/14/11 Repair for 2008 Vac-Truck	\$11.68
74	7690	Interstate Truck Center Inv# 1-212590005, dtd 9/16/11 Kit for 2008 Vac-Truck (Credit)	<u>-\$48.16</u>
			Sub-Total \$11.68
75	7690	Thornburg Mobile Inv# 50310, dtd 9/27/11 Trash Pump repair	\$2,531.61
76	7952	CCC Public Works Inv# 180943, dtd 9/09/11 Permit # DP1103005 *****reimburseable Zone # 57*****	\$202.95
77	7950	Shred-It Inv#7576179*208, dtd 9/22/11 On-site shredding	\$54.20

Request for authorization to pay invoices
 For the Meeting on October 5, 2011
 Town of Discovery Bay CSD
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>			
78	7952	CPSRPTC Training Conference March 20-23, 2012 (Z-8)	\$339.00
79	7952	Color Me Mine Receipt # 763224, dtd 9/21/11 (reimb Z-8)	\$740.19
80	7952	Odyssey Landscape Inv# 36036250, dtd 9/20/11 Monthly contract *****reimbursable - Zone #35*****	\$215.00
81	7952	Odyssey Landscape Inv# 36036250, dtd 9/20/11 Monthly contract *****reimbursable - Zone #57*****	\$2,635.00
82	7952	Odyssey Landscape Inv# 36036250, dtd 9/20/11 Monthly contract *****reimbursable - Zone #61*****	<u>\$4,280.00</u>
		Sub-Total	\$7,130.00
83	1011-009	Parkson Inv# AR1 9100260, dtd 9/28/10 Payment on Mole	\$14,267.50
		Total TODB	\$189,368.30

Obj #	TOWN OF DISCOVERY BAY CSD O&M BUDGET - FISCAL YEAR 2011-12 APPROVED 6/16/11 Account Description	2011/2012 Approved Budget	Pending Approval 10/5/2011	2011/2012 YTD REIMB.	2011/2012 YTD Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages					
7001	Salary & Wages	\$531,551	\$1,619		\$8,074	\$523,477
7005	Overtime	\$5,000			\$0	\$5,000
7007	Auto Allowance	\$4,200			\$118	\$4,082
7010	Payroll Taxes	\$53,655			\$0	\$53,655
7011	Group Insurance (Partial EE Reimb)	\$44,400	\$1,595		\$13,012	\$31,388
7021	Landscape Related Salary & Wages (Reimb)	\$157,737			\$0	\$157,737
7022	Landscape Related Overtime (Reimb)	\$3,000			\$0	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$16,073			\$0	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$367		\$3,261	\$20,339
7030	Worker's Comp	\$8,000	\$3,574		\$3,574	\$4,426
	Sub-Total	\$847,216	\$7,155	\$0	\$28,039	\$819,177
	Board of Directors					
7101	Compensation	\$36,000	\$300		\$4,600	\$31,400
7102	Travel & Training	\$2,500			\$130	\$2,370
	Sub-Total	\$38,500	\$300	\$0	\$4,730	\$33,770
	Contractual Services					
7205	Legal Services	\$80,000	\$9,850		\$1,328	\$78,672
7210	Consulting Services *	\$210,000	\$12,577		\$82,797	\$127,203
7215	Water & Wastewater Services Contract	\$1,148,000			\$190,445	\$957,555
7220	Liability Insurance	\$50,000			\$53,911	(\$3,911)
7225	Accounting Financial Services	\$30,000			\$21,259	\$8,741
	Sub-Total	\$1,518,000	\$22,427	\$0	\$349,740	\$1,168,260
	Operations & Maintenance					
7301	General Repairs - Water/Sewer	\$550,000	\$12,536		\$110,012	\$439,988
7305	General Repairs - Pumps	\$100,000	\$3,708		\$300	\$99,700
7310	NTR/SIP Testing - RWQCB	\$5,000			\$0	\$5,000
7312	Preventive & Corrective Fund	\$107,000			\$3,781	\$103,219
7330	Chemicals/Odor Supplies	\$100,000	\$4,795		\$18,848	\$81,152
7385	NPDES NOV Fines (s)	\$25,000			\$0	\$25,000
7410	Copier Maintenance	\$4,500	\$140		\$1,180	\$3,320
7414	Outsource of Water Billing	\$15,000			\$3,171	\$11,829
7420	Postage	\$2,500	\$70		\$508	\$1,992
7430	Office Supplies	\$8,000	\$225		\$1,810	\$6,190
7440	Public Communications & Noticing	\$5,000			\$242	\$4,758
7450	Election Expenses	\$0			\$0	\$0
7460	Memberships	\$17,500			\$3,549	\$13,951
7470	Rent - Public Meetings	\$500			\$0	\$500
7480	Permits	\$40,000			\$0	\$40,000
7490	Travel & Training	\$3,000			\$18	\$2,982
7510	Info Systems Maintenance	\$2,500	\$550		\$1,809	\$691
7520	Cellular Communications/Data	\$6,500			\$4,068	\$2,432
7535	Electrical Cost (water)	\$335,000			\$65,539	\$269,461
7537	Electrical Cost (sewer)	\$370,000	\$68,663		\$75,928	\$294,072
7550	Telephone	\$4,800	\$39,000		\$1,360	\$3,440
7620	Special Equipment	\$3,000			\$113	\$2,887
7630	Facility Maintenance/Landscape	\$15,000	\$3,478		\$4,061	\$10,939
7665	Office Buildings/Improvements	\$10,000			\$2,553	\$7,447
7670	Office Equipment/Software	\$30,000			\$11,813	\$18,187
7680	Office Furnishings	\$1,000			\$370	\$630
7685	Miscellaneous Small Tools	\$3,500			\$1,401	\$2,099
7690	Equipment Maintenance/Fuel	\$20,000	\$2,543		\$3,625	\$16,375
7925	Miscellaneous Bank Charges	\$500			\$0	\$500
7950	Miscellaneous Services & Supplies	\$2,500	\$54		\$5,700	(\$3,200)
7951	Miscellaneous Reimbursable	\$1,000			\$162	\$838
7952	Landscape Related Reimbursables	\$200,000	\$9,457		\$26,544	\$173,456
7970	Unrecoverable Charges	\$5,000			\$0	\$5,000
7990	G.F. Expenditures	\$0			\$0	\$0
	Sub-Total	\$1,993,300	\$145,219	\$0	\$348,466	\$1,644,834
	Inter-Governmental Charges					
7805	Revenue Collection	\$6,000			\$0	\$6,000
7810-0810	Investment Fee	\$200			\$0	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$480			\$0	\$480
7820	Accounting (A/P, A/R, GL)	\$2,000			\$0	\$2,000
7825	Public Works - Permits	\$10,000			\$3,768	\$6,232
7850	Property Taxes	\$10,000			\$0	\$10,000
	Sub-Total	\$28,680	\$0	\$0	\$3,768	\$24,912
	TOTAL O&M Budget	\$4,425,696	\$175,101	\$0	\$734,743	\$3,690,953

TOWN OF DISCOVERY BAY CSD CAPITAL Improvement Program - FY 11/12 APPROVED 6/15/11						
Acct. #	Account Description	2011/2012 Approved BUDGET	Plan to Approve 10/05/11	2011/2012 YTD REIMB.	2011/2012 ACTUALS	2011/2012 Remainder of Budget YTD
SEWER						
0910-004	Manhole Rehabilitation Project	\$15,000			\$0	\$15,000
0910-005	Landscape @ Plant #1	\$7,000			\$0	\$7,000
0910-007	UV System Upgrade	\$23,665			\$0	\$23,665
0910-008	Salinity Study Project	\$70,000			\$0	\$70,000
0910-009	Pumps/Motors Replacement				\$0	\$0
0910-010	Wetlands				\$0	\$0
1011-001	By-Pass Pipeline				\$0	\$0
1011-002	Upgrade/Replace SCADA PLC's (Multi Year)	\$25,000			\$0	\$25,000
1011-003	Bio-Solids Pumps (2) Wet Well	\$20,000			\$0	\$20,000
1011-004	Rehab Lift Station W	\$20,000			\$0	\$20,000
1011-005	Bypass Valve Lift Station S	\$10,000			\$0	\$10,000
1011-006	Metal Cover for UV Area *	\$25,000			\$0	\$25,000
1011-008	Paving for Bio-Solids Containment Area	\$15,000			\$0	\$15,000
1011-009	New Moles (2)		\$14,268		\$1,625	-\$1,625
1011-010	Road Crossing Ramps	\$15,000			\$0	\$15,000
1112-001	Trailer Trash-Pump	\$20,000			\$0	\$20,000
1112-002	Raise Manholes	\$20,000			\$0	\$20,000
1112-003	Beltpress - Bio-solids Area (Multi-year)	\$800,000			\$900	\$799,100
1112-009	Collection System Pump Station Improvements	\$40,000			\$0	\$40,000
Sewer Sub Total		\$1,125,665	\$14,268	\$0	\$2,525	\$1,123,140

WATER						
0105-003	Develop Water Meter Plan					
0708-016	Portable Shoring Trailer					
0809-002	Well #6 Design & Drill Test Hole				\$2,811	-\$2,811
0809-003	Changeout of Chemical Pumps				\$0	\$0
0910-011	Security Door Locks (12)	\$8,000			\$0	\$8,000
0910-014	Water Meter Program (Multi-Year)	\$500,000			\$3,985	\$496,015
0910-000	Water Meter Program: Reimbursements	(\$500,000)			\$0	-\$500,000
1011-013	Rehabilitate Well(s)	\$30,000			\$0	\$30,000
1112-006	New Well #7 (Multi-Year)	\$40,000			\$0	\$40,000
1112-008	Install Water Well Transducers & Wellhead Survey	\$36,000			\$0	\$36,000
Water Sub Total		\$124,000	\$0	\$0	\$6,796	\$117,204

MISC.						
Misc. Sub Total		\$0	\$0	\$0	\$0	\$0
Total Capital Budget		\$1,249,665	\$14,268	\$0	\$9,321	\$1,240,344

Infrastructure Replacement Fund						
1112-008	Sewer Infrastructure Replacement Program	\$150,000			\$0	\$150,000
1112-009	Pumps/Motors Replacement Program	\$40,000			\$19,834	\$20,166
1011-010	Water Infrastructure Replacement Program	\$100,000			\$0	\$100,000
1112-011	Facilities and Vehicles Replacement Fund	\$30,000			\$0	\$30,000
Total Replacement Fund		\$320,000	\$0	\$0	\$19,834	\$300,166
Total Replacement Fund & Capital Budget		\$1,569,665	\$14,268	\$0	\$29,155	\$1,540,510

Request for authorization to pay invoices
 For the Meeting on October 5, 2011
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/11 - 6/12

Acct Code				
1	2100	Office Depot Inv# 578514085001, dtd 9/09/11	Office Supplies	\$14.89
2	2120	PG&E / Acct# 0869258994-1 (Sprink Contr)	DB Blvd. & Willow Lake	8/11-9/09/11 \$16.76
3	2120	PG&E / Acct# 2068897992-9	DB Blvd across from 510	8/12-9/12/11 \$118.82
4	2120	PG&E / Acct# 2249446019-3 (Sprinkler)	Disco Point, Tr #4077, Lot 71	8/11-9/09/11 \$17.55
5	2120	PG&E / Acct# 2800977208-9 (Irrig Contr)	9295Beacon Pl @ Str Lite	8/12-9/12/11 \$18.34
6	2120	PG&E / Acct# 3736907925-8 (Sprink Contr)	E/S Edgview Dr N/O DB Blvd	8/11-9/09/11 \$16.76
7	2120	PG&E / Acct# 4111412785-9 (Sprink Contr)	DB Blvd & Seal Way	8/11-9/09/11 \$16.76
8	2120	PG&E / Acct# 4455555569-5 (Sprinkler)	Disco Point, Tr #3653, Lot 17	8/11-9/09/11 \$17.55
9	2120	PG&E / Acct# 5465914049-2 (Sprinkler)	DB Blvd. & Spinnaker	8/11-9/09/11 \$16.76
10	2120	PG&E / Acct# 5939734421-5	PG&E Owned Street & Highway Lighting	8/18-9/16/11 \$6,422.18
11	2120	PG&E / Acct# 7135420365-6 (Sprinkler)	Disco Point, Tr# 4077, Lot 65	8/11-9/09/11 \$17.55
12	2120	PG&E / Acct# 7452568975-3 (Sprink Contr)	S/E cnr DB Blvd & Willow Lk	8/11-9/09/11 \$16.76
13	2120	PG&E / Acct# 7696548482-7 (Sprinkler)	DB Blvd, Tr# 4178, Lot 5	8/11-9/09/11 \$17.55
14	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr	w/o Cove Ct 7723 Marina Dr	8/11-9/09/11 \$33.52
15	2120	PG&E / Acct# 8101346815-2 (Irrig Contr)	Newport Dr. w/o Pier Ct	8/11-9/09/11 \$16.76
16	2120	PG&E / Acct# 8163719795-5 (Irrig Contr)	9271 Newport Dr @ Str. Lite	8/12-9/12/11 \$18.34
17	2120	PG&E / Acct# 8167536097-8 (Irrig Contr)	@ Clipper Dr	8/11-9/09/11 \$16.76
18	2120	PG&E / Acct# 8399010651-6 (Sprink Contr)	Willow Lake Ct, Lot 31	8/12-9/12/11 \$18.14
19	2120	PG&E / Acct# 8400813429-2 (Sprinkler)	Laguna Ct, Tr# 4076, Lot 18	8/11-9/09/11 \$17.55
20	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers)	2489 'A' DB Blvd.	8/11-9/09/11 \$68.78
			Sub-Total	\$6,903.19
21	2200	CPRS Membership thru 12/31/11	ID# 120434	\$160.00
22	2271	Brentwood Tire Company Inv# 23234, dtd 9/15/11	New tire install on dump trailer	\$169.27
23	2281	Antioch Plumbing Inv# 5428, dtd 9/13/11	Repair Men's toilet at Cornell Park	\$120.00
24	2282	Clery Bros. Inv# i-79526, dtd 9/13/11	Palm Tree trimming	\$6,449.00
25	2282	Watersavers Irrigation Inv# I1078321, dtd 7/15/11	Wire connectors	\$8.98
26	2282	Watersavers Irrigation Inv# I1082491, dtd 7/26/11	Repair parts	\$136.69
27	2282	Watersavers Irrigation Inv# I1098753, dtd 9/09/11	Nozzles and Sprinklers	\$97.77
28	2282	Watersavers Irrigation Inv# I1102432, dtd 9/21/11	Solenoids	\$84.32
29	2282	Watersavers Irrigation Inv# I1102628, dtd 9/21/11	Flags - Orange	\$20.35
30	2282	Watersavers Irrigation Inv# I1102635, dtd 9/21/11	Digital Controller	\$104.81
31	4829	Watersavers Irrigation Inv# I1102426, dtd 9/22/11	Nozzles and Pop-ups	\$1,383.31
32	2282	Watersavers Irrigation Inv# I1102674, dtd 9/22/11	Pop w/Nozzel and Nozzles	\$615.29
33	4829	Watersavers Irrigation Inv# I1102426-1, dtd 9/23/11	Pop-ups and Nozzels	\$507.78
			Sub-Total	\$2,959.30
34	2301	Sue Heintl Expenses Report for Mileage for Sept 2011		\$17.21
35	2301	Fairin Perez Expenses Report for Mileage for Sept 2011		\$166.50
36	2479	Hertz Equipment Inv# 25845551-001, dtd 9/20/11	Platformlift For Cornell Park	\$375.63
37	4789	James Breneman Inv# 541, dtd 9/28/11	Cornell Play Area	\$14,859.00
	4834	James Breneman Inv# 541, dtd 9/28/11	Cornell Play Area	\$13,023.00
			Sub-Total	\$27,882.00
38	4829	Green Valley Landscape Inv# 823, dtd 3/1/11	Sandpoint & DB Blvd. project	\$7,751.97
39	4829	Express Employment Inv# 10083162-7, dtd 9/14/11	Temp: Landscape Help	w/e 9/11/11 \$1,219.89
40	4829	Express Employment Inv# 10110798-5, dtd 9/21/11	Temp: Landscape Help	w/e 9/18/11 \$978.00
			Sub-Total	\$2,197.89
41	4853	Big Valley Ford 2011 Ford F150 Invoice Dated 9/28/11		\$21,344.63
			TOTAL	\$76,511.48

Obj #	Discovery Bay Landscape & Lighting District #8 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	25.00% Sep 11 Month to Date Expenses	Plan to Approve 10/5/2011	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
	Salary & Wages					
2310	Staff Payroll	\$93,760	\$939		\$939	\$92,821
	Sub-Total	\$93,760			\$939	\$92,821
	Contractual Services					
2310	Professional/Specialized Services	\$8,000			\$0	\$8,000
2360	Insurance	\$5,000			\$0	\$5,000
	Sub-Total	\$13,000			\$0	\$13,000
	Operations & Maintenance					
2100	Office Expenses, Supplies	\$1,250		\$15	\$252	\$998
2102	Books, Periodicals & Subscriptions	\$200			\$0	\$200
2103	Postage	\$50			\$0	\$50
2110	Communications	\$1,765			\$0	\$1,765
2120	Utilities (Street Lights, Water, Garbage)	\$108,500	\$7,148	\$6,903	\$17,923	\$90,577
2130	Small Tools & Instruments	\$2,000	\$234		\$466	\$1,534
2131	Minor Equipment, Furniture less than \$1,000	\$500			\$0	\$500
2170	Household Items	\$1,750			\$538	\$1,212
2190	Public Notices	\$300			\$0	\$300
2200	Memberships	\$250		\$160	\$0	\$250
2250	Rent & Lease of Equipment	\$500			\$0	\$500
2251	Computer Software	\$0			\$0	\$0
2270	Maintenance of Equipment	\$1,000			\$222	\$778
2271	Automotive Supplies & Repairs	\$2,000		\$169	\$0	\$2,000
2272	Gasoline	\$3,500			\$0	\$3,500
2281	Maintenance of Buildings	\$5,400	\$758	\$120	\$1,183	\$4,217
2282	Grounds Maintenance	\$212,000	\$26,445	\$7,517	\$39,133	\$172,867
2284	Requested Maintenance from County	\$0			\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$100	\$74	\$184	\$74	\$26
2303	Other Travel Employee Expenses	\$1,500			\$0	\$1,500
2470	Road/Construction Materials (Street Signs)	\$500			\$0	\$500
2479	Other Special Expenses	\$12,000		\$376	\$0	\$12,000
	Sub-Total	\$355,065			\$59,793	\$295,272
7800	Inter-Governmental Charges					
3530/3550	Taxes & Assessments	\$1,000			\$0	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$500			\$0	\$500
5011	Reimbursement for County Admin. Costs	\$500			\$0	\$500
	Sub-Total	\$2,000			\$0	\$2,000
	TOTAL O&M Budget	\$463,825	\$35,598	\$15,444	\$60,732	\$403,094

Obj#	Account Description	2011/2012 Approved Budget	25.00% Sep 11 Month to Date Expenses	To Be Approved 9/21/2011	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
Discovery Bay Landscape & Lighting District #8 CAPITAL BUDGET 2011/2012 Approved 6/15/11						
PARKS						
4789	Cornell Park - Playground Replacement	\$ 126,000.00	\$62,963	\$14,859	\$137,263	(11,263)
4834	Cornell Park (Restroom Partitions)				\$16,130	(16,130)
	Cornell Park (ADA Upgrades)	\$35,000		\$13,023	\$0	35,000
	Cornell Park (Tennis Court Surfacing)	\$20,000			\$0	20,000
	Cornell Park (Dog Park Fencing)	\$85,000			\$0	85,000
	Cornell Park (Tot Lot Removal)	\$12,500			\$0	12,500
	Cornell Park (Horse Shoe & Bocce Court)	\$15,000			\$0	15,000
	Parks Sub Total	\$293,500	\$62,963	\$27,882	\$153,393	140,107
STREETSCAPE						
4265	Various Improvements	\$7,500			\$0	7,500
4546	Structure & Walkway Repairs	\$2,000			\$0	2,000
4829	Landscape Master Plan Areas		\$7,270		\$21,149	(21,149)
	Willow Lake Road Streetscape				\$0	0
	Discovery Bay Blvd. (West) / Sand Point Rd.	\$12,000		\$7,752	\$0	12,000
	Highway 4 (East)	\$30,000			\$2,357	27,643
	Discovery Bay Blvd (East)	\$50,000		\$4,089	\$7,531	42,469
	Streetscape Sub Total	\$101,500	\$7,270	\$11,841	\$31,037	70,463
MISC.						
4853	Vehicle Purchase	\$25,000		\$21,345	\$0	25,000
4959	Tools & Sundry Equipment	\$3,000			\$0	3,000
	Misc. Sub Total	\$28,000	\$0	\$21,345	\$0	28,000
	Total Capital Budget	\$423,000	\$70,233	\$61,068	\$184,429	238,571

Request for authorization to pay invoices
For the Meeting on October 5, 2011
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>					
1	2120	PG&E / Acct# 0403377952-3	1445 Cullen Dr (Irrig Ctrllr)	8/11-9/09/11	\$110.73
2	2120	PG&E / Acct# 1066166716-1	829 Poe Dr. (Irrig Ctrllr)	8/11-9/09/11	\$10.84
3	2120	PG&E / Acct# 7705163630-4	1738 Wilde Dr. (Irrig Ctrllr)	8/11-9/09/11	<u>\$11.24</u>
				Sub-total	\$132.81
4	2282	Odyssey Landscape	Inv# 36036250, dtd 9/20/11	Monthly contract	\$2,725.00
				Total	\$2,857.81

Obj #	Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	25.00%	Planned to Pay 10/5/2011	2011/2012 YTD REIMB.	2011/2012 YTD ACTUALS	2011/2012 Remainder of Budget YTD
			Sep 11 Month to Date Expenses				
	Salary & Wages						
2310	Staff Payroll	\$37,952	\$1,095			\$1,095.00	\$36,857
	Sub-Total	\$37,952	\$1,095		\$0	\$1,095.00	\$36,857
	Contractual Services						
2310	Professional/Specialized Services	\$8,200	\$640			\$800.00	\$7,400
2360	Insurance	\$1,500				\$0.00	\$1,500
	Sub-Total	\$9,700	\$640		\$0	\$800.00	\$8,900
	Operations & Maintenance						
2100	Office Expenses, Supplies	\$500				\$0.00	\$500
2102	Books, Periodicals & Subscriptions	\$50				\$0.00	\$50
2103	Postage	\$150				\$0.00	\$150
2110	Communications	\$350				\$0.00	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$26,325	\$126		\$132.81	\$3,624.44	\$22,701
2130	Small Tools & Instruments	\$750				\$0.00	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$250				\$0.00	\$250
2170	Household Items	\$750				\$118.00	\$632
2190	Public Notices	\$500				\$0.00	\$500
2200	Memberships	\$50				\$0.00	\$50
2250	Rent & Lease of Equipment	\$0				\$0.00	\$0
2251	Computer Software	\$0				\$0.00	\$0
2270	Maintenance of Equipment	\$200				\$0.00	\$200
2271	Automotive Supplies & Repairs	\$300				\$0.00	\$300
2272	Gasoline	\$500				\$0.00	\$500
2281	Maintenance of Buildings	\$0				\$0.00	\$0
2282	Grounds Maintenance	\$44,500	\$3,120		\$2,725.00	\$5,428.00	\$39,072
2284	Requested Maintenance from County	\$0				\$0.00	\$0
2301	Employee Auto Mileage - Reimbursement	\$50	\$9			\$9.00	\$41
2303	Other Travel Employee Expenses	\$0				\$0.00	\$0
2470	Road/Construction Materials (Street Signs)	\$0				\$0.00	\$0
2479	Other Special Expenses	\$1,350				\$0.00	\$1,350
	Sub-Total	\$76,575	\$3,255		\$2,858	\$9,179.44	\$67,396
7800	Inter-Governmental Charges						
3530/3550	Taxes & Assessments	\$425				\$0.00	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0				\$0.00	\$0
5011	Reimbursement for County Admin. Costs	\$0				\$0.00	\$0
	Sub-Total	\$425	\$0		\$0	\$0.00	\$425
	TOTAL O&M Budget	\$124,652	\$4,990	\$0	\$2,858	\$11,074.44	\$113,678




Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 5, 2011

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

Agenda Title

Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)

Recommended Action

Authorize the Board President to send a letter on behalf of the Town of Discovery Bay CSD to Contra Costa County relating to the Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch).

Executive Summary

At the September 21, 2011 Board meeting, the Board directed staff to draft a letter (attached) requesting that Contra Costa County consider fully securing and enclosing the Byron Boys Ranch. This action resulted from the escape of four (4) wards of the camp on September 12, 2011.

Additionally, the Board requested that the letter recommend to the County that the Reverse 911 Emergency Notification Network be timelier in its notifications. In the instance of the escape at the Boys ranch, the Community was not notified until three (3) hours after the actual escape had occurred.

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

September 21, 2011 Action by the Board to send a letter to Contra Costa County

Attachments

Draft Letter

AGENDA ITEM: E-3

October 5, 2011

Honorable Supervisor Mary N. Piepho, District III
Contra Costa County Board of Supervisors
181 Sand Creek Road, Suite L
Brentwood, CA 94513

Subject: Orin Allen Youth Rehabilitation Facility (Byron Boy's Ranch)

Dear Supervisor Mary N. Piepho:

On behalf of the Board of Directors of the Town of Discovery Bay Community Services District ("District") and the residents of Discovery Bay, I am writing to you today about community concerns relative to proximity of the Byron Boy's Ranch to Discovery Bay. As a result of the recent escape of four (4) Camp wards, the District received several suggestions from the Board and members of the community at its September 21, 2011 Board of Directors meeting.

The Board and residents were surprised to learn that the Ranch facilities are not fully secured and are not completely enclosed by fencing. Consequently, the question was raised whether the Ranch should consider fully enclosing and securing the facility to avoid future escape attempts and provide improved sense of safety for nearby residents?

Additionally, the reverse 911 telephone call that was made to residents notifying of the escape arrived a full three (3) hours after the actual escape took place. While the District and its residents are grateful the County operates the reverse 911 emergency call system network, we would like to encourage the county to improve response times and endeavor to notify residents of emergency situations in a more timely fashion.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,

J. Kevin Graves, Board President
Town of Discovery Bay CSD

RH/ca

Cc: Board of Directors
Orin Allen Youth Rehabilitation Facility
Sheriff David Livingston, Contra Costa County
Lieutenant Alan Johnson, Contra Costa County Office of the Sheriff
Office of Emergency Services, Contra Costa County



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 5, 2011

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

Agenda Title

Annual Conference of the California Special District Association (CSDA)

Recommended Action

Authorize attendance at the Annual California Special District Association Conference for President Graves.

Executive Summary

The Annual CSDA Conference is taking place in Northern California this month. Scheduled to take place in Monterey, California, October 10-13, 2011 this Annual Conference brings exhibitors, Board Members and General Managers from across California together in a collaborative and educational environment intended to become better informed of issues and trends facing Special Districts.

On July 20, 2011 staff sent an email to the Board seeking interest from Board Members and asking if any member of the Board would like to attend the CSDA Annual Conference. Only President Graves responded that he would like to attend the Conference.

Pursuant to Government Code §61047(e) (5), the Board must previously authorize a Board member's presence at a training program. The Board Member must also deliver a written report at the next available meeting concerning the training session(s) attended. Pursuant to this section, Board members are permitted a stipend for attending this conference.

Fiscal Impact:

Amount Requested \$525 Conference Registration, \$330 Hotel, Misc reimbursable expenses, Stipend
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

2011 CSDA Annual Conference Guide
Board Member Invite

AGENDA ITEM: E-4



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

TOWN OF DISCOVERY BAY
 7-7-11

Presort Standard
 U.S. Postage Paid
 Permit No. 316
 Sacramento, CA

*****SCH 5-DIGIT 94505
 Mr. Rick Howard
 General Manager/Board Secretary
 Town Of Discovery Bay Community Services District
 1800 Willow Lake Rd
 Discovery Bay, CA 94505-9376



2011 CSDA Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

.....
 OCTOBER 10-13, 2011
 Monterey Marriott Hotel &
 Monterey Conference Center

**FOR SPECIAL DISTRICT LEADERS
 STAFF AND DIRECTORS/TRUSTEES**

Today's leaders are confronted with challenges and opportunities that have never been more dynamic or complex. This conference will help special district leaders effectively understand and manage these forces and become effective leaders in their field.



California Special Districts Association
Conference Registration, Exhibitor Prospectus and Sponsorship Opportunities



2011 CSDA Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

.....
OCTOBER 10 – 13, 2011

Monterey Marriott Hotel & Monterey Conference Center
conference.csda.net



Don't Miss It!

The CSDA Annual Conference and Exhibitor Showcase is the one conference Special District Leaders can't afford to miss!

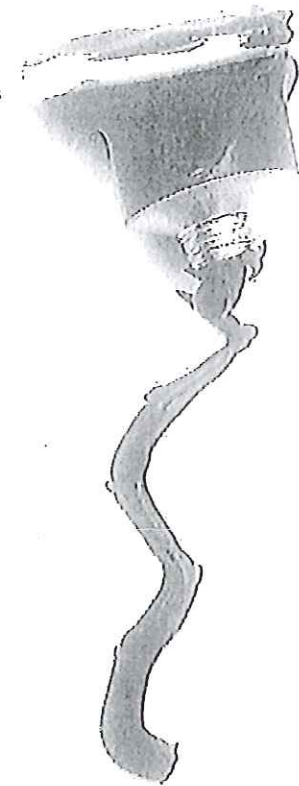
Today's leaders are confronted with challenges and opportunities that have never been more dynamic or complex. This conference will help special district leaders effectively understand and manage these forces to become the most effective leader in their field.

WHO SHOULD ATTEND?

- Board members—directors & trustees
- General managers
- Department managers & supervisors
- Administrative support staff
- Finance managers
- Board secretaries
- Other special district staff members
- Legal counsel
- Fire/police chief

ATTENDEES WILL BENEFIT BY:

- Interacting with industry experts
- Hearing success stories from colleagues
- Learning about the challenges and solutions from special district case studies
- Being the first to hear about special district industry trends
- Gaining knowledge from nationally recognized speakers
- Attending specialized workshops and sessions designed to address your needs
- Meeting one-on-one with industry suppliers who understand your needs
- Attending numerous networking opportunities
- Making new contacts and maintaining key relationships
- Earning Credit Incentive Points from Special District Risk Management Authority
- Learning how to think strategically in changing and difficult times



“The CSDA Conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues, and legislation. Kudos to CSDA for a job well done.

—Kimberly Thorne, SDA/General Manager
Olivienhain Municipal Water District

Special Events

REGISTER TODAY

This year is filled with tons of exciting events to network with your peers. Join us the day before the official conference kick-off and tour by boat, beautiful Moss Landing Harbor District or golf at the award-winning Black Horse Golf Course. Register for these events on the registration form!



CSDA Golf Tournament

Monday, October 10 • 11:00 a.m. – 5:00 p.m.

\$125 includes golf with cart, range, lunch and prizes!

The sensational new era at Black Horse is certain to provide both challenges and inspiration to all golfers. The golf course has been re-sculpted by award-winning golf course architect Gene Bates. Showcasing Bates' elegant bunkering and graceful greens, the new Black Horse offers expanded views of the bay. Distinctively different than its previous design, Black Horse has been transformed to a more open, flowing and comfortable environment.



Register for these special events on page 91
 Want to participate in the golf
 tournament, boat tours or optional
 lunch and keynote? Simply indicate that
 you would like to attend on the registration form!

Monday, October 10

PROGRAM HIGHLIGHTS

9:00 -- 11:00 a.m.

Special District Administrator (SDA) Exam – by the
 Special District Leadership Foundation (optional – must be
 scheduled prior to conference)

9:00 a.m. – 4:00 p.m.

**Pre-Conference Workshop #1: Special District
 Leadership Academy Module 1: Governance
 Foundations** (optional)

Even SDRMA CIPs

\$225 Member \$300 Non-member

9:00 a.m. – 4:00 p.m.

**Pre-Conference Workshop #2: Effective Strategic
 Planning for Your Special District** (optional)

\$225 Member \$300 Non-member

12:00 – 5:00 p.m. (11:00 a.m. check-in)

CSDA Annual Golf Tournament

Black Horse Golf Course (optional)

\$125 includes golf with cart, range, lunch and prizes!

1:30 – 4:30 p.m.

**The Elkhorn Slough Safari and Moss Landing Harbor
 District Tour** Includes transportation to/from hotel and boat tour on
 the Elkhorn Slough Safari (optional)

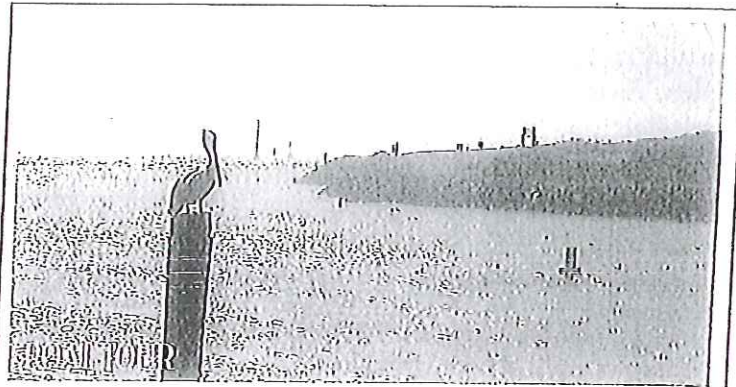
*Only registered CSDA conference attendees or registered
 guests are eligible to attend.*

\$48.00 for conference attendees

6:00 -- 8:00 p.m.

CSDA Conference Kickoff Reception

(All attendees welcome.)



Elkhorn Slough Safari & Tour of the Moss Landing Harbor District
 Monday, October 10 • 1:30 – 4:30 p.m.

\$48 - only 21 seats available - First come, first served!

Transportation will be provided from the Monterey Marriott Hotel.

Elkhorn Slough Safari: Join us on a guided adventure up Elkhorn Slough, one of California's
 largest wetlands. See and photograph playful sea otters, curious harbor seals, and hundreds of
 migrating birds all from the comfort of a relaxing stable pontoon boat. Space is limited for this
 wildlife paradise.

Moss Landing Harbor District: Established in 1947, visitors to Moss Landing Harbor can
 expect to find the #1 commercial fishing harbor in Monterey Bay and a year-round port of
 safe refuge. The harbor, a Certified California Clean Marina, boasts 600-plus slips and provides
 recreational boating and marine research and education with full public access to the environment.
 Featuring recreational activities such as nature and whale-watching tours, sportfishing charters,
 kayaking, wildlife viewing (lots of sea otters!), walking trails and beaches, Moss Landing Harbor
 has something for everyone. Boaters will find a four-lane launch ramp, visitor dock, fuel dock,
 tenant shower and laundry facilities, boat yard, pumpout facility, sailmaker and fish buyers.
 Available to visitors year-round are fresh seafood for sale off boats, fish markets, restaurants, WiFi
 and a community park w/BBQ pits, and a public wharf and yacht club at North Harbor.



Luncheon: "The Significance of Special District Governments in the Local Economy – A Census Perspective"
 Wednesday, October 12 • 12:00 – 1:30 p.m.

\$35 - limited seating available

Most people associate the Census Bureau with the ten year population Census. Few are aware that the Bureau also measures the nation's
 economy. Still fewer are aware that the Bureau has an area exclusively dedicated to the definition and measurement of the public sector
 economy. In this presentation, Steve Owens of the US Census Bureau will use Census data to examine the role that special districts
 play in the delivery of government services. Topics will include methods used by the Bureau to define and identify special districts, and
 measures of special district economic, and employment activity, both present and past. You will learn how California compares to other
 states and the nation as a whole. In addition, as we are also at the conclusion of the 2010 Census, Owens will explain the mysterious
 formula behind the apportionment process, and discuss the data that the Bureau provides to the states for the purpose of redistricting.

Tuesday, October 11

PROGRAM HIGHLIGHTS



Tim Sanders

9:00 -- 10:45 a.m.

Opening Keynote Presentation and Continental Breakfast— *"The Power of Great Relationships"* by Tim Sanders
Tim Sanders, a former Yahoo! Executive, is a corporate consultant and bestselling author of *Love is the Killer App*, *The Likeability Factor*, and *Saving the World at Work*.

Tim Sanders speaks for strong business relationships, both internal and external. His relevant point of view makes him one of the most in demand keynote speakers on the conference and convention circuit. His company, Deeper Media, conducts research on business trends, new media and human behavior. He has valuable experience in cutting-edge businesses, sales and marketing. Tim was the Chief Solutions Officer at Yahoo! and later their Leadership Coach. Tim also created and led the Yahoo! ValueLab, an in-house "think tank."

11:00 a.m. -- 12:00 p.m. (BREAKOUT SESSIONS)

- What Every Public Agency Should Know About the Prevailing Wage — *Contractor Compliance and Monitoring, Inc.*
- Update on Proposition 218 and the Impacts to Local Governments — *Best Best & Krueger*
- Navigating the CEQA Process with Your Attorney and Consulting Team — From Selection of the Environmental Document and Public Review to Project Approval — *Best Best & Krueger, Rancho California Water District and LSA Associates*
- Power, Position, Influence: Leading with Courage and Power — *Novato Fire Protection District*
- SB90 State Mandated Cost Revenue for Special Districts — *Nichols Consulting and Local Government Consultants*
- AB 1234 Required Ethics Training (Part 1) — *Meyers Nave* (attendees must attend parts 1 & 2 to receive completion certificate)
Earn SDRAMA CIPs

12:00 -- 1:45 p.m.

Exhibitor Showcase Grand Opening & Lunch



Libby Gill

2:00 -- 3:15 p.m.

Super Session: "Inspiring High-Passion and High-Performance at All Levels of Your Organization" by Libby Gill

An entertainment industry veteran, Libby is now an internationally respected executive coach, brand strategist and bestselling author. Her proven "Clarify, Simplify & Execute" process inspires individuals and organizations to maximize their "Leadership DNA," build high-passion, high-performance teams and increase employment engagement.

3:30 -- 4:30 p.m. (BREAKOUT SESSIONS)

- Good Governance Principles for Boards: Best Practices and Problem Areas for Board Dynamics — *BHI Management Consulting*
- Creative Options for Delivering Public Works Projects: Design/Build and Public-Private Partnerships — *Hanson Bridgett, LLP*
- Financial Accountability: Good Decisions are Based on Good Information — *James Marta & Company, Certified Public Accountants*
- Exceptional Public Outreach: Best Practices & Examples You Can Use in Your District — *Eckery Associates and Novato Fire Protection District*
- Strategic Workforce Management: More than Counting Heads — *CPS Human Resource Services*
- AB 1234 Required Ethics Training (Part 2) — *Meyers Nave* (attendees must attend parts 1 & 2 to receive completion certificate).
Earn SDRAMA CIPs

5:30 -- 7:00 p.m.

President's Reception in the Exhibit Hall
(All attendees welcome.)

Keynote Speakers

GREAT SPEAKER LINE-UP

This year's speaker line-up features the top speakers in their fields. Discussing core subjects such as relationship building, inspiring and motivating individuals in your workplace, and leadership, these experienced professionals will share the knowledge they've gained over their years of experience and how it relates to you.



TIM SANDERS
Tim Sanders, a former Yahoo! Executive, is a corporate consultant and bestselling author of *Love is the Killer App*, *The Likeability Factor*, and *Saving the World at Work*. Tim Sanders speaks for strong business relationships.



LIBBY GILL
An entertainment industry veteran, Libby is now an internationally respected executive coach, brand strategist and bestselling author. Her proven "Clarify, Simplify & Execute" process inspires individuals and organizations.

Wednesday, October 12

PROGRAM HIGHLIGHTS

8:00 – 8:30 a.m.

SDRMA Annual Meeting

8:30 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast (All attendees welcome.)



Don McMillan

9:00 – 10:45 a.m.

SDRMA General Session/Safety Awards/Keynote

Don McMillan – “The 3 Keys to Leadership”

Sponsored by SDRMA - In this time of change, business leaders must demonstrate an unprecedented level of passion, determination, foresight, dedication and fearlessness. In “The 3 Keys to Leadership,” Don will share how to ramp up your leadership style and make effective changes.

11:00 a.m. – 12:00 p.m. (BREAKOUT SESSIONS)

- Understanding the Tort Claims Process – SDRMA, Low, Ball & Lynch Earn SDRMA CIPs
- Understanding Board Member & District Liability (Part 1) – SDRMA Earn SDRMA CIPs
- Workers’ Compensation Updates & Volunteer Coverage – SDRMA, York Insurance Services Group Earn SDRMA CIPs
- Public Works Projects: Minimizing Risks & Reducing Costs – Proven Methodologies – Bergman & Dacey
- Bridging the Gap Between Your District and the Capitol – CSDA Legislative Department
- Funding Mission-Critical Capital Projects: A Panel Discussion – CSDA Finance Corporation

12:00 – 1:30 p.m. **LUNCH ON YOUR OWN**



Steve Owens

12:00 – 1:30 p.m.

Optional Lunch & Keynote: The Significance of Special District Governments in the Local Economy – A Census Perspective – Steve Owens, US Census Bureau (advance registration required)

1:30 – 3:00 p.m.

Exhibitor Showcase Finale - Dessert/Grand Prizes

3:15 – 4:15 p.m. (BREAKOUT SESSIONS)

- Communication Protocols for Board & Staff – Liebert Cassidy Whitmore
- Understanding Board Member & District Liability (Part 2) – SDRMA Earn SDRMA CIPs
- Proposition 26: What it Requires and How to Protect Your Agency – Kronick Moskowitz Tiedemann & Girard and Eco: Logic Engineering
- Risk Identification & Scenario Mitigation Planning – BHI Management Consulting Earn SDRMA CIPs
- Management Discussion & Analysis - Effectively Communicating Results – James Marta & Company, Certified Public Accountants

3:15 – 5:00 p.m.

Legislative Committee Meeting – limited seating available for non-committee members.

6:00 – 7:00 p.m.

Chapters Reception. CSDA Chapter of the Year Award will be presented. (All attendees welcome.)



Robert Strong

7:00 – 9:00 p.m.

CSDA Awards Banquet and Entertainment

Entertainment by Robert Strong

Robert has been crisscrossing the world since 1985, entertaining audiences large and small, formal and casual, and everything in between! Recently voted “San Francisco’s Funniest Prop Comedian” and the “Bay Area’s Best Performer,” Robert has appeared on CBS This Morning, performed for the U.S. Congress, and taken his act to more than 30 different countries.



DON McMILLAN

Business leaders must demonstrate an unprecedented level of passion, determination, foresight, dedication and fearlessness. Don will share with you how to ramp up your leadership style and make effective changes.

Sponsored by SDRMA



STEVE OWENS

Join us for an optional luncheon where Steve Owens, with the U.S. Census Bureau, will discuss the significance of special district governments in the local economy.



ROBERT STRONG

Recently voted “San Francisco’s Funniest Prop Comedian” and the “Bay Area’s Best Performer,” Robert has appeared on CBS This Morning, performed for the U.S. Congress, and taken his act to more than 30 different countries.

Thursday, October 13

PROGRAM HIGHLIGHTS

8:00 – 10:00 a.m. (BREAKOUT SESSION)

- CSDA Chapter's Roundtable (All attendees welcome.)

9:00 – 10:00 a.m. (BREAKOUT SESSION)

- Hiring and Keeping Great Employees – *Liebert Cassidy Whitmore*
- The Electronic Workplace: Traps for the Unwary – *Kionick Moskovitz Tiedemann & Girard*
- Fish, the Delta, and Your Water Supply – *Best Best & Krieger and Hanson Environmental*
- Tapping into the Network of State Infrastructure Financing Resources – *IBank, Clean Water RLF and the Drinking Water RLF*
- Stop Playing Retaliation Roulette; How to Protect Your District From Employee Retaliation Claims – *Best Best & Krieger*
- *Earn SDBAA CIPs*



Ralph Heim



Pete Peterson

10:15 a.m. – 12:00 p.m.

CSDA Keynote Program & Closing Brunch

Ralph Heim, Public Policy Advocates and Pete Peterson, Davenport Institute for Public Engagement and Civil Leadership
Join us for a closing brunch as Pete

Peterson, executive director of the Davenport Institute for Public Engagement and Civil Leadership shares "Public Engagement: The Vital Leadership Skill." CSDA Legislative Advocate Ralph Heim will also give attendees the most up-to-date information on the state of the state budget and special district revenues.



"I thought the CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our own positions and to help our office staff do the same.

— Sheryl Landrum, Financial Coordinator/
Human Resources
Resource Conservation District of Greater
San Diego

Keynote Speakers

GREAT SPEAKER LINE-UP

Join us for this year's Keynote Program and Closing Brunch.

Ralph Heim and Pete Peterson will speak on the relevant issues facing special district leaders today.



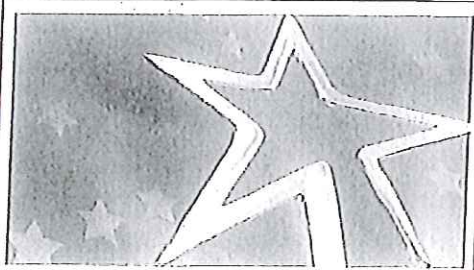
RALPH HEIM
Long-time CSDA Legislative Advocate Ralph Heim joins us once again this year to give us up-to-date information on what is happening at the State Capitol, the state budget situation and what it all means for special districts.



PETE PETERSON
Pete Peterson is Executive Director of the Davenport Institute for Public Engagement and Civil Leadership and will speak at the Closing Brunch on "Public Engagement: The Vital Leadership Skill."

Awards

RECOGNIZE YOUR PEERS



CSDA Recognizes the Best Among Special Districts

Do you have board members, staff, a chapter, or a program that you feel deserves recognition?

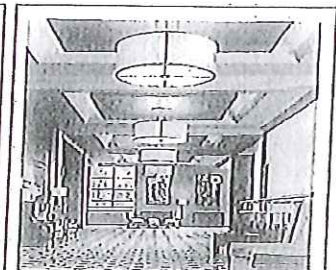
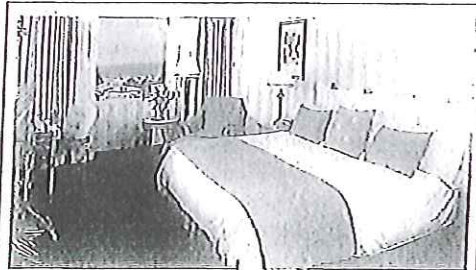
Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are a number of different categories. Please consider outstanding individuals within your district for individual awards. Chapter awards and district awards are also open for nominations. Please visit the Awards section of our conference website at conference.csda.net for more information and nominations.

Questions?

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe, executive assistant, at the CSDA office toll-free at 877.924.CSDA or by email at charlottel@csda.net. All applicants will be notified of the winning submission prior to the Annual Conference. Winners will be awarded at the CSDA Annual Conference in Monterey.

Hotel & Location

MONTEREY MARRIOTT HOTEL & MONTEREY CONFERENCE CENTER



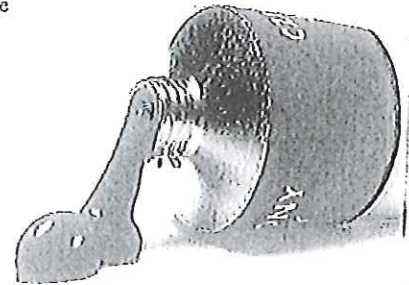
MONTEREY MARRIOTT HOTEL

350 Calle Principal
Monterey, CA 93940
1.800.266.9432

To reserve a room at the Monterey Marriott Hotel, either book a room through the conference website or contact the Marriott toll-free at 1.800.266.9432. All reservations must be accompanied by a one night room and tax deposit, guaranteed with a major credit card. Resort will not hold any reservations unless secured by this deposit. (All major credit cards are accepted.) The first night room and tax deposit becomes NON-REFUNDABLE if a reservation is cancelled after the cut-off date of Monday, September 19, 2011.

CSDA room rates are \$165.00 plus tax. When booking your room, please ask for the CSDA group rate.

To book a room online, please visit the CSDA conference website at conference.csda.net for a direct link to book a room under the conference rate. This rate is also good three days before and after the conference based on availability!



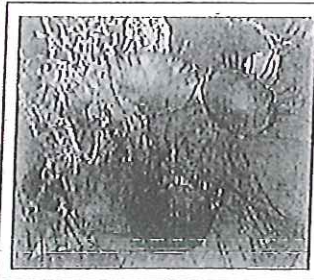
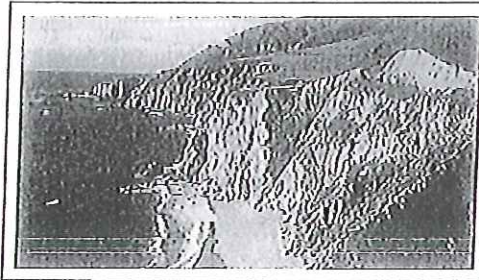
“The annual conference always gives me something I can use in my role as a Board Member.”

— Michael Seanian, Director
Fulton-El Camino Recreation & Park District

A
DISTRICTS WORK TOGETHER
of art.

What To Do?

HIGHLIGHTS OF MONTEREY



Visit Monterey and see the amazing Monterey Bay Aquarium, as well as Fisherman's Wharf and Cannery Row, made famous by Nobel Prize-winning Salinas writer John Steinbeck. Experience the legendary golf courses of Pebble Beach. Take a California wine country vacation in Carmel Valley, Soledad or Salinas Valley, or go art gallery hopping in beautiful Carmel-by-the-Sea or buzzing Sand City.

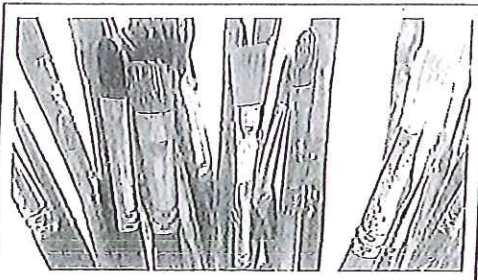
For an outdoor experience, hike the wild trails of Big Sur, go surfing in Moss Landing, or watch the hang gliders in Marina and Seaside. Dine in centrally located Del Rey Oaks, and relax in an old-fashioned, seaside home town among the Victorian cottages and Monarch butterflies of Pacific Grove. Monterey County is your destination for a perfect California vacation.

Car Rental Discount

Enterprise Rent A Car is offering all CSDA conference attendees a special conference discount. Please visit conference.csda.net for a list of the special rates offered. Or make reservations online at www.enterprise.com or call directly at 800-Rent-A-Car. The group code is: NACA107. Reservations are recommended.

Registration Fees

SAVE \$\$\$ BY REGISTERING NOW!



Registering on or before August 26.

REGISTRATION FEES

Early Bird (on or before Aug 26)	
Member (full conference)	\$525
Non-member (full conference)	\$685
Guest (full conference)	\$250
Member (one-day registration)	\$250
Non-member (one-day reg.)	\$410

Regular (After Aug 26)

Member (full conference)	\$550
Non-member (full conference)	\$710
Guest (full conference)	\$300
Member (one-day registration)	\$275
Non-member (one-day reg.)	\$435

Not sure if you are a member?

Contact the CSDA office at 877.924.2732 to find out if your agency or company is already a member. To learn more about the benefits of membership contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877.924.2732.

“The CSDA conference was a great experience. I learned relevant and important information that has improved my ability to excel at being a Board Director. The staff was always nice and courteous. Networking opportunities were useful and a lot of fun. I will definitely come back next year!”

— Liz Buda, Director
Isla Vista Recreation and Park District



Attendee Registration Form
 CSDA Annual Conference and Exhibitor Showcase
 Monterey California

(Please print) All future correspondence will be sent to the key contact.
 One form per attendee.

Three Ways to Register

1. Online by visiting the CSDA Annual Conference website at conference.csdanet.net.
2. Fax number: 916-442-7889. All faxed forms must include credit card payment.
3. Mail: CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Registration fees include:

- Kick-Off Reception Monday evening
- Keynote sessions and all super sessions
- Exhibitor Showcase Lunch Tuesday
- Exhibitor Showcase Tradeshow Tuesday and Wednesday
- President's Reception and Chapters Reception
- SDRMA full plated breakfast on Wednesday
- All breakout sessions on Tuesday, Wednesday and Thursday
- CSDA Awards Banquet
- Closing Brunch Thursday

Who qualifies for member rates?

All California Special Districts Association and Special District Risk Management Authority members. Contact the CSDA office toll-free 877-924-2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.

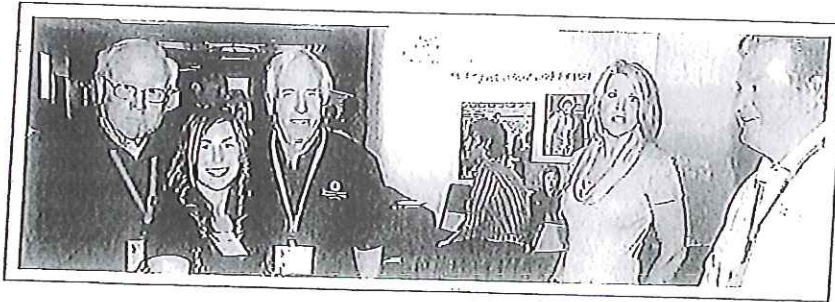
Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Registration Fees			
<input type="checkbox"/> CSDA Member - Full Conference	(Reg/Adm) (before 10/24/11)	Regular (after Aug. 26)	SUBTOTAL
<input type="checkbox"/> Non-member - Full Conference	\$525.00	\$550.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district) <input type="checkbox"/> Vegetarian	\$685.00	\$710.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$250.00 each day	\$300.00	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$410.00 each day	\$435.00 each day	
Separate Registration Fees			
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Oct. 10	Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: Effective Strategic Planning for Your Special District - Oct. 10	\$225.00	\$300.00	
<input type="checkbox"/> CSDA Golf Tournament - Oct. 10	\$225.00	\$300.00	
<input type="checkbox"/> CSDA Awards Banquet (Guests only) - Oct. 12	\$125.00		
<input type="checkbox"/> Moss Landing Harbor District Tour (Limited seating)	\$ 85.00		
<input type="checkbox"/> Census Bureau Luncheon - Oct. 12	\$ 48.00		
	\$ 35.00		
			TOTAL
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

SELECT THE BREAKOUT SESSIONS YOU'LL BE ATTENDING.	TUESDAY, OCTOBER 11, 2011 11:00 a.m. – 12:00 p.m. (Breakout Sessions) <input type="checkbox"/> What Every Public Agency Should Know About the Prevailing Wage <input type="checkbox"/> Update on Proposition 218 and the Impacts to Local Governments <input type="checkbox"/> Navigating the CEQA Process with Your Attorney & Consulting Team <input type="checkbox"/> Power, Position, Influence: Leading with Courage and Power <input type="checkbox"/> SB90 State Mandated Cost Revenue for Special Districts <input type="checkbox"/> AB 1234 Required Ethics Training (Part 1) 3:30 – 4:30 p.m. (Breakout Sessions) <input type="checkbox"/> Good Governance Principles for Boards: Best Practices and Problem Areas for Board Dynamics <input type="checkbox"/> Creative Options for Delivering Public Works Projects <input type="checkbox"/> Financial Accountability: Good Decisions are Based on Good Information <input type="checkbox"/> Exceptional Public Outreach <input type="checkbox"/> Strategic Workforce Management: More than Counting Heads <input type="checkbox"/> AB 1234 Required Ethics Training (Part 2)	WEDNESDAY, OCTOBER 12, 2011 11:00 a.m. – 12:00 p.m. (Breakout Sessions) <input type="checkbox"/> Understanding the Tort Claims Process <input type="checkbox"/> Understanding Board Member & District Liability, Part 1 <input type="checkbox"/> Workers' Compensation Updates & Volunteer Coverage <input type="checkbox"/> Public Works Projects: Minimizing Risks & Reducing Costs <input type="checkbox"/> Bridging the Gap Between Your District and the Capitol <input type="checkbox"/> Funding Mission-Critical Capitol Projects: A Panel Discussion 3:15 – 4:15 p.m. (Breakout Sessions) <input type="checkbox"/> Communication Protocols for the Board and Staff <input type="checkbox"/> Understanding Board Member & District Liability, Part 2 <input type="checkbox"/> Proposition 26: What it Requires and How to Protect Your Agency <input type="checkbox"/> Risk Identification & Scenario Mitigation Planning <input type="checkbox"/> Management Discussion & Analysis-Effectively Communicating Results	THURSDAY, OCTOBER 13, 2011 8:00 – 10:00 a.m. (Breakout Session) <input type="checkbox"/> CSDA Chapter Roundtable 9:00 – 10:00 a.m. (Breakout Sessions) <input type="checkbox"/> Hiring and Keeping Great Employees <input type="checkbox"/> The Electronic Workplace: Traps for the Unwary <input type="checkbox"/> Fish, the Delta, and Your Water Supply <input type="checkbox"/> Tapping into the Network of State Infrastructure Financing Resources <input type="checkbox"/> Stop Playing Retaliation Roulette: How to Protect Your District From Employee Retaliation Claims
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Cancellation/Substitution Policy: Cancellations must be in writing and received by CSDA no later than September 19, 2011. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 19. Substitutions are acceptable and must be done in writing no later than September 30, 2011. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916.442.7889.

Exhibitors

WHY SHOULD YOU EXHIBIT?



The California Special Districts Association was formed in 1969 to ensure the continued existence of local, independent special districts. For over 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 900 special districts throughout California.

We are the only statewide association representing all types of districts including: air quality/pollution, airport, cemetery/memorial, community services, fire, harbor/port, flood, levee & reclamation, hazard abatement, hospital/healthcare, library, mosquito & vector control, open space, park & recreation, police protection, rail/transit, resort/municipal improvement, resource conservation, sanitation/sewer, utility and water/irrigation.

NETWORK WITH KEY DECISION MAKERS FROM SPECIAL DISTRICTS

- Operation Managers
- General Managers
- Fire & Police Chiefs
- Board Members
- Trustees
- Board Clerks
- Office Managers
- Staff Secretaries
- Legal Counsel
- Executive Directors
- District Administrators
- Financial Officers
- Business Managers

WHO SHOULD EXHIBIT?

- Accountants
- Architecture Design
- Attorneys/Law Firms
- Banks/Financial Advisors/Investment Bankers
- Benefits/Retirement Companies
- Computer Service Companies
- Construction/Design and Planning Consultants
- Engineering Firms
- Energy Consultants and Suppliers
- Environmental Consultants
- Government Organizations
- Human Resource Consultants
- Information/Magazine
- Office Suppliers/Distributors
- Product Distributors
- PR/Marketing Firms
- Recruitment Advisors
- Research Analysts
- Relocation Consultants
- Training Services
- Other companies that provide products/services to districts



Networking Opportunities

Don't miss this opportunity to develop new relationships, reconnect with existing clients and make valuable contacts. If you only pick one tradeshow to exhibit at this year, this should be it!

JOIN VENDORS WHO BENEFITTED FROM EXHIBITING AT PAST CONFERENCES:

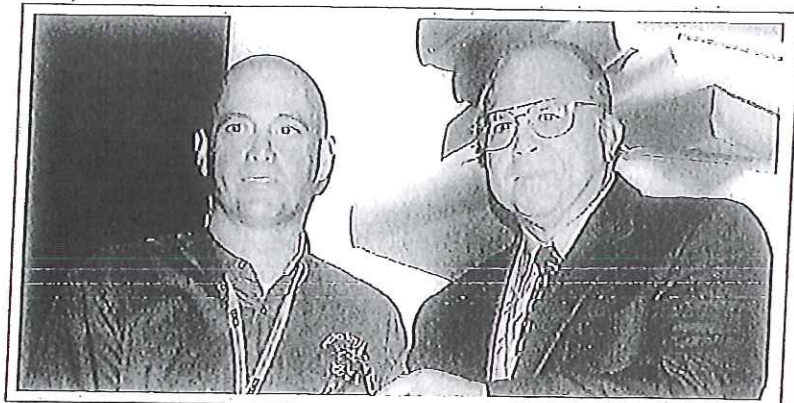
- Aircon Energy
- Automata Inc.
- Bank of New York Mellon
- Bank of the West
- Bartle Wells Associates
- BHI Management Consulting
- California Association of LAFCOs
- California C.A.D. Solutions, Inc.
- California Rural Water Association
- CalPERS Office of Employer & Member Health Services
- CalTRUST
- Contractor Compliance & Monitoring, Inc.
- CPS Human Resources Services
- DataBank IMX
- ECS Imaging, Inc.
- EnerNOC
- First Pacific Financial Services
- Gladwell Governmental Services, Inc. Associates
- Harris & Associates
- Incrementum
- Liebert, Cassidy, Whitmore
- Lillestrand and Associates
- Lincoln Financial Advisors
- Meyers Nave
- NBS
- Parcel Quest
- PARS
- Premier Marketing Association
- Provost & Pritchard Consulting
- RWP Landscape Materials
- SCI Consulting Group
- Springbrook Software
- Superior Tank Co., Inc.
- SyTech Solutions
- TechRadium, Inc.
- TIAA-CREF
- TruePoint Solutions
- Tyler Technologies
- U.S. Bank
- Union Bank
- Utility Service Co
- Vistalogix

Networking

INVALUABLE NETWORKING OPPORTUNITIES

Business Affiliates

IT PAYS TO BE A CSDA MEMBER



If you register as an exhibitor or attendee, you will receive lower rates if you are a CSDA Business Affiliate.

CSDA Business Affiliate membership is available at five investment levels, starting at \$650 per year. Business Affiliate membership provides you with an array of benefits guaranteed to increase your visibility and interaction with special district decision-makers. Depending on the level of your membership investment, you can receive:

- Discounted exhibit booths at the Annual Conference
- Additional invitations to the Opening Reception
- Complimentary conference registrations
- Participation in the CSDA Annual Golf Tournament
- Complimentary use of CSDA membership mailing list
- Listing in the CSDA online Buyers Guide
- And much more!



Banks, engineering firms, human resource consultants, financial advisors and construction companies are just a few of the kinds of businesses that belong to CSDA and take advantage of the marketing and networking opportunities we offer.

Business Affiliate membership maximizes your participation in the CSDA Annual Conference. For more information on the benefits of membership and to find out which level best suits your needs, please contact Cathrine Lemaire at 877.924.2732 or cathrine@csda.net.

“The networking opportunities for small districts are absolutely fabulous. Meeting face to face with exhibitors that relate to our business is valuable. Speakers that cause you to think outside the box...priceless.

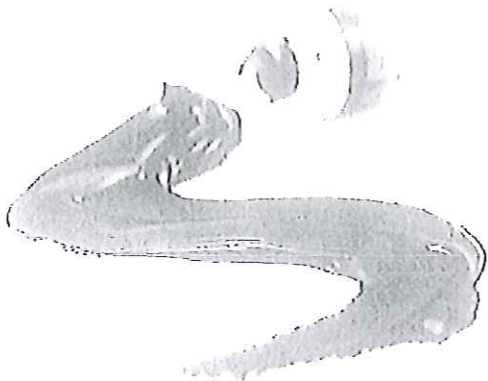
—Yvonne Hilton, Secretary to the Board
Twain Harte CSD



A
WE WORK FOR YOU.
of art.

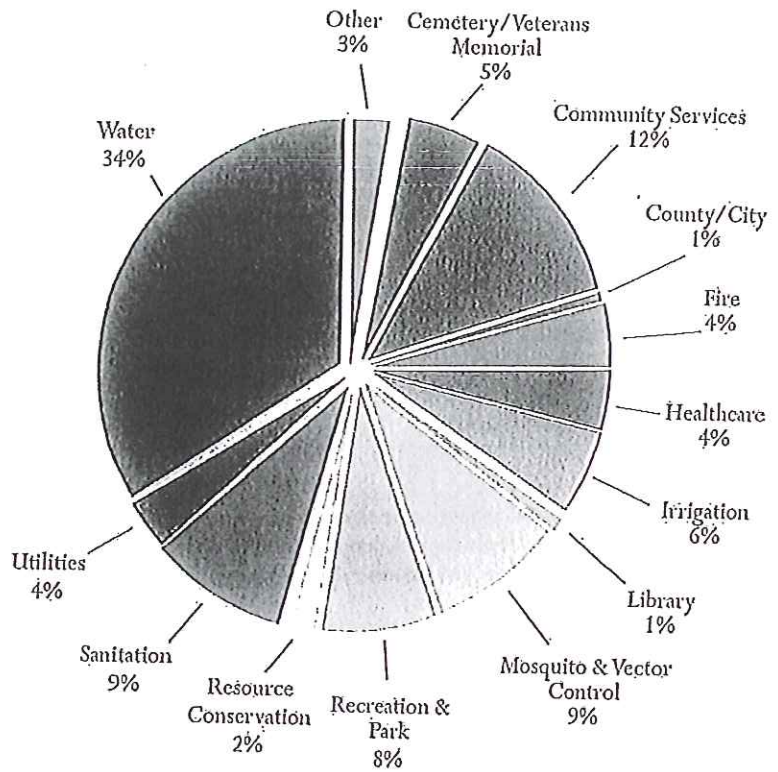
Sponsorship

NAME RECOGNITION AND EXPOSURE



Gain valuable name recognition and exposure by becoming a sponsor of CSDA's Annual Conference & Exhibitor Showcase.

We have several sponsor packages available ranging from \$250 - \$20,000. Become a sponsor of a keynote or breakout session, pre-con workshop, luncheon, coffee break, attendee giveaway items, to just name a few. For a complete list of our sponsor packages, visit our conference website at conference.cstda.net. Or contact Megan Hemming, education director, at meganh@cstda.net or toll-free at 877.924.2732 to have a sponsorship package designed specifically to meet your marketing needs!



(Sample of previous district types attending annual conference.)

“Over the past 18 years, my business partner and I have exhibited at conferences for cities, counties, schools & college districts, etc. CSDA's Annual Conference was not only the best value, it also provided us with the best opportunity to meet the decision-makers of their districts!”

—Andy Nichols, President
Nichols Consulting

Opportunities

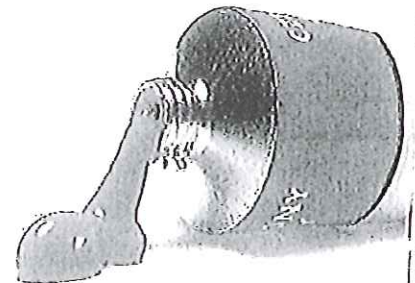
MAKE YOUR MARK

Maximize your marketing dollars by taking advantage of these sponsorship opportunities today!

• \$20,000:	Platinum: Keynote Speaker Sponsorship
• \$10,000:	Diamond: Awards Banquet & Entertainment Sponsorship
• \$5,000:	Gold: Receptions, Legislative Brunch, or Cyber Café Sponsorships
• \$3,000:	Silver: Super Session Sponsorship
• \$2,500:	Bronze: Afternoon Break, Exhibit Hall Grand Opening Lunch, Keynote Luncheon, or Exhibit Hall Dessert Finale Sponsorships
• \$1,000:	Pre-Conference Tour of Moss Landing Harbor and Elk Horn Slough Safari Sponsorship
• \$300 - \$1,000:	Annual Golf Tournament Sponsorships
• \$750:	Exhibitor Grand Prize Card or Daily Newsletter Sponsorships
• \$250:	Friends of the Conference

All sponsorships include: Listing on 2011 sponsor flyer inserted in all attendee bags, level recognition in CSDA Conference Edition of *California Special District* magazine, recognition on "Thank You" page of the onsite guide, company listed on sponsor page of conference website, post conference attendee registration list (electronic copy)

For a complete list of benefits for each sponsorship, contact Megan Heimlich at meganh@csda.net to secure your sponsorship today!



A
WE WORK FOR YOU.
of art.

Become an Exhibitor

SIGN UP TODAY

YOUR EXHIBITOR BOOTH INCLUDES:

- 8' x 10' booth space
- Draped back wall with 3' high draped side rails
- An exhibitor identification sign
- Company listing in the on-site program guide including a 30 word company description
- Company listing on our conference website
- A pre-show listing of our conference attendees, for your marketing use
- Two full conference registrations (including meals)
- Opportunity to host an appetizer at your booth during the President's Reception and/or Dessert at the Exhibit Hall Finale - *NEW VALUE!*
- A post-show mailing list of conference attendees
- Exhibitors are encouraged to attend main keynote sessions and educational breakouts

EXHIBITOR SCHEDULE

Registration and Move-In

- Monday, October 10: 12:00 – 6:00 p.m.
- Tuesday, October 11: 8:00 – 11:00 a.m.

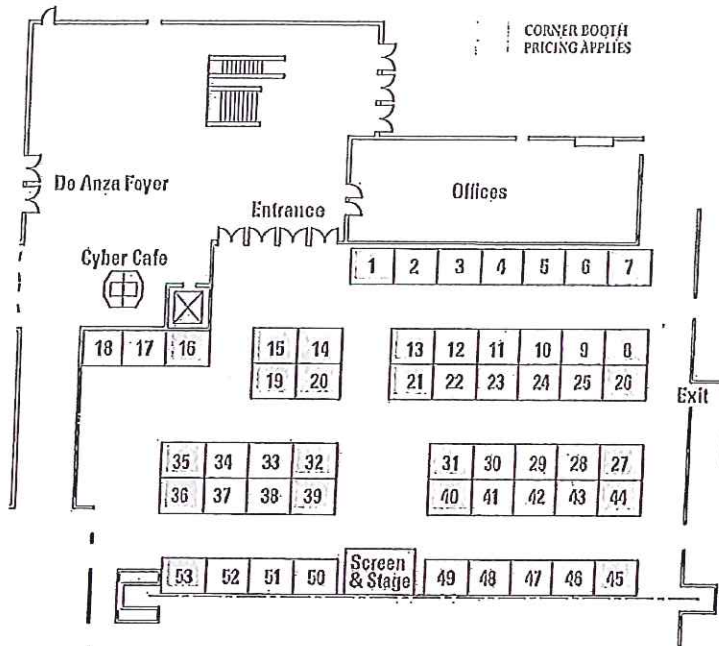
Exhibits Open

- Tuesday, October 11: 12:00 - 2:00 p.m. (Hall closed 2:00 – 3:30 p.m.)
- Tuesday, October 11: 3:30 – 7:00 p.m.
- Wednesday, October 12: 7:00 – 8:30 a.m. (Hall closed 8:30 – 11:00 a.m.)
- Wednesday, October 12: 11:00 a.m. – 3:00 p.m.

Move-Out

- Wednesday, October 12: 3:00 - 6:00 p.m.

Exhibitors are welcome and encouraged to attend keynote sessions. Please join us at the Keynote and Super Sessions during the times the Hall is closed. Keynote and Super Sessions and sit-down meal functions will be held in the San Carlos Ballroom. The lunch and President's Reception will be on Tuesday, October 11 and held in the Exhibit Hall. Exhibit Hall Grand Finale/Dessert will be held on Wednesday, October 12. Any scheduled special refreshment breaks in the morning and afternoon will be held in the exhibit hall to maximize traffic flow.



EXHIBITOR TERMS & CONDITIONS

1. ELIGIBLE EXHIBITS

Exhibition is restricted to companies that are in good standing with CSDA. CSDA reserves the right to determine the eligibility of any company or product for inclusion in the conference and reserve the right to reject, evict or prohibit any exhibit in whole or in part, or any exhibitor, or his/her representatives, with or without giving cause.

2. NON-ENDORSEMENT

CSDA does not in any way imply endorsement of any product or service of any exhibitor by entering into the exhibitor contract.

3. REFUNDS

CSDA will provide a refund of 50 percent of the booth rental fees if written notice is received on or before September 16, 2011. NO refunds issued after September 16, 2011. NO EXCEPTIONS.

4. SUBLETTING SPACE

Exhibitors may neither assign, sublet/apportion the whole or any part of space allotted without written approval of CSDA. Approval is subject to eligibility as described in Eligible Exhibits.

5. CANCELLATION

CSDA's performance, in whole or part, is subject to acts of God, war (whether declared or not) government regulation or advisory, disaster, fire, earthquakes, accidents or other casualty, strikes or threats of strikes, civil disorder, acts or threats of terrorism, government retaliation against foreign enemies, curtailment of transportation services or facilities, the unavailability of the contracted facility, lodging or other necessary facilities, or other causes beyond CSDA's control making it illegal, impossible or commercially impracticable to hold the CSDA Annual Conference. CSDA shall immediately notify exhibitors in the event of termination.

6. HOLD HARMLESS

To the fullest extent permitted by law, exhibitors shall indemnify, defend and hold CSDA, its subsidiaries, and their officers, employees and agents, harmless from any and all liability that might ensue from any cause whatsoever associated with exhibitor's attendance at, exhibition and use of space at the CSDA Annual Conference.

7. BOOTH ASSIGNMENTS

Booths will be assigned on a "first come, first served" basis and in the best interest of the exhibition. Assignment of exhibit space shall be solely at the discretion of CSDA. There is no guarantee that requested spaces shall be assigned. Application for booth space must be made by mail or by fax with payment in full. Booths will not be reserved by phone.

8. EXHIBIT INSTALLATION/DISMANTLING

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Any installation of exhibits or displays that requires the use of hand tools, or more than one person, or longer than 30 minutes to install, shall be installed by union labor.

9. FIRE, SAFETY AND HEALTH

The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety, and Health Ordinances regarding the booth installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents.

10. INSURANCE

All exhibitors are responsible for supplying a certificate of Insurance by September 16, 2011. The certificate must show that the exhibitor carries no less than \$500,000 of general liability insurance. It is strongly suggested exhibitors arrange all risk coverage.



Exhibitor Showcase Application and Contract
 2011 CSDA Annual Conference and Exhibitor Showcase
 Monterey California

Exhibit Booth Rates:
 \$750 Standard – CSDA Member \$1,000 Corner – CSDA Member
 \$1,125 Standard – Non-member \$1,175 Corner – Non-member

Additional Opportunities:
 \$300 - Appetizer Tray at the President's Reception – October 11
 \$300 - Dessert Tray at Dessert with the Exhibitors – October 12
 \$250 per person – Additional Booth Personnel (After first 2)

Who qualifies for member rates?
 All California Special Districts Association members. Not sure if you are a member? Contact the CSDA office at toll-free 877.924.2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877.924.2732.

Submission of application does not guarantee a booth assignment. All applications are subject to approval.

(Please print) All future correspondence will be sent to the person listed as the key contact.

Please return this form and payment to: CSDA – Annual Conference, 1112 I Street, Suite 200, Sacramento, CA 95814.
 Fax number: 916.442.7889, Fax must include credit card payment. Or visit our conference website conference.csda.net to register online.

Questions? Contact the CSDA Education Department at toll-free 877.924.2732 or 916.442.7887.

Total number of booths requested:		
1st booth location choice:		2nd booth location choice:
Key contact:		Title:
Exhibiting organization:		
Street address:		
City:	State:	Zip:
Phone:	Fax:	
Email:	Website:	
Please identify when you will set up your booth: <input type="checkbox"/> Monday, 12:00 - 6:00 p.m. <input type="checkbox"/> Tuesday, 8:00 - 11:00 a.m.		
Booth Personnel: Your booth fee includes two (2) exhibitor name badges (including all meals and attendee activities). You can sign up additional booth personnel at \$250/badge. Please indicate booth personnel.		
Primary booth exhibitor (included):		Title:
Primary booth exhibitor email:		
2nd exhibitor name (included):		Title:
3rd exhibitor name (additional \$250):		Title:
4th exhibitor name (additional \$250):		Title:
Booth Price: Up to a 30-word company description: (you may attach separately)		
<input type="checkbox"/> \$ 750.00 standard – CSDA Member <input type="checkbox"/> \$1,125.00 standard – Non-member <input type="checkbox"/> \$1,000.00 corner – CSDA Member <input type="checkbox"/> \$1,175.00 corner – Non-member		
Special Requests		
Please list special requests for consideration in booth assignments (i.e. any companies you do not wish to be located next to, etc.):		
Donate a Prize		
CSDA encourages all exhibitors to donate a prize to be raffled off by CSDA. Contact Charlotte Lowe for additional information at charlotte@csda.net. <input type="checkbox"/> Yes, I will bring:		
Terms and conditions: I have read and will abide by the terms and conditions on this form and in the explanation of exhibitor terms and conditions.		
Authorized Name (print):		Authorized Signature:
Payment Information		
Booth price:	\$ _____	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover
Additional booth personnel (\$250/person):	\$ _____	Account number: _____
Appetizer Tray at booth (\$300/tray)	\$ _____	Name on card: _____
Dessert Tray at booth (\$300/tray):	\$ _____	Expiration date: _____ Authorized signature: _____
Total Amount Due:	\$ _____	

Cancellations: Any cancellation must be made in writing. If notification is received prior to September 16, 2011, CSDA will refund 50 percent of the amount paid. Cancellations made on or after September 16, 2011 will not be eligible for a refund.

Calista Anderson

From: Calista Anderson [canderson@todb.ca.gov]
Sent: Wednesday, July 20, 2011 11:53 AM
Subject: FW: Register Now for the 2011 CSDA Annual Conference & Exhibitor Showcase

Dear Board Members:
Please let me know if any of you are interested in going to all or part of this conference.
Thank you,
Calista

From: Rick Howard [mailto:rhoward@todb.ca.gov]
Sent: Wednesday, July 20, 2011 11:35 AM
To: 'Calista Anderson'
Subject: FW: Register Now for the 2011 CSDA Annual Conference & Exhibitor Showcase

Calista,

Please inquire if any of the Board members would like to attend this conference. Thanks...

Thank You,

Rick Howard
Town of Discovery Bay
(O) 925-634-1131
(C) 925-784-5351
www.todb.ca.gov

From: nde_525342554.3@informz.net [mailto:nde_525342554.3@informz.net] **On Behalf Of** Neil McCormick
Sent: Wednesday, July 20, 2011 10:00 AM
To: rhoward@todb.ca.gov
Subject: Register Now for the 2011 CSDA Annual Conference & Exhibitor Showcase

If you are on a mobile device or want to view this as a web page, please [click here](#).
To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.

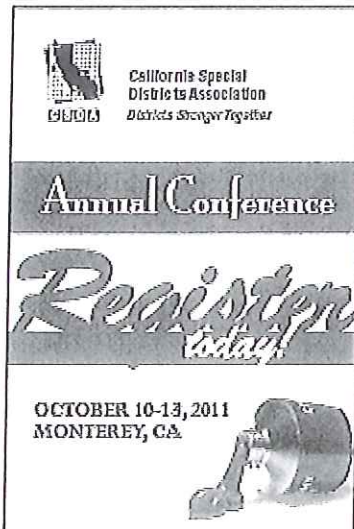
October 10-13, 2011
Monterey Marriott - M



2011 CSDA Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

Register Now for the 2011 CSDA Annual Conference & Exhibitor Showcase



The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Today's leaders are confronted with challenges and opportunities that have never been more dynamic or complex. This conference will help special district leaders effectively understand and manage these forces to become the most effective leader in their field.

Who should attend?

- Board members - directors & trustees
- General managers
- Department managers & supervisors
- Administrative support staff
- Finance managers
- Board secretaries
- Other special district staff members
- Legal counsel
- Fire/police chief

Attendees will benefit by:

- Interacting with industry experts
- Hearing success stories from colleagues
- Learning about challenges and solutions from special district case studies
- Being the first to hear about special district industry trends
- Gaining knowledge from nationally recognized speakers
- Attending specialized workshops and sessions to address your needs
- Attending numerous networking opportunities
- Making new contacts and maintaining key relationships
- Earning Credit Incentive Points from Special District Risk Management Authority
- Learning how to think strategically in changing and difficult times

"The CSDA conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues, and legislation. Kudos to CSDA for a job well done." Kimberly Thorner, SDA/General Manager, Olivenhain Municipal Water District.

Register now, the early bird registration ends on **August 26**. To visit the conference website, [click here](#).



Make Your Room Reservations Now! *Space is Limited!*

Room reservations are now available at the Monterey Marriott Hotel at the low conference rate of \$165 single or double occupancy. To reserve your room, contact Marriott toll-free at 1-800-266-9432 and ask for the CSDA rate. To make a room reservation online [click here](#). All room reservations must be accompanied by one night room and tax deposit, guaranteed with a major credit card. The resort will not hold any reservations unless secured by this deposit. The first night room and tax deposit becomes *non-refundable* if a reservation is cancelled after the cut-off date of Monday, September 19, 2011.

CSDA Recognizes the Best Among Special Districts

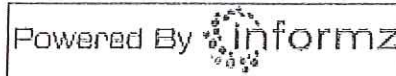


Do you have board members, staff, a chapter or a program that you feel deserves recognition? Each year CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are a number of different categories. Please consider outstanding individuals within your district for individual awards. Chapter and district awards are also open for nominations. Please visit the Awards section of our conference website at conference.csdanet.net for more information and nominations.

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe, executive assistant, at the CSDA office toll-free at 877-924-2732 or by e-mail at charlottel@csda.net. All applicants will be notified of the winning submission prior to the Annual Conference. Winners will be awarded at the CSDA Annual Conference in Monterey.

[California Special Districts Association](http://www.csdanet.net) | 1112 I Street | Suite 200 | Sacramento, CA 95814

If you prefer not to receive any further email from CSDA, please [unsubscribe here](#).





Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 05, 2011

Prepared By: Virgil Koehne, Water & Wastewater Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Raise Sewer Manholes and Water Valve Covers on Various Streets within Discovery Bay

Recommended Action

Approve lowest responsive quote from JW Backhoe & Construction for Phase #1 of \$18,950 to raise a total of seventeen (17) Sewer Manhole covers and seven (7) water valve covers on various streets located within Discovery Bay and authorize the General Manager to execute all contract documents.

Executive Summary

In 2010, the Contra Costa County Public Works Department performed a roadway rehabilitation project throughout Discovery Bay. As a consequence of that project, there are a number of sewer manholes and water valve covers that are now below the pavement surface. This variation in depth creates a poor surface for vehicles, and more importantly, creates long term pavement deterioration. While the County owns the roadways, the District owns the valves and manholes, and is responsible for their long term maintenance and upkeep.

The District sought bids from five (5) companies to provide a quote to do the above work. Only two (2) of the five (5) contractors responded. There are seventeen (17) sewer manholes and seven (7) water valve covers that are approximately 1" to 2" below the existing roadway surface. The project cost for this phase of the work is \$18,950.

Fiscal Impact:

Amount Requested \$ 18,950

Sufficient Budgeted Funds Available?: Yes 20,000 is budgeted.

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

Previous Relevant Board Actions for This Item

N/A

Attachments

Bid Sheet
List of Manholes/Water Valves

AGENDA ITEM: F-1

JW Backhoe & Construction, Inc.
PO Box 722
Knightsen, CA 94548
(925) 516-1266

September 27th, 2011

To: Town of Discovery Bay

Attn: Virgil Koehne

Job: Raise Various Manhole and Valve covers throughout the Town of Discovery Bay

PROPOSAL

This bid is to raise various sewer manholes and valve covers throughout the Town of Discovery Bay. This proposal includes the equipment, labor and material needed to finish the proposed job, per the attached specifications.

Phase # 1 Proposal

<u>Type of Cover</u>	<u>Quantity</u>	<u>Price per Item</u>	<u>Total Price Per Item</u>
Sewer	17	\$950	\$16,150
Water	7	\$400	\$2,800
Total Price Phase # 1 -			\$18,950

Phase # 2 Proposal

<u>Type of Cover</u>	<u>Quantity</u>	<u>Price per Item</u>	<u>Total Price Per Item</u>
Sewer	7	\$950	\$6,650
Water	10	\$400	\$4,000
Total Price Phase # 2 -			\$10,650

EXCLUSIONS:

1. No permits, No bonds, No fees
2. No type II Slurry Seal
3. No handling of or off hauling of hazardous material
4. No engineered traffic control plan
5. No SWPPP

Note:

Should any legal action be necessary to collect payment, principal sum of this bid and any expenses to JW Backhoe & Construction, Inc. legal or otherwise, to be compensated in full to the prevailing party.

Jim Williamson
JW Backhoe & Construction, Inc.

I accept proposal _____ date _____
Name position

Raise Manhole & Valve Boxes RFQ

Vendor	Quote
Conco-West Mike DeRousse Lic: 353199 P.O. Box 1360 Manteca, CA 95336 (209) 239-2110	\$62,200.00
JW Backhoe Jim Williamson Lic: 732368 P.O. Box 722 Knightsen, CA 94548 (925) 516-1266	\$29,600.00
Leighton Construction Bill 15175 Byron Hwy Byron, CA (925) 634-0917	No Reply
DunRite Excavating 1824 Anastasia Dr Brentwood 925 736-2382 ...and 5382 Brisa Livermore 925 456-0780	No Reply
J B Bostick Co Lic: 669487 2175 PFE Rd., Suite C Roseville, CA (916) 773-6067	No Reply



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 5, 2011

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

Agenda Title

Discuss and possible action on options for the holiday display at the main entrances to Discovery Bay (Highway 4 & Discovery Bay Boulevard and Highway 4 and Bixler Road)

Recommended Action

Discuss and provide direction to Staff regarding holiday display options at the main entrances to Discovery Bay (Highway 4 & Discovery Bay Boulevard and Highway 4 and Bixler Road).

Executive Summary

The Town of Discovery Bay Community Services District (CSD) purchased LED string lighting for the 2010 Holiday season for the main entrance at Discovery Bay. This lighting will again be installed mid November 2011.

Staff will be presenting and reviewing the attached list of holiday decorating options and would like to seek Board direction regarding additional Holiday displays for the 2011 season.

Fiscal Impact:

Amount Requested:

Sufficient Budgeted Funds Available:

Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

2011 Holiday Decoration Options

AGENDA ITEM: F-2

Town of Discovery Bay
2011 Holiday Decoration Options

Item Description	Qty	Cost	LED Charge	Installation / Removal / Storage	Price Each	Final
Lighting Purchased in 2010						
1 LED String Lighting (Install Only)	672		\$	1,344.00		\$ 1,344.00
LED Palm Mounted Snowflakes						
2a Diamond Snowflake 3'	8	\$ 290.00	\$ 30.00	\$ 85.00	\$ 405.00	\$ 3,240.00
OR						
2b Spiral Snowflake 3'	8	\$ 325.00	\$ 60.00	\$ 85.00	\$ 470.00	\$ 3,760.00
Center Island Palm Tree Wrapping						
3 Palm Tree Garland	6	\$ 147.00	\$	\$ 65.00	\$ 212.00	\$ 1,272.00
Holiday Bows @ Pillars w/ Urn						
4 24" Premiere Bows	8	\$ 172.00	\$ -	\$ 55.00	\$ 227.00	\$ 1,816.00
LED Lighted Trees						
5 Wonderland Tree - 8'	2	\$ 2,020.00	\$ 560.00	\$ 185.00	\$ 2,765.00	\$ 5,530.00
Large Animated LED Display						
6 Santa on Jet Ski - 45' x 13'	1	\$ 17,715.00	\$	\$ 1,250.00		\$ 18,965.00
Center Wall Hung Wreath/Swag						
7 Double Wreath Swag 24'	2	\$ 1,375.00	\$ 158.00	\$ 185.00	\$ 1,718.00	\$ 3,436.00
Center Wall Hung Swag/Bow						
8a Celestial Star Swag - 6'	6	\$ 285.00	\$ 40.00	\$ 60.00	\$ 385.00	\$ 2,310.00
8b Gold or Red Glitter Bow - 24"	4	\$ 345.00	\$ -	\$ 55.00	\$ 400.00	\$ 1,600.00
Street Pole Banners						
9a Pole Banner	12	\$ 110.00	\$ -	\$ 65.00	\$ 175.00	\$ 2,100.00
9b Pole Banner Hardware	12	\$ 140.00	\$ -	\$ -	\$ 140.00	\$ 1,680.00
			Total w/Banner & Hardware	\$	\$ 315.00	

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # F-3



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

October 5, 2011

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

Agenda Title

Approve and Accept the contract work performed by Community Playgrounds for the construction and completion of the Cornell Park Play Area Renovation, Phase II Project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office

Recommended Action

Approve and Accept completion of the Cornell Park Play Area Renovation Project and direct staff to record "Notice of Completion" with the Contra Costa County Recorder's Office.

Executive Summary

The Cornell Park Play Area Renovation Project consisted of installing a new playground for children ages five (5) to twelve (12), and poured in place safety and ADA accessible surfacing.

The District's Board of Directors awarded the construction of this project on July 6, 2011, for a total bid amount of \$52,238.00. There was one (1) change order for color selection upgrades in the amount of \$5,888.00 on August 18, 2011. The final retention is in the amount of \$5,812.60; which shall be released to the Contractor thirty-five (35) days after filing the Notice of Completion.

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

Fiscal Impact:

Amount Requested: \$5,812.60
Sufficient Budgeted Funds Available: Yes
Fund # 4789 Category: Capital

Previous Relevant Board Actions for This Item

Approval & award of Contract for Cornell Park Play Area Renovation (Ph. II) to Community Playgrounds – July 6, 2011

Attachments

Notice of Completion

AGENDA ITEM: F-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

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

2. The full name of the undersigned is:

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

3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376

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

5. A work of improvement on the property hereinafter described was completed on October 5, 2011.

6. The name of the contractor for such work of improvement is Community Playgrounds.

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

Cornell Park, 505 Discovery Bay Blvd.
Discovery Bay, CA 94505
Cornell Park Play Area Renovation – PHASE II

8. The work of improvement consists generally of:
- A. Installation of playground equipment and poured in place safety surfacing.

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

State of California)
)
 County of Contra Costa)

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

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

WITNESS my hand and official seal.

NO BACK UP
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FOR THIS AGENDA
ITEM # F-5

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ITEM # G

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ITEM # H

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ITEM # K



SEP 16 2011

Handwritten signature

475 L'ENFANT PLAZA SW
WASHINGTON, DC 20260-5600
202-268-6566
FAX: 202-268-4263
WWW.USPS.COM

SEPTEMBER 15, 2011



TOWN OF DISCOVERY BAY
POSTAL CUSTOMER
1800 WILLOW LAKE RD
DISCOVERY BAY CA 94505-9376

Dear POSTAL CUSTOMER

This letter is an informational notice of the U.S. Postal Service's intent to conduct an Area Mail Processing (AMP) study of mail processing facilities to determine whether consolidation of some operations is appropriate.

The Postal Service is facing some of the most difficult challenges in its history. The current economic downturn and continued diversion of mail to the Internet has led to a dramatic 20 percent decline in mail volume since 2007. The decline in mail volume has also meant a decline in postal revenue. As a result, today the Postal Service has not only more equipment, personnel and facilities than it needs to process a decreasing amount of mail, but also less revenue than it needs to cover the costs of that large processing and delivery network.

The economic reality demands that the Postal Service reduce its network. Aligning postal facilities and resources with the demand for postal services by consolidating postal operations and placing equipment and employees where needed makes sound business sense. To do otherwise would be fiscally irresponsible.

Information about the AMP study process and the facilities that will be studied is available on www.USPS.com. Public input is being solicited as part of the study process and will be considered in the decision-making process. In communities where the Postal Service's initial review supports the business case for changing mail processing operations, public meetings will be held. Additional information will be shared by the Postal Service, and members of the community will be invited to ask questions and provide feedback. Information about additional opportunities to comment on the AMP studies is available at: <http://about.USPS.com/news/facility-studies/welcome.htm>

On behalf of the Postal Service, thank you for the trust you have placed in us over the years to deliver your mail. We appreciate your business, and are working harder than ever to position the Postal Service so that we can continue to serve you for many years to come.

Sincerely,

Susan M. LaChance
Vice President
Consumer & Industry Affairs



SEP 21 2011
Emailed to Board &
GM ca

CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION
July 18, 2011

MINUTES

The quarterly meeting of the Contra Costa Special Districts Association was held at 10:10 a.m. on July 18, 2011, at the St. Andrews Presbyterian Church in Pleasant Hill. Chairperson Bette Boatmun led the meeting with 34 members in attendance, representing 17 special districts.

Call to Order:

Chairperson Boatmun called the meeting to order at 10:00 a.m. Introductions and comments followed with each representative giving an update on their respective agencies.

Adoption of Agenda:

There were no changes to the agenda.

Approval of Minutes:

The minutes of the January 24, 2011 meeting were approved.

Guest Speaker:

Bette Boatmun introduced Fred Silva, Senior Fiscal Policy Advisor for California Forward. This organization was formed several years ago out of concern for governance and fiscal policy in California. Ongoing discussions have created the framework that will restructure the relationship between state and local governments. It is the goal to move more authority and flexibility to the local government, which in turn, will provide cost effective services and better results to taxpayers. Mr. Silva discussed California Forward's Smart Government Framework: Making California Work Again. The Framework introduces five new priorities for the state and five comprehensive proposals for reform.

The Proposals for a Smart Government will focus on outcomes, align authority with responsibility, adjust the state role, foster regional collaboration and evaluate the efficiency of operations. If followed, these proposals will result in increased employment, improved education, decreased poverty, decreased crime and improved health. It is the hope that with these proposals and intended outcomes, our state will become as effective and efficient as others. Mr. Silva followed up his presentation with a question & answer discussion.

Other Business

The following announcements were made:

- Ad Hoc Finance Committee members consist of- Tom Williams, John Burgh, Mark Cornelius & Sharyn Rossi. A meeting date is to be set by Mr. Cornelius.
- Next CCSDA Meeting:
October 17, 2011
6:00 p.m. (Dinner immediately following meeting)
St. Andrew's Presbyterian Church
1601 Mary Drive, Pleasant Hill

Adjournment:

There being no further business, Chairperson Boatman adjourned the meeting at 12:00 p.m.

Respectfully submitted,

Allison Nelson