



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

---

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday July 18, 2012  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

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

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

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

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

**C. PRESENTATIONS**

Pantages Properties

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**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 June 20, 2012
2. Minutes of previous Regular meeting dated June 20, 2012
3. District Invoices
4. Authorization to Purchase Picnic Tables and Benches for Cornell Park
5. Public Access Ramp Replacement Project at 1800 Willow Lake Road

**F. NEW BUSINESS AND ACTION ITEMS**

1. Approve and adopt Resolution 2012-16, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2012-2013
2. Authorize Purchase of a 50' Towable Genie Boom Lift pursuant to RFP No. L12-03
3. Authorize Design and Engineering contracts with HERWIT Engineering for the Oxidation Ditch and Clarifier Project, Pump Station W, completion of Solar Dryers and SCADA upgrades, respectively.

**G. VEOLIA REPORT**

**H. MANAGER'S REPORTS**

**I. GENERAL MANAGER'S REPORT**

1. Communications Committee Items, Monthly newspaper articles, etc.
2. Update on Commercial Water User Accounts

**J. DISTRICT LEGAL COUNSEL REPORT**

**K. COMMITTEE UPDATES**

**L. CORRESPONDENCE-Discussion and Possible Action**

1. R – Letter from the Department of Conservation & Development regarding notice of public review and intent to adopt a proposed negative declaration – County Files #ZT09-0003 & #ZT09-0004 dated June 7, 2012
2. S – Letter to Contra Costa County Department of Conservation and Development regarding County File Number LP12-2067 dated June 21, 2012
3. R – Contra Costa County Aviation Advisory meeting minutes dated May 10, 2012
4. R – East Contra Costa Fire Protection District meeting minutes dated June 11, 2012
5. R – Letter from Supervisor Piepho to Sheriff Livingston regarding funding for School Resource officer dated June 25, 2012
6. R – Transplan Committee meeting minutes dated June 14, 2012

**M. PUBLIC RECORD REQUESTS RECEIVED**

1. Request from Don Flint – Director's Stipend – Request date June 19, 2012

**N. FUTURE AGENDA ITEMS**

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

**P. CLOSED SESSION:**

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

**Q. RETURN TO OPEN SESSION: REPORT ON CLOSED SESSION  
(Government Code Section 54957.1)**

**R. ADJOURNMENT**

Adjourn to next Regular meeting of August 1, 2012 starting at 7:00p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church

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

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



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday June 20, 2012  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

## SPECIAL MEETING AT 6:30 P.M.

- A. **ROLL CALL**  
Call business meeting to order – 6:30 p.m. by President Steele  
Roll Call – All Present
- B. **PUBLIC COMMENT**  
None
- C. **OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**  
(Government Code Section 54957.7)  
Legal Counsel Schroeder – The Board adjourned into Closed Session regarding Action Item D-1
- D. **CLOSED SESSION:**  
1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** Government Code Section 54956.8  
Property: 10+/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)  
Agency Negotiator: General Manager, Rick Howard  
Negotiating parties: (Pilati Farms and Randy Prince)  
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- E. **RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**  
(Government Code Section 54957.1)  
Legal Counsel Schroeder – The Board reconvened from Closed Session regarding the Special meeting Agenda item D-1. All five (5) Board Members were present during the entirety of the Closed Session, and there is no reportable action.
- F. **ADJOURNMENT**  
The meeting adjourned at 7:06 p.m. to the Regular Meeting on June 20, 2012 at 7:00 p.m. on 1800 Willow Lake Road

//cmc – 06.21.12

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday June 20, 2012  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

## REGULAR MEETING 7:00 P.M.

- A. ROLL CALL AND PLEDGE OF ALLEGIANCE**  
Call business meeting to order – 7:15 p.m. by President Steele  
Pledge of Allegiance – Led by the Boy Scouts of America – Troop 514  
Roll Call – All Present
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
There was one (1) Public Comment Speaker
- C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**  
(Government Code Section 54957.7)  
Legal Counsel Schroeder – Stated that the Closed Session items D -1 and E have been postponed to a future date
- D. CLOSED SESSION:**  
1. **CONFERENCE WITH LABOR NEGOTIATOR** Government Code Section 54957.6  
Agency Designated Representative: Kevin Graves and Ray Tetreault  
Unrepresented Employees: General Manager
- E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**  
(Government Code Section 54957.1)  
Legal Counsel Schroeder – Closed Session items D-1 and E have been postponed to a future date
- F. PRESENTATIONS**  
1. **Luhdorff & Scalmanini - Well 5A**  
General Manager Howard – Introduced John Fawcett with Luhdorff & Scalmanini  
John Fawcett – Provided a Power Point Presentation on the current status of Well 5A  
There was a discussion between John Fawcett, the General Manager, and the Board. There was one (1) Public Comment Speaker
- G. PRESIDENT REPORT AND DIRECTORS' COMMENTS**  
Director Mattison – Stated that there are several items from the Communications Committee meetings he would like to see the Town of Discovery Bay CSD move forward with.  
Vice-President Graves – Provided his report and the details of the East Contra Costa Fire Protection District meeting dated June 11, 2012, also, provided his report and the details of the Aviation Advisory Committee meeting dated June 14, 2012.

#### H. CONSENT CALENDAR

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

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

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Tetreault

Vote: Motion Carried – AYES: 5, NOES: 0

#### I. NEW BUSINESS AND ACTION ITEMS

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

General Manager Howard – Provided the details of item I-1 and introduced Cameron Weist, Weist Law Firm  
Cameron Weist, Weist Law Firm – Provided additional details of item I-1

There was a discussion between Cameron Weist, the General Manager, the Board, and Legal Counsel

Motion by: Vice-President Graves to adopt Resolution 2012-14 and 2012-15 approving both resolutions, document approval by Legal Counsel Schroeder, approve the Joint Exercise of Powers Agreement and to authorize the General Manager to execute the final PFA Agreements in the name of and on behalf of the Town of Discovery Bay

Second by: Director Tetreault

Vote: Motion Carried – AYES: 5, NOES: 0

2. Adopt Resolution No. 2012-12 Approving the Fiscal Year 2012-13 Operating, Capital and Revenue Budgets

General Manager Howard – Provided the details of item I-2

Motion by: Director Tetreault to approve the FY2012-13 Budget and Resolution No. 2012-12

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

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

General Manager Howard – Provided the details of item I-3

Motion by: Director Simon to adopt Resolution 2012-13 establishing the Discovery Bay Lighting and Landscape Zone #8 2012-13 Appropriations Limit note to exceed \$497,620.79

Second by: Director Tetreault

Vote: Motion Carried – AYES: 5, NOES: 0

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

General Manager Howard – Provided the details of item I-4. General Manager Howard also stated that Staff will send out the appropriate letter to the County with no negative comments.

#### J. VEOLIA REPORT

General Manager Howard – Stated the Bernie Sadler was unable to attend the meeting and will provide the details of the May 2012 and June 2012 Monthly Operations Report at the next Board meeting.

#### K. MANAGER'S REPORTS

#### L. GENERAL MANAGER'S REPORT

1. Capacity Fees (Update)

General Manager Howard – Reminded the Board that the July 4, 2012 meeting has been cancelled due to the Independence Day Holiday. Provided the details of item L-1

#### M. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – There was a Special meeting at 6:30 p.m. regarding Agenda item D-1. All five (5) Board Members were present during the entirety of the Closed Session, and there is no reportable action. Also, reported a recent action that has been filed on June 6, 2012 on behalf of the District against Southwest Water Company.

#### N. COMMITTEE UPDATES

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

**O. CORRESPONDENCE-Discussion and Possible Action**

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

**P. PUBLIC RECORD REQUESTS RECEIVED**

**Q. FUTURE AGENDA ITEMS**

Director Mattison – Communications Committee items to move forward with

**R. ADJOURNMENT**

The meeting adjourned at 8:20 p.m. to the next Regular meeting of July 18, 2012 starting at 7:00pm at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

//cmc – 06.21.12

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

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

### Agenda Title

District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

Amount Requested \$144,502.88

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

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

### Previous Relevant Board Actions for This Item

### Attachments

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

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

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

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)  
 For the Meeting on July 4, 2012  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/11 - 6/12

Acct Code			
1	7101	Kevin Graves, Vice President Expense Report for June 2012, dtd 06/26/12	\$600.00
	7102	Kevin Graves, Vice President Expense Report for June 2012, dtd 06/26/12	<u>\$54.39</u>
		Sub-Total	\$654.39
2	7101	Jim Mattison, Director Expense Report for June 2012, dtd 06/26/12	Sub-Total \$400.00
3	7101	Mark Simon, Director Expense Report for June 2012, dtd 06/26/12	Sub-Total \$400.00
4	7101	Chris Steele, Director Expense Report for June 2012, dtd 06/26/12	Sub-Total \$500.00
5	7101	Ray Tetreault, Director Expense Report for June 2012, dtd 06/26/12	Sub-Total \$400.00
6	7205	Neumiller & Beardslee, Inv# 249082 dtd 06/18/12, Attorney Fee thru 05/31/12	\$3,579.16
7	7205	Neumiller & Beardslee, Inv# 249083 dtd 06/18/12, Attorney Fee thru 05/31/12	<u>\$5,313.00</u>
		Sub-Total	\$8,892.16
8		<u>Cal Card - Statement Date 5/25/12</u>	
	7301	General Repairs - Water/Sewer	\$1,158.38
	7420	Postage	\$5.75
	7430	Office Supplies	\$156.06
	7460	Memberships	\$110.00
	7490	Travel & Training	\$78.50
	7510	Info Systems Maintenance	\$58.99
	7520	Cellular Communications/Data	\$187.38
	7550	Telephone	\$1,012.80
	7685	Misc. Small Tools	\$175.82
	7690	Equipment Maintenance/Fuel	\$956.99
	7950	Miscellaneous Services & Supplies	\$627.41
0910-008		Sanility Study Project	<u>\$1,347.49</u>
		Sub-Total	\$5,875.57
9	7210	Bartle Wells Assoc. Inv# BWA513A-001, dtd 06/19/12 Financial Advisory Service	Sub-Total \$11,835.39
10	7210	Gemini Inv# 112-11028, dtd 06/11/12 CCR Info and mailing	Sub-Total \$3,116.63
11	7410	Office Depot Inv# 613705288001 dtd 06/08/12, Copier Maintenance	\$16.80
12	7410	Office Depot Inv# 614554438001 dtd 06/15/12, Copier Maintenance	<u>\$61.10</u>
		Sub-Total	\$77.90
13	7414	Freedom Mailing System, Inv# 20819 dtd 06/22/12, Water Billing Service	Sub-Total \$896.16
14	7430	Office Depot Inv# 613705215001 dtd 06/08/12 Office Supplies	\$73.46
15	7430	Office Depot Inv# 614757027001 dtd 06/22/12 Office Supplies	\$182.49
16	7430	Office Depot Inv# 614758151001 dtd 06/22/12 Office Supplies	<u>\$60.36</u>
		Sub-Total	\$316.31
17	7510	Big Dog Computer, Inv# 2009093027 dtd 06/25/12, Monthly Service and Set Up	Sub-Total \$1,207.50
18	7535	EnerPower Inv# 60949 dtd 06/11/12, Water Electric	\$214.00
19	7535	EnerPower Inv# 60950 dtd 06/11/12, Water Electric	\$312.00
20	7535	EnerPower Inv# 60951 dtd 06/11/12, Water Electric	<u>\$87.00</u>
		Sub-Total	\$613.00
21	7537	EnerPower Inv# 60948 dtd 06/11/12, Sewer Electric	<u>\$93.00</u>
		Sub-Total	\$93.00
		<u>WATER</u>	
22	7535	PG&E / Acct# 2943721807-5 Newport Water Treatment	05/10/12-06/11/12 \$15,877.52
23	7535	PG&E / Acct# 2990602600-9 Willow Lake WTP	05/10/12-06/11/13 \$13,438.24
24	7535	PG&E / Acct# 3349549227-5 Well #3 DB Blvd & Edgeview	05/10/12-06/11/14 \$27.11
25	7535	PG&E / Acct# 6760524303-8 Irr. Controller (Newport @ Well 4A)	05/10/12-06/11/15 \$18.73
26	7535	PG&E / Acct# 7068319849-6 Well #5 (Newport Dr. & Clipper)	05/10/12-06/11/16 \$7,277.96
27	7535	PG&E / Acct# 8351173112-3 Well #2	05/10/12-06/11/17 \$1,502.07
28	7535	PG&E / Acct# 8609981202-5 Well #1 (Gas)	05/10/12-06/11/18 \$16.11
29	7535	PG&E / Acct# 8651647866-5 Well #1	05/10/12-06/11/19 <u>\$4,464.55</u>
		Sub-Total	\$42,622.29
		<u>SEWER</u>	
30	7537	PG&E / Acct# 0631986334-3 Newport Lift Station	05/10/12-06/11/12 \$4,182.04
31	7537	PG&E / Acct# 1182741894-5 Pump Station D	05/10/12-06/11/13 \$148.38



Request for authorization to pay invoices (RFA)  
 For the Meeting on July 4, 2012  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/11 - 6/12

<b>Acct Code</b>				
32	7537	PG&E / Acct# 1318320217-8	Pump Station A	05/10/12-06/11/14 \$36.37
33	7537	PG&E / Acct# 2068717691-5	Pump Station G	05/10/12-06/11/15 \$66.26
34	7537	PG&E / Acct# 2172798825-1	Pump Station R	05/10/12-06/11/16 \$61.04
35	7537	PG&E / Acct# 2527523613-8	Pump Station S	05/10/12-06/11/17 \$388.51
36	7537	PG&E / Acct# 3016215915-3	Pump Station F	05/10/12-06/11/18 \$783.53
37	7537	PG&E / Acct# 3101013157-6	Lakes 4 Lift Station	05/10/12-06/11/19 \$177.50
38	7537	PG&E / Acct# 3497478293-9	Lakeshore Lift Station	05/10/12-06/11/20 \$597.27
39	7537	PG&E / Acct# 3881134135-3	WWTP #1	05/10/12-06/11/21 \$7,479.37
40	7537	PG&E / Acct# 4193709211-6	Pump Station C	05/10/12-06/11/22 \$71.88
41	7537	PG&E / Acct# 4201000159-4	Golf Course Valve Station (17498 Hwy 4)	05/10/12-06/11/23 \$45.24
42	7537	PG&E / Acct# 4225081240-3	Disc WWTP & Pump Station W	05/10/12-06/11/23 \$39.90
43	7537	PG&E / Acct# 4516230421-1	Pump Station H	05/10/12-06/11/24 \$17.74
44	7537	PG&E / Acct# 7234986505-4	Pump Station J	05/10/12-06/11/25 \$313.76
45	7537	PG&E / Acct# 7312115758-7	SS/HWY 4 E/Disco Bay Blvd W/O Bridge	05/10/12-06/11/26 \$24,288.81
46	7537	PG&E / Acct# 7630923070-4	Pump Station E	05/10/12-06/11/27 \$295.28
47	7537	PG&E / Acct# 8343916134-6	Fern Ridge Circle/Hofmann	05/10/12-06/11/28 \$1,264.21
48	7537	PG&E / Acct# 8440119997-5	Knightsen School Pump Station	05/10/12-06/11/29 \$32.05
				<b>Sub-Total \$40,289.14</b>
49	7950	Shred-It Inv# 9400429995 dtd 06/05/12, Service Date 06/04/12		<b>Sub-Total \$66.94</b>
50	7952	Boething Treeland Farms Inv# TV228665 dtd 06/07/12, Preston & Pt of Timber		<b>Sub-Total \$517.65</b>
53	7952	Express Employment Proff. Inv# 11059887-7 dtd 05/23/12 25.50 hours Laborer		<b>Sub-Total \$134.93</b>
54	7952	Woodmill Recycling Inv# 2012-1716 dtd 05/31/12, Green Waste Recycle Fee		<b>Sub-Total \$37.00</b>
55	7952	W.J. Welding Inv# 43438 dtd 10/05/11, Weld Ballards, past due Inv		<b>Sub-Total \$150.00</b>
56	1011-005	GSE Constuction, Inv# S141.1 dtd 06/15/12, Install Piping and Valves		<b>Sub-Total \$1,303.00</b>
				<b>TODB TOTAL \$120,398.96</b>
<b>Casefile Utility Account</b>				
7951	Refund for Overpayment Acct#1-011-550-082-9.01			\$7.09
7951	Refund for Overpayment Acct#1-011-500-084-6.02			\$1.07
7951	Refund for Overpayment Acct#1-011-410-071-2.02			\$2.15
				<b>Sub-Total \$10.31</b>
				<b>TODB GRAND TOTAL \$120,409.27</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on July 04, 2012**  
**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# 613705289001 dtd 06/08/12, Office Supplies		\$20.56
	2100	Office Depot Inv# 613705215001 dtd 06/08/12, Office Supplies		\$6.94
			<b>Sub-Total</b>	<b>\$27.50</b>
2	2120	PG&E / Acct# 0869258994-1 (Sprink Contr) DB Blvd. & Willow Lake	05/10/02-06/05/12	\$18.08
3	2120	PG&E / Acct# 2068897992-9 DB Blvd across from 510	05/10/02-06/05/13	\$189.18
4	2120	PG&E / Acct# 2249446019-3 (Sprinkler) Disco Point, Tr #4077, Lot 71	05/10/02-06/05/14	\$18.90
5	2120	PG&E / Acct# 2800977208-9 (Irr Contr) 9295Beacon Pl @ Str Lite	05/10/02-06/05/15	\$19.75
6	2120	PG&E / Acct# 3736907925-8 (Sprink Contr) E/S Edgview Dr N/O DB Blvd	05/10/02-06/05/16	\$18.08
7	2120	PG&E / Acct# 4111412785-9 (Sprink Contr) DB Blvd & Seal Way	05/10/02-06/05/17	\$18.08
8	2120	PG&E / Acct# 445555569-5 (Sprinkler) Disco Point, Tr #3653, Lot 17	05/10/02-06/05/18	\$18.90
9	2120	PG&E / Acct# 5465914049-2 (Sprinkler) DB Blvd. & Spinnaker	05/10/02-06/05/19	\$18.08
10	2120	PG&E / Acct# 7135420365-6 (Sprinkler) Disco Point, Tr# 4077, Lot 65	05/10/02-06/05/21	\$18.90
11	2120	PG&E / Acct# 7452568975-3 (Sprink Contr) S/E cnr DB Blvd & Willow Lk	05/10/02-06/05/22	\$18.08
12	2120	PG&E / Acct# 7696548482-7 (Sprinkler) DB Blvd, Tr# 4178, Lot 5	05/10/02-06/05/23	\$18.90
13	2120	PG&E / Acct# 8009270258-0 @ Clipper Dr w/o Cove Ct 7723 Marina Dr	05/10/02-06/05/24	\$36.16
14	2120	PG&E / Acct# 8101346815-2 (Irr Contr) Newport Dr. w/o Pier Ct	05/10/02-06/05/25	\$18.08
15	2120	PG&E / Acct# 8163719795-5 (Irr Contr) 9271 Newport Dr @ Str. Lite	05/10/02-06/05/26	\$19.75
16	2120	PG&E / Acct# 8167536097-8 (Irr Contr) @ Clipper Dr	05/10/02-06/05/27	\$2.43
17	2120	PG&E / Acct# 8399010651-6 (Sprink Contr) Willow Lake Ct, Lot 31	05/10/02-06/05/28	\$19.55
18	2120	PG&E / Acct# 8400813429-2 (Sprinkler) Laguna Ct, Tr# 4076, Lot 18	05/10/02-06/05/29	\$18.90
19	2120	PG&E / Acct# 8545920147-2 (Lites & Sprinklers) 2489 'A' DB Blvd.	05/10/02-06/05/30	\$69.76
			<b>Sub-Total</b>	<b>\$559.56</b>
20	2120	PG&E / Acct# 5939734421-5 PG&E Owned Street & Highway Lighting	05/17/12-06/15/12	\$6,279.08
21		CalCard Statement Dated 5/25/12		
	2271	Automotive Supplies & Repair		\$78.47
	2272	Gasoline/Fuel for Equipment		\$604.42
	2282	Grounds Maintenance		\$731.89
	2303	Other Travel Employee Expense		\$40.00
	2479	Other Special Expense		\$236.38
	4834	Cornell Park		\$1,427.66
	4956	Tools		\$298.75
			<b>Sub-Total</b>	<b>\$3,417.57</b>
22	2130	Watersavers Irrigation Inc Inv# I1179557 dtd 06/14/12, Maintenance Supplies		\$77.06
			<b>Sub-Total</b>	<b>\$77.06</b>
23	2271	Brentwood Tire Company Inv# 25394 dtd 05/16/12, Service for 2010 Ford F150		\$40.83
			<b>Sub-Total</b>	<b>\$40.83</b>
24	2281	Discovery Bay L&L Zone 8 Inv# 3435 dtd 06/14/12, June 6 Meeting		\$500.00
			<b>Sub-Total</b>	<b>\$500.00</b>
25	2282	Boething Treeland Inv# TV228665 dtd 06/07/12, Cornell Park, Cabrillo & DB Blvd		\$1,189.67
			<b>Sub-Total</b>	<b>\$1,189.67</b>
26	2282	Mybark Inv# 5121 dtd 06/19/12, Mahogany Mulch		\$2,110.88
			<b>Sub-Total</b>	<b>\$2,110.88</b>
27	2282	Valley Crest Inv# 311300005, dtd 06/10/12 Maintenance for June 2012		\$8,457.00
			<b>Sub-Total</b>	<b>\$8,457.00</b>
28	2479	AW Direct Inv# 1018875399 dtd 06/01/012 Vests		\$320.53
			<b>Sub-Total</b>	<b>\$320.53</b>
29	4829	Express Employment Inv# 11118121-0 dtd 06/06/12, 24.50 hours Landscape		\$575.19
			<b>Sub-Total</b>	<b>\$575.19</b>
30	4834	Express Employment Inv# 11059887-7 dtd 05/23/12, 25.50 hours Laborer		\$323.82
			<b>Sub-Total</b>	<b>\$323.82</b>
			<b>TOTAL</b>	<b>\$23,878.69</b>

Request For Authorization To Pay Invoices (RFA)  
 For the Meeting on July 4, 2012  
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
 For Fiscal Year's 7/11 - 6/12

Acct Code					
1	2120	PG&E / Acct# 0403377952-3	1445 Cullen Dr (irrig Ctrlr)	05/09/12-06/07/12	\$124.77
2	2120	PG&E / Acct# 1066166716-1	829 Poe Dr. (Irrig Ctrlr)	05/09/12-06/07/13	\$12.12
3	2120	PG&E / Acct# 7705163630-4	1738 Wilde Dr. (Irrig Ctrlr)	05/09/12-06/07/14	<u>\$12.32</u>
				Sub-Total	\$149.21
		Cal-Card Charges Statement Date 05/25/12			
4	2120	Utilities		Sub-Total	\$6.69
5	2130	Town of Discovery Bay	Inv# 3436, dtd 06/14/12	Reimb misc charges for June 2012	\$34.02
	2282	Town of Discovery Bay	Inv# 3436, dtd 06/14/12	Reimb misc charges for June 2012	\$25.00
				Sub-Total	\$59.02
<b>Total</b>					<b>\$214.92</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

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

### Agenda Title

District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

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

### Fiscal Impact:

**Amount Requested** \$606,380.99

**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 2012/2013

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)  
 For the Meeting on July 18, 2012  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/12 - 6/13

Acct Code			
1	7011	ReliaStar Inv#JR52 457(b) Benefits for 06/16-06/30/12	\$1,207.50
	7024	ReliaStar Inv#JR52 457(b) Benefits for 06/16-06/30/12	\$339.48
2	7011	ReliaStar Inv#JR52 457(b) Benefits for 07/01-07/15/12	\$1,332.50
	7024	ReliaStar Inv#JR52 457(b) Benefits for 07/01-07/15/12	\$339.48
		<b>Sub-Total</b>	<b>\$3,218.96</b>
3	7024	SDRMA Inv#39457 dtd 05/11/12 Property/Liability Ins for 2012-2013	\$64,351.75
4	7024	SDRMA Inv# 40117 dtd 06/04/12 Worker Comp Ins Annual 2012-2013	\$18,712.64
		<b>Sub-Total</b>	<b>\$83,064.39</b>
5	7011	SDRMA Inv#0011421-IN dtd 07/01/12 Employee Medical Benefits July	\$122.36
	7024	SDRMA Inv#0011421-IN dtd 07/01/12 Employee Medical Benefits July	\$91.04
6	7011	SDRMA Inv#0011496-IN dtd 07/09/12 Employee Medical Benefits July	\$570.87
		<b>Sub-Total</b>	<b>\$784.27</b>
7	7182	Frank Cramer Expense Report Staff Mileage dtd 07/05/12	\$230.88
		<b>Sub-Total</b>	<b>\$230.88</b>
8		Cal Card - Statement Date 6/25/12	
	7301	General Repairs - Water/Sewer	\$711.92
	7420	Postage	\$5.75
	7460	Memberships	\$220.00
	7490	Travel & Training	\$1,228.84
	7510	Info Systems Maintenance	\$39.00
	7520	Cellular Communications/Data	\$187.58
	7550	Telephone	\$904.56
	7685	Misc. Small Tools	\$43.26
	7690	Equipment Maintenance/Fuel	\$1,511.59
	7950	Miscellaneous Services & Supplies	\$578.81
	7951	Misc Reimbursables	\$283.44
		<b>Sub-Total</b>	<b>\$5,714.75</b>
9		Ace Hardware - Account #808 - Closing Date 6/30/12	
	7630	Facility Maintenance	\$10.71
		<b>Sub-Total</b>	<b>\$10.71</b>
10	7210	Luhdorff & Scalmanini Consulting Inv# 27856 dtd 05/31/12 Chlorine room upgrade	\$5,528.43
11	7210	Luhdorff & Scalmanini Consulting Inv# 27857 dtd 05/31/12 Well 5A Modification	\$376.00
12	7210	Luhdorff & Scalmanini Consulting Inv# 27863 dtd 05/31/12 Well 5A Test & Eval.	\$9,706.46
		<b>Sub-Total</b>	<b>\$15,610.89</b>
13	7225	Contra Costa County Auditor Inv#1213-245 dtd 06/01/12 LAFCO 2012-2013	\$2,678.83
		<b>Sub-Total</b>	<b>\$2,678.83</b>
14	7225	Caselle Inc Inv#42964 dtd 06/01/12 Monthly Contract Support	\$280.00
15	7620	Caselle Inc Inv# 43429 dtd 07/01/12 Monthly Contract support Aug	\$280.00
		<b>Sub-Total</b>	<b>\$560.00</b>
16	7205	Liebert Cassidy Whitmore Inv#150739 San Joaquin Membership 07/12-06/13	\$2,050.00
		<b>Sub-Total</b>	<b>\$2,050.00</b>
17	7510	Datamatic Inv#CA-0000022674 dtd 05/24/12 Annual Maintenance 07/12-06/13	\$2,926.91
	7510	Datamatic Inv#CA-0000022838 dtd 06/24/12 Hosling Services for 07/12-0/13	\$2,134.50
		<b>Sub-Total</b>	<b>\$5,061.41</b>
19	7301	Kirby's Pump & Mechanical Inv# 2762 dtd 07/05/12 Newport Dr Repair	\$7,854.41
		<b>Sub-Total</b>	<b>\$7,854.41</b>
20	7301	R&B Company Inv# S1302677.002 dtd 06/27/12	\$19.74
		<b>Sub-Total</b>	<b>\$19.74</b>
21	7301	Industrial Electric Inv# 1037181 dtd 06/18/12 Repair of VFD at Willow Water	\$2,134.66
		<b>Sub-Total</b>	<b>\$2,134.66</b>
22	7301	J.W. Backhoe & Construction Inv# 1697 dtd 06/27/12 Water Leak Willow Lake	\$2,606.40
23	7301	J.W. Backhoe & Construction Inv# 1693 dtd 06/25/12 Broken Valve Pump 2	\$6,067.28
		<b>Sub-Total</b>	<b>\$8,673.68</b>
24	7301	Veolia Water Inv# 00014330 dtd 04/09/12 R&M for March	\$12,745.60
25	7301	Veolia Water Inv# 00015379 dtd 05/09/12 R&M for April	\$28,705.18
26	7301	Veolia Water Inv# 00016842 dtd 07/05/12 R&M for July	\$94,744.15
		<b>Sub-Total</b>	<b>\$136,194.93</b>
27	7420	MailFinance Inv#N3354061 dtd 06/17/12 Monthly Lease for Postage	\$69.53
		<b>Sub-Total</b>	<b>\$69.53</b>
28	7330	Univar Inv# SJ292358 dtd 06/12/12 Chemicals	\$1,071.23
29	7330	Univar Inv# SJ293568 dtd 06/12/12 Chemicals	\$1,681.19

Request for authorization to pay invoices (RFA)  
 For the Meeting on July 18, 2012  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/12 - 6/13

Acct Code			
30	7330	Univar Inv# SJ292369 dtd 06/12/12 Chemicals	\$1,659.08
31	7330	Univar Inv# SJ293569 dtd 06/19/12 Chemicals	\$1,093.34
32	7330	Univar Inv# SJ295116 dtd 06/27/12 Chemicals	\$1,548.45
33	7330	Univar Inv# SJ295115 dtd 06/27/12 Chemicals	\$1,093.34
<b>Sub-Total</b>			<b>\$8,146.63</b>
34	7395	Ricoh Inv# 415772702 dtd 07/01/12 Photocopier	\$16.53
35	7410	Ricoh Inv# 415699649 dtd 06/26/12 Photocopier Maintenance	\$589.80
<b>Sub-Total</b>			<b>\$606.33</b>
36	7480	Bay Area Air Quality Management Inv# 2YU96 dtd 06/22/12 Annual Permit	\$8,173.00
<b>Sub-Total</b>			<b>\$8,173.00</b>
37	7665	Denalect Alarm Company Inv#R40406 dtd 07/02/12 Qlly Alarm Charge	\$111.00
38	7665	Brentwood Reprographics Inv#2012-2253 dtd 06/28/12 Bond Copies	\$3.12
<b>Sub-Total</b>			<b>\$114.12</b>
39	7690	Nixon-Egl Equipment Inv#21109357 dtd 06/29/12 Aquatech Vac Truck	\$2,767.57
	7690	Nixon-Egl Equipment Inv#21109350 dtd 06/29/12 Replace Needle Valve	\$801.21
40	7690	W.J. Kirk Welding Inv# 44637 dtd 06/27/12 Maintenance	\$25.00
	7690	Brentwood Tire Company Inv# 25698 dtd 06/21/12 V# 103	\$44.21
<b>Sub-Total</b>			<b>\$3,637.99</b>
41	7850	Contra Costa County Property Tax CFA4876XC 12-021316 799-999-0008-3	\$15.99
<b>Sub-Total</b>			<b>\$15.99</b>
42	7950	Western Mobility Inv#4274 dtd 06/21/12 Install 1 new pier	\$100.00
<b>Sub-Total</b>			<b>\$100.00</b>
43	7952	Odyssey Landscape Co. Inv# 36037280 dtd 06/30/12	(Zone 35) \$215.00
	7952	Odyssey Landscape Co. Inv# 36037280 dtd 06/30/12	(Zone 57) \$2,635.00
44	7952	Odyssey Landscape Co. Inv# 36037280 dtd 06/30/12	(Zone 61) \$4,280.00
<b>Sub-Total</b>			<b>\$7,130.00</b>
45	7952	Express Employment Inv3 11141108-8 dtd 06/13/12 Carey Roman	(Zone 61) \$107.94
<b>Sub-Total</b>			<b>\$107.94</b>
1112-003		Conco West Inc Inv# 349 dtd 06/30/12 Progress Billing #3 thru 06/30/12	\$270,251.41
<b>Sub-Total</b>			<b>\$270,251.41</b>
1112-003		R&B Company Inv# S1303980.001 dtd 06/12/12 Bio Solids Project at Plant #2	\$749.63
<b>Sub-Total</b>			<b>\$749.63</b>
<b>TODB TOTAL</b>			<b>\$572,965.08</b>

**Caselle Utility Account**

7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340065903	\$259.48
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340064201	\$782.22
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340075801	\$570.78
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340063402	\$413.29
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340062601	\$651.32
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340061801	\$669.67
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340069101	\$1,107.05
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340070901	\$458.20
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340059203	\$260.67
7951	Refund for Adjust Register from 1" to 5/8" Acct# 1011340060001	\$1,285.90
<b>Sub-Total</b>		<b>\$6,458.58</b>

**TODB GRAND TOTAL \$579,423.66**

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on July 18, 2012**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/12 - 6/13**

Acct Code			
1	2100	Office Depot Inv# 614757100001 dtd 06/22/12 Pocket Files	Sub-Total \$20.56
2	2120	Discovery Bay Disposal Service Period June 2012 Cornell Park Bins	Sub-Total 279.75
3	2270	Bills Mower and Saw Inv#00289555 dtd 06/26/12 Pole Pruner	Sub-Total 269.32
4	2282	Valley Crest Landscape Inv#1876601 dtd 06/20/12 Irrigation Backflow	\$746.00
5	2282	Valley Crest Landscape Inv#1876602 dtd 06/20/12 Irrigation Mainline	\$450.00
6	2282	Valley Crest Landscape Inv#1876603 dtd 06/20/12 Irrigation Mainline	\$288.00
7	2282	Valley Crest Landscape Inv#4024569 dtd 06/20/12 Irrigation Repairs	\$459.00
8	2282	Valley Crest Landscape Inv#4024570 dtd 06/20/12 Irrigation Valve	\$357.00
9	2282	Valley Crest Landscape Inv#4024576 dtd 06/20/12 Irrigation Repairs Discovery Blvd	\$283.00
10	2282	Valley Crest Landscape Inv#1878059 dtd 06/28/12 Installation of Irrigation	<u>\$350.00</u>
			Sub-Total \$2,933.00
11	2360	SDRMA Inv#39457 dtd 05/11/12 Property/Liability Ins 2012-2013	\$1,608.79
12	2360	SDRMA Inv#40117 dtd 06/04/12 Workers Comp Ins Annual 2012-2013	<u>\$2,286.68</u>
			Sub-Total \$3,895.47
13		CalCard Statement Dated 6/25/12	
	2100	Office Expense	\$112.00
	2110	Communications	\$54.94
	2130	Small Tools	\$397.25
	2272	Gasoline/Fuel for Equipment	\$478.55
	2282	Grounds Maintenance	\$276.65
	2479	Other Special Expense	\$451.53
	4829	Landscape Clipper Dr	\$3,201.84
	4834	Cornell Park	<u>\$43.30</u>
			Sub-Total \$5,016.06
14		Ace Hardware Brentwood - Acct # 303 - Closing Date 06/30/12	
	2130	Small Tools & Instruments	\$209.80
	2250	Rent & Lease of Equipment	\$182.27
	4829	Landscape Clipper Dr	\$140.47
	4834	Cornell Park - Bocce Ball Courts	<u>\$50.47</u>
			\$583.01
15	4829	American Retrofit System Inv#234 dtd 06/28/12 Supply Labor for Cove and Clipper	Sub-Total \$250.00
16	4829	Express Employment Inv# 11141108-8 dtd 06/13/12 Clipper Dr	\$929.60
17	4829	Express Employment Inv# 11172029-8 dtd 06/20/12 Clipper Dr	\$935.41
18	4829	Express Employment Inv# 11200404-9 dtd 06/07/12 Clipper Dr	<u>\$1,270.32</u>
			Sub-Total \$3,135.33
19	4829	Delta Blue Grass Inve# 0630805 dtd 06/27/12 Grass for Clipper Dr	Sub-Total \$1,330.63
20	4829	Watersavers Irrigation Inv#11183510 dtd 06/25/12 Clipper Dr	\$1,327.50
21	4829	Watersavers Irrigation Inv#11185099 dtd 06/26/12 Clipper Dr	\$504.79
22	4829	Watersavers Irrigation Inv#11185757 dtd 06/27/12 Clipper Dr	\$129.90
23	4829	Watersavers Irrigation Inv#11186320 dtd 06/28/12 Clipper Dr	\$18.24
24	4829	Watersavers Irrigation Inv#11186194 dtd 06/28/12 Clipper Dr	\$244.34
25	4829	Watersavers Irrigation Inv#11187842 dtd 07/02/12 Clipper Dr	\$253.06
26	4829	Watersavers Irrigation Inv#11188985 dtd 07/05/12 Clipper Dr	\$139.84
27	4829	Watersavers Irrigation Inv#11189423 dtd 07/06/12 Clipper Dr	<u>\$438.96</u>
			Sub-Total \$3,056.63
<b>TOTAL</b>			<b>\$20,769.76</b>

Request For Authorization To Pay Invoices (RFA)  
 For the Meeting on July 18, 2012  
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)  
 For Fiscal Year's 7/12 - 6/13

Acct Code			
1	2282	Odyssey Landscape Co, Inv#36037280 dtd 06/20/12	Sub-Total \$2,725.00
2	2360	SDRMA Inv#39457 dtd 05/11/12 Property/Liability Ins 2012-2013	\$1,072.53
3	2360	SDRMA Inv#40117 dtd 06/04/12 Workers Comp Ins 2012-2013	<u>\$2,286.68</u>
			Sub-Total \$3,359.21
4		Cal-Card Charges Statement Date 06/25/12	
	2100	Office Expense	\$32.00
	2110	Communications	\$61.63
	2170	Household Items	<u>\$9.73</u>
			Sub-Total \$103.36
		<b>Total</b>	<b>\$6,187.57</b>





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

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

### Agenda Title

Authorization to Purchase Picnic Tables and Benches for Cornell Park

### Recommended Action

Authorize the General Manager to issue a Purchase Order in the amount of \$26,188.24 to Ross Recreation for (11) eleven picnic tables and (8) eight benches for Cornell Park

### Executive Summary

On June 20, 2012 the Town of Discovery Bay Board of Directors approved and adopted the Operating and Capital budget for Discovery Bay Landscape and Lighting Zone #8 for the 2012-13 fiscal year. Replacing the aged and deteriorated picnic tables at Cornell Park as well adding new benches through out the park was approved within the Zone 8 (which includes Cornell Park) Capital Improvement Program budget.

The benches and picnic tables chosen for this project will now be uniform with the make and model as utilized at Slifer Park. This simplifies keeping an on hand stock of replacement parts and begins to unify the aesthetic value of the amenities within our parks. Staff will be replacing nine (9) existing picnic tables and adding two (2) additional tables to the park, for a total of eleven (11). All eight (8) benches shown on the order will be new additions to the park; (2) for the Horse Shoe Court area, (2) for the Bocce Ball Court area and (4) around the perimeter of the walking pathway.

Attached is the corresponding purchase order for the picnic table replacement and bench additions. The benches and picnic tables are manufactured by Dumor, Inc. Ross Recreation is the sole distributor for Dumor, Inc. in the Northern California region as identified in the attached letter from Dumor.

Staff recommends approving a purchase order to Ross Recreation in the amount of \$26,188.24 for the site furnishings listed above (includes tax and freight).

### Fiscal Impact:

Amount Requested - \$26,188.24  
Sufficient Budgeted Funds Available?: Yes  
Zone # 8, 4834 Category: Capital

### Previous Relevant Board Actions for This Item

Approval and Adoption of the 2012-13 Operating and Capital Improvement Budget for the Discovery Bay Lighting and Landscaping District 8 – June 20, 2012

### Attachments

Draft Purchase Order No. 120626 – Ross Recreation, Picnic Tables & Benches (Cornell Park)  
Letter dated 06.29.2012 from Dumor, Inc. identifying Ross Recreation as regional Authorized Distributor

AGENDA ITEM: E-4



# PURCHASE ORDER

Date: June 26, 2012

Purchase Order No.: 120626

**BILL TO:**

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

**Project Description:**

Cornell Park tables & benches

**SHIP TO:**

Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505  
Attn: Fairin Perez

**VENDOR:**

Ross Recreation Equipment  
242 Broadway Street, Suite 9  
Chico, CA 95928  
PH: (530) 345-5072 FAX: (530) 323-5400

**SHIP VIA**

Best way

**F.O.B.**

Chico, CA

**TERMS**

Net 30 on materials

**TAX**

3.25 % Sales Tax

**PURCHASER**

Fairin Perez

**DATE REQUIRED**

ASAP

**FAX CONFIRM TO**

(925) 513-2705

**REMARKS**

Please fax confirmation

Qty	Item/Description	Account Code	Unit Price	Extended Price
11	100-60PL 6' table, recycled plastic w/ 1" surface mount, blue PC, redwood plastic	Zone 8, 4834 Cornell Park	\$ 1,554.00	\$ 17,094.00
4	105-60PL 6' Backless bench w/ recycled plastic, S-1, blue PC, redwood plastic		\$ 467.00	\$ 1,868.00
4	88-60PL 6' Bench, recycled plastic, 3 supts, S-1 blue PC, redwood plasti		\$ 639.00	\$ 2,556.00
1	Shipping - <i>Freight amount change</i> Ship to Main Office		\$ 2,895.00	\$ 2,895.00
	Reference Quote #00005369/Jon Bawden			
<b>Subtotal w/o Freight</b>				<b>\$ 21,518.00</b>

**Additional Comments:**

If you have any questions regarding this order,  
please call Fairin Perez at (925) 634-1733.

Sales Tax @ 8.25%

\$ 1,775.24

Total w/Freight

\$ 26,188.24

Reviewed by:

\_\_\_\_\_ **Dina Breitstein, Finance Manager**

Approved by :

\_\_\_\_\_ **Richard Howard, General Manager**



Recreation Equipment

Prepared By Jon Bawden
Address 242 Broadway Street, Suite 9
Chico, CA 95928
E-mail jonb@rossrec.com
Phone (630) 345-5072
Fax (630) 323-5400

TOWN OF DISCOVERY BAY OSD
RECEIVED
6-19-12

Quote Number 00005369
Opportunity Name Discovery Bay DuMor
Quote Name Discovery Bay DuMor

Quote Date 6/19/2012
Expiration Date 8/17/2012
Lead Time 4-6 weeks

Bill To Name Town of Discovery Bay
Bill To 1800 Willow Lake Road
Discovery Bay, CA 94505

Ship To Name Town of Discovery Bay
Ship To 1800 Willow Lake Road
Discovery Bay, CA 94505

Customer Credit Terms Net 30 On Materials Shipment

City/County Tax Rate Contra Costa County 8.250%

PO Number TBD

Cornell Park Zone B / Code 4834

Table with 5 columns: Quantity, Product, Product Description, Sales Price, and Retail Price. Includes handwritten adjustments and a total of 17094.

Materials Amount \$23,711.00 21518
Tax Amount \$4,956.16 1775.24
Labor Total \$0.00
Freight \$2,895.00

Total \$20,502.16

Handwritten circled total: 26188.24

Notes to Customer

Signature
Name
Title
Date



June 29, 2012

Fairin Perez  
Town of Discovery Bay  
1800 Willow Lake Road  
Discovery Bay, CA 94505

This letter will serve as certification that Ross Recreation Equipment Company, Inc. located in Santa Rosa, CA is the sole authorized sales representative for DuMor, Inc. in Northern California, including Discovery Bay. All proposals, purchase orders and invoice payments are to be processed through their office.

Should you have questions regarding this information please feel free to contact me at your convenience.

Best Regards,

A handwritten signature in black ink, appearing to read "Gregory E. Grose". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gregory E. Grose  
Vice President, Sales & Marketing



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager

### Agenda Title

Public Access Ramp Replacement Project at 1800 Willow Lake Road

### Recommended Action

Approve contract with Robert Capp Construction, Inc, in a not to exceed amount of \$13,000.00 to replace the public access ramp at 1800 Willow Lake Road and authorize the General Manager to execute all related contract documents

### Executive Summary

The public access ramp located in front of the District office building at 1800 Willow Lake Road is in need of substantial repair. The existing structure was built in 2003, is not up to current code or ADA requirements, is made of wood and has become rotten in many places. Additionally, the ramp has also become a tripping hazard as the lumber has separated, and the railings are unstable.

The proposed repairs include removing the existing ramp, install new piers, and construct a new concrete deck over wood ramp that is ADA accessible.

Robert Capp Construction furnished two (2) separate price estimates. The first was for an all new aluminum dock type ramp. The cost of that proposal is \$22,370.00. The other proposal is for a ramp that is made from wood yet has a concrete deck on top. The estimate for that application is \$11,215.00 plus permit fees and engineering costs. Consequently, Staff is requesting a not to exceed amount of \$13,000.00. The funding for the project will be derived from the Buildings and Facilities Infrastructure Replacement Fund. The contractor will also obtain all necessary County permits.

Staff has obtained a number of quotes on this project and recommends the Board authorize the ramp replacement project to Robert Capp Construction.

### Fiscal Impact:

Amount Requested \$13,000.00 (From Infrastructure Reserves)

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

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

### Previous Relevant Board Actions for This Item

NA

### Attachments

Proposal(s) from Robert Capp Construction, Inc.  
Proposals deemed non-responsive

AGENDA ITEM: E-5

# Robert Capp Construction, Inc.

# Estimate

Robert Capp  
General Contractor  
License # 822329  
5721 Salmon Court  
Discovery Bay, Ca 94505  
Phone # 925-513-4797 / Cell 925-963-9799

Date 5/31/2012  
Invoice # 662  
Terms  
Due Date 5/31/2012  
Project

Town of Discovery Bay  
Jim Mattison  
1800 Willow Lake Rd  
Discovery Bay, CA

Task	Description	Total
Demo	demo existing ramp and dispose	600.00
Concrete	install piers per engineer plan (details not yet determined) estimate only	1,800.00
Concrete	concrete last 3' of ramp to grade	275.00
Framing	frame new ramp and landing with PT wood on piers per engineer (detail not yet determined)	4,270.00
Framing	install 1 1/8" PT Plywood for surface	1,525.00
Docks & Decks	install Excellent Coatings weather proof material on surface	2,745.00
Misc.	railing to be determined (Engineering cost is estimated at +-\$1000)	0.00

NOTE: All prices are estimates pending Engineers final drawings.  
All construction will conform to ADA requirements

Thank you for allowing us to bid on your project. If you have any questions, please call us.

**Total** \$11,215.00

### ACCEPTANCE OF PROPOSAL

Date: \_\_\_\_\_

Signature \_\_\_\_\_

# Robert Capp Construction

# Estimate

Robert Capp  
General Contractor  
License # 822329  
5721 Salmon Court  
Discovery Bay, Ca 94505  
Phone # 925-513-4797 / Cell 925-963-9799

Date 6/20/2012  
Invoice # 668  
Terms  
Due Date 6/20/2012  
Project

Town of Discovery Bay  
Jim Mattison  
1800 Willow Lake Rd  
Discovery Bay, CA

Task	Description	Total
Demo	demo existing ramp and dispose	600.00
Concrete	install piers per engineer plan (details not yet determined)	1,800.00
Concrete	concrete first 3' of ramp from grade to manufactured ramp	370.00
Misc.	install aluminum ramp and landings with ADA handrail	19,600.00

Thank you for allowing us to bid on your project. If you have any questions, please call us.

**Total** \$22,370.00

ACCEPTANCE OF PROPOSAL

Date: \_\_\_\_\_

Signature \_\_\_\_\_

# RICHARD LEINES

General Contractor #659833

P.O. Box 1395-Discovery Bay, Ca. 94505

Off (925) 516-1839 - Fax (925) 516-8264

TownOfDiscoveryBayCSD

Received

DEC 16 2011

Quote for ramp and rail 1800 Willow Lake Rd

- 1) Remove existing decking and dispose,
- 2) Remove existing rail but leave 4x4 posts and dispose,
- 3) Straighten inboard joist to improve alignment of rail at top of ramp,
- 4) Block joist at 4x4 posts as needed to stiffen post and rails,
- 5) Install new gray vinyl deck (approx) 300 sq. ft.
- 6) Install new vinyl rail (aprox) 100sq. ft.

Existing substructure to remain as substructure for reskin of decking with vinyl deck  
(Premier Deck)

Work to commence Thursday after Town meeting and be completed before next meeting  
(14 days) On or about Jan 2012.

Product to be as indicated to Frank Cramer Construction Manager.

Power and access to facility to be provided

Alternate door to be used by public during construction duration.

Total cost as described above to be \$12,331,00

Rick Leines

Quote 19 Dec. 2011

Cell# (925) 437-3013



**DOUGLAS TODD**

1025 Lone Palm Avenue #AB6  
Modesto, California 95351

# Proposal / Invoice

CONTRACTOR LICENSE NO. 361406      JOB PHONE NO.

Phone: (209) 521-6691

Fax: (209) 521-6735

Cell: (209) 712-6463

ARCHITECT      DATE OF PLANS

APPROXIMATE STARTING DATE      APPROXIMATE COMPLETION DATE

Submitted To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE      DATE

We hereby submit specifications and estimate for:

Complete Tear-out - rebuild with  
Pressure Treated Lumber  
Install Tan Premier Vinyl Decking  
Handrails White Vinyl Pickets 10,655.

Complete Tear out - rebuild with  
Pressure Treated Framing 2x6 redwood  
Decking and redwood Pickets Painted 9,404.

This Proposal does not include:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon a written change order. The costs will become an extra charge over and above the estimate. This is to include, but is not limited to, hidden damages that are uncovered during the course of the job and additional work required by local building inspectors.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started.

**You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Cancellation must be done in writing.**

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Authorized Signature

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

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

### Agenda Title

Approve and adopt Resolution 2012-16, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2012-2013

### Recommended Action

Approve and adopt Resolution 2012-16 authorizing the Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2012-2013

### Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2012-09, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft of the Final Assessment Engineer's Report to District Staff on July 10, 2012. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$555.75. The maximum allowable assessment for the Zone 9 was determined to be \$573.19; however, since there are no planned capital expenses and because the current reserve balance (\$121,096.00) is adequate for unplanned expenditures, the 2012-2013 assessment was reduced to cover only the operations and maintenance costs associated with this fiscal year.

Staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The final hearing approving the Levy of the annual assessment will be held on August 1, 2012 during the next regular Board meeting.

### Fiscal Impact:

Amount Requested - None

Sufficient Budgeted Funds Available?: N/A

### Previous Relevant Board Actions for This Item

Approval and Adoption of Resolution 2012-09 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) - May 16, 2012

Approval and Adoption of the 2012-2013 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9 – June 20, 2012

### Attachments

Resolution 2012-16

Draft of the Final Assessment Engineer's Report by HERWIT Engineering, dated July 2012 (Received 7.10.12)

AGENDA ITEM: F-1



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2012-16**

**RESOLUTION OF INTENTION OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)  
TO LEVY AND COLLECT AN ANNUAL ASSESSMENT  
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9  
FOR THE FISCAL YEAR 2012-2013**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following; and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of, Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian, as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineers have prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2012-2013 year will be held at 7:00 p.m., on August 1, 2012, at 1800 Willow Lake Road, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 18<sup>th</sup> DAY OF JULY 2012

---

V. Chris Steele  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on July 18, 2012, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Richard J. Howard  
Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

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

**For Fiscal Year 2012-2013**

**Prepared by  
HERWIT Engineering**

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

**JULY 2012**

**Town of Discovery Bay Community Services District**

**Director and President**

Chris Steele

**Director and Vice President**

Kevin Graves

**Director**

Jim Mattison

**Director**

Mark Simon

**Director**

Ray Tetreault

**General Manager**

Rick Howard

**Water and Wastewater Manager**

Virgil Koehne

**Landscape Manager**

Fairin Perez

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2012

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

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2012-2013 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

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

**PART B. Estimate of Cost**

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

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

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

**PART D. District Diagram of Assessment**

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

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

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

**Engineers Assessment Report for 2011-2012 year**

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

\$ 113,972 Annual assessments & investment revenue was received

\$ 105,024 Annual expenses grounds maintenance, capital improvements, and administrative expenses.

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

**\$ 118,233** Fund total after 2011-2012 annual expenses.

**Note:** The expenses were lower for the 2011-2012 fiscal year than the previous fiscal years because no large capital improvements were constructed for the District. The expenses for the 2011-2012 were slightly less than the assessment and revenue collected, resulting in a slight increase in the District's reserve account.

### *Current Assessment*

The 2011-2012 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$561.44 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to large capital improvement projects, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence  $1982-1984=100$ ). On April 2012, the same CPI index is reported as 239.0. Based upon the change in the CPI, the new maximum assessment allowed for the 2012-2013 fiscal year is \$573.19.

### *Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2012-2013 fiscal year is \$ 573.19. This assessment is equally assessed to 203 parcels for an annual total of \$116,357.57. Therefore, the maximum Reserve Account Balance is \$ 232,715.14. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2012-2013 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for completion of previously budgeted capital improvements construction projects this fiscal year. The estimated budget for 2012-2013 is \$ 112,818. This equates to \$ 555.76 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 573.19 per parcel, or \$ 116,357.57 maximum assessment.

Based on this report, the assessment for 2012-2013 tax year should be \$ 555.76 to maintain the current balance in the reserve fund. The assessment for the 2012-2013 fiscal year is then \$ 555.76 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 18, 2012

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

### Agenda Title

Authorize Purchase of a 50' Towable Genie Boom Lift pursuant to RFP No. L12-03

### Recommended Action

Accept lowest responsible bid and authorize the General Manager to issue a Purchase Order and execute all necessary documents in the amount of \$54,694.39 for One (1) New Genie 50' Towable Boom Lift (RFP L12-03)

### Executive Summary

On June 20, 2012 the Town of Discovery Bay Community Services Board of Directors approved and adopted the 2012-2013 fiscal year Operating and Capital Budgets (Including Water, Wastewater and Landscape Zones). A total of \$60,000 was approved for the purchase of one (1) new 50' towable Genie Boom Lift (\$25,000 from Water/Wastewater; \$35,000 from DB Lighting and Landscape Zone 8).

Staff prepared and released a Request for Proposal (RFP #L12-03) for the purchase of one (1) new 50' towable Genie Boom Lift. Four (4) proposals were received by the July 10, 2012 deadline; with Cresco submitting the lowest bid at \$54,694.39.

Staff recommends that the Board accept the Proposal from Cresco and authorize the General Manager to issue a Purchase Order for the purchase of one (1) new 50' towable Genie Boom Lift (as outlined in RFP 12-03) in the amount of \$54,694.39.

### Fiscal Impact:

Amount Requested - \$54,694.39  
Sufficient Budgeted Funds Available?: Yes  
Zone # 8, 4959 \$32816.63 Category: Capital  
WW, 3000 \$21,877.76 Category: Capital

### Previous Relevant Board Actions for This Item

Approval and Adoption of the 2012-2013 Operating and Capital Improvement Budgets (Water, Wastewater and Landscape Zones) – June 20, 2012

### Attachments

Draft Purchase Order No. (PO120709) – 50' towable Genie Boom Lift, Cresco  
RFP L12-03 Proposal Summary  
Cresco – Bid for RFP L12-03

AGENDA ITEM: F-2





**50' Towable Genie Boom Lift  
RFP L12-03  
Proposal Summary**

	Bid Item #1 Genie Model TZ-50 (Base Price)	Bid Item #2 Option - Honda 5.5 Hp Charging System	Bid Item #3 Option - Drive & Set (ANSI, CSA, AUS)	Bid Item #4 Option - ST 225/75 R15 Tires	Bid Item #5 Option Operation Warning Beacon	Bid Item #6 Option - Battery Charge Indicator	Bid Item #7 Option - Tool Tray	Bid Item #8 Delivery to Discovery Bay, CA	Bid Item #9 Taxes & Fees	Bid Item #10 Equipment Safety Training (up to 10 Employees)	Total Bid Amount
Cresco	\$37,596.00	\$2,380.00	\$5,000.00	\$0.00	\$170.00	\$490.00	\$190.00	\$3,700.00	\$4,168.39	\$0.00	\$54,694.39
Velvo Rents	\$42,900.00	\$0.00	\$5,600.00	\$0.00	\$200.00	\$550.00	\$250.00	\$1,200.00	\$4,041.63	\$250.00	\$56,191.63
C H Bull	\$44,750.00	\$975.00	\$6,995.00	\$0.00	\$195.00	\$548.00	\$215.00	\$0.00	\$4,426.52	\$0.00	\$58,107.52
Holt/Stockton	\$49,300.00	\$0.00	\$6,795.00	\$0.00	\$185.00	\$527.00	\$200.00	\$0.00	\$4,803.70	\$250.00	\$62,060.70

Bid due date: July 10, 2012  
Summarized on: July 11, 2012

Fabrin Perez, Parks & Landscape Manager

RFP No, L12-03

Attn:-Parks and Landscape Manager

Cresco Equipment Rentals

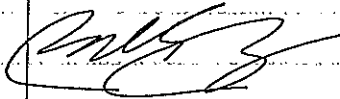
Michael Meyer

800 East Airway Blvd:

Livermore,, CA 94551

925-580-5923

I acknowledge the terms of this bid.

 7/10/12



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

---

## BID SPECIFICATIONS & REQUEST FOR PROPOSAL (RFP)

FOR

ONE (1) NEW 50' GENIE TRAILER MOUNTED BOOM (TZ-50)

As Requested by

THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT  
DISCOVERY BAY, CALIFORNIA

RFP No. L12-03

**RFP SUBMITTAL DUE DATE:**

**July 10, 2012**

**By 4:00 p.m.**

---

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

Telephone • 925.634.1131 • Fax • 925.513.2705

[www.todb.ca.gov](http://www.todb.ca.gov)

---

**TABLE OF CONTENTS**

Section 1 – Introduction, General Information ..... 2

Section 2 – Proposal Requirements and Submission..... 2  
Instruction to Bidders

Section 3 – Award of Bid..... 3

Section 4 – Invoicing & Payment..... 4

Section 5 – Miscellaneous..... 4

Attachment "A" ..... 5-6

Attachment "B" ..... 7

Attachment "C" ..... 8

## 1. INTRODUCTION: GENERAL INFORMATION

### 1.1 Notice to Bidders

The Town of Discovery Bay Community Services District will accept proposals for ONE (1) Genie 50' Trailer Mounted Boom Lift, Model TZ-50 until 4:00 p.m. local time, Tuesday, July 10, 2012 in the office of the Town of Discovery Bay Community Services District, 1800 Willow Lake Road, Discovery Bay, CA 94505.

All proposals must be clearly marked "RFP No. L12-03," attention Parks & Landscape Manager. The Town of Discovery Bay Community Services District reserves the right to accept or reject all or any proposals or to waive informalities, and to award the proposals in any manner deemed to be in the best interest of the District.

## 2. PROPOSAL REQUIREMENTS AND SUBMISSION INSTRUCTIONS

### 2.1 Submission Deadline & Instructions

Proposal Due Date: **July 10, 2012 by 4:00 p.m.** local time. Proposals for the RFP shall be received by the District's Office, Town of Discovery Bay CSD, 1800 Willow Lake Road, Discovery Bay, CA 94505, before the above date and time.

Proposals not received by the time and date indicated on the RFP will not be accepted.

The District shall not be responsible for proposals that are mailed or shipped and not received by the due date and time specified above.

Proposals may be electronically submitted by facsimile or email. If by fax, please send proposal to (925) 513-2705; If by email, proposals shall be sent to [fperez@todb.ca.gov](mailto:fperez@todb.ca.gov)

### 2.2 Bid Specification

It is the intent and purpose of these specifications to describe the minimum requirements for ONE (1) NEW Genie 50' Trailer Mounted Boom Lift, Model TZ-50. These specifications are not to be restrictive in any way, but are intended to assure that all proposals submitted for consideration will cover equipment of similar design and capacity.

The equipment to be furnished must be new and of the manufacturer's current model in production at the time of delivery. All standard or optional equipment to be included shall be as advertised or supplied by the manufacturer, unless specifically required by the CSD herein.

Equipment shall meet all Standard Options as attached in the Genie specification sheet (Attachment "A"), with the exception of the following options & accessories:

- Power Option: To include Hybrid Honda 5.5 Hp (4.1 Kw) 45 amp charging system
- Drive: Drive and set option (ANSI, CSA, AUS)
- Tires: ST 225/75 R15 tires (ANSI, CSA)
- Add: Operational warning beacon package
- Add: Battery Charge Indicator
- Add: Tool Tray

### **2.3 Preparation and Content of the Proposal**

The proposal price(s) must be shown on the attached "Proposal Cost Breakdown" sheet (Attachment "B").

Bidder shall submit a cover letter which shall include the following points:

- Identity of Bidder including central address and telephone number and point of contact.
- A statement that the Bidder will comply with all terms and conditions as stated in this RFP; or identification of any exceptions taken to any of the requirements.
- Any other information which would be beneficial to the Town for the purposes of evaluating this proposal.

Bidder shall sign and return the "Acknowledgement & Bidder Information" (Attachment "C") with the proposal.

Bidder shall carefully read the information contained in this RFP and submit a complete response to all requirements. Incomplete proposals will be considered non-responsive and subject to reject.

Receipt of an addendum of the RFP by a Bidder must be acknowledged by submitting the signed addendum with your proposal.

### **2.4 Safety Training**

**All Bidders are required to be certified to perform a Genie Safety Training for the TZ-50 Boom Lift. Safety Training shall be scheduled, for up to 10 employees, on or after time of delivery.**

### **2.5 Point of Contact**

This Request for Proposal (RFP) is issued by the Town of Discovery Bay CSD (the "District"), which is the sole point of contact during the procurement process. Communications initiated by respondents to this RFP (the "Bidder") with members of the CSD Governing Body, employees of incumbent contractor or District personnel, other than as coordinated by the Point of Contact, shall be grounds for Bidder disqualification. Any inquiries or requests during the procurement shall be submitted to the following Point of Contact in writing:

Town of Discovery Bay CSD  
Attention: Fairin Perez, Parks & Landscape Manager  
1800 Willow Lake Road  
Discover Bay, CA 94505  
(925) 634.1733 or 634.1131  
[fperez@todb.ca.gov](mailto:fperez@todb.ca.gov)

## **3. AWARD OF BID**

### **3.1 BID AWARD**

The District anticipates that an Award of Bid will be made within 30 days of bid due date. All bid proposals shall be valid for thirty (30) calendar days after the date of bid due date.

## **4. INVOICING AND PAYMENT**



Payment for equipment will be made only after the District's representative has given his approval of the satisfactory operation of such equipment, and /or has proven by visual inspection that such unit is in full accordance with the specifications and proposal of the bidder. Only the General Manager may execute contract documents.

The successful bidder's invoice, on company letterhead, for equipment requires verification by the Town of Discovery Bay CSD and in the event no discrepancies exist, will be paid within fifteen (15) calendar days after receipt of invoice

The successful bidder shall not assign, transfer, convey or otherwise dispose of the Award of Bid or his right to execute it or his right, title or interest to it or any part thereof or assign any of the monies due or to become due under the Award of Bid, without prior written consent of the District.

**CANCELLATION CLAUSE:** The District shall have the right to terminate the Award of Bid upon written notice to the successful bidder for any reason.

#### **5. MISCELLANEOUS**

Proposals and any other information submitted by Bidder in response to this RFP shall become the property of the District.

Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the District, at its option.

The District makes no representations of any kind that an award of contract will be made as a result of this RFP, or subsequent RFP. The District reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, and/or delete any item/requirements from this RFP when deemed to be in the District's best interest.

A proposal may be modified or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Bidder's authorized representative. The District reserves the right to request proof of authorization to withdraw a proposal.

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.

The District may, in the evaluation of proposals, request clarification from Bidders regarding their proposals, obtain additional material or literature, and pursue other avenues of research necessary to ensure that a thorough evaluation is conducted.

The Town of Discovery Bay CSD expects the highest level of ethical conduct from Bidders including adherence to all applicable laws and local ordinances regarding ethical behavior.

Proposals may be modified by written notice provided such notice is received prior to the hour and date specified for receipt of proposals.

Any explanation desired by the Bidder regarding the meaning or interpretation of specifications or any part of this Request must be requested in writing and received in the District's Office not less than seven (7) days prior to due date of proposals. Oral explanations or instructions given prior to the due date of the proposal shall not be binding. The District's Office shall issue any official explanations in writing or via email.



# Trailer-Mounted Z-Booms

## TZ™-50

### Specifications

Model	17450	
Measurements	US	Metric
Working height*	55 ft 6 in	17.09 m
Platform height	49 ft 6 in	15.09 m
Entry height	1 ft 8 in	.51 m
Horizontal reach	29 ft 2 in	8.89 m
Clear outreach	23 ft 1 in	7.04 m
Up and over clearance	22 ft	6.71 m
▲ Platform length	2 ft 2.8 in	.68 m
▲ Platform width	3 ft 8 in	1.12 m
▲ Height - stowed	6 ft 10 in	2 m
▲ Length - stowed	23 ft 6 in	7.16 m
▲ Width - stowed	5 ft 6 in	1.68 m
▲ Ground clearance - center	10 in	.25 m
▲ Length - outrigger footprint	14 ft 4 in	4.37 m
▲ Width - outrigger footprint	14 ft 4 in	4.37 m

### Productivity

Lift capacity (ANSI, CSA) - standard	500 lbs	227 kg
Lift capacity (ANSI, CSA) - rotating platform	500 lbs	227 kg
Lift capacity (CE/AUS) - standard	440 lbs	200 kg
Lift capacity (CE/AUS) - rotating platform	440 lbs	200 kg
Jib boom	4 ft 1 in	1.25 m
Jib working range	135°	
Self leveling platform	2.5° standard	
Platform rotation option	160° hydraulic	
AC power to platform	standard	
Turntable rotation	359° non-continuous	
Outrigger leveling capability	10°	
Drive speed	0.85 mph	1.37 km/h
Gradeability**	20%	
Towing speed rate	60 mph	97 km/h
Tongue weight - ANSI, CSA	400 lbs	181 kg
Tongue weight - CE	220 lbs	100 kg
Surge and parking brakes	standard	
Controls	variable speed system	
Tires - ANSI, CSA	ST 225/75 R15	
Tires - CE	215 R14C	
Coupler	2 in (5.08 cm) hitch coupler standard	

### Power

Power source - standard	24V DC (four 6V 225 Ah batteries)
Power source - drive option	24V DC (four 6V 244 Ah batteries)
Power source - option	Hybrid DC/Gas Honda 5.5 hp (4.1 kW)
Fuel tank capacity	.95 gal 3.6 L
Hydraulic tank capacity	4.75 gal 18 L
Hydraulic system capacity	8.0 gal 30 L

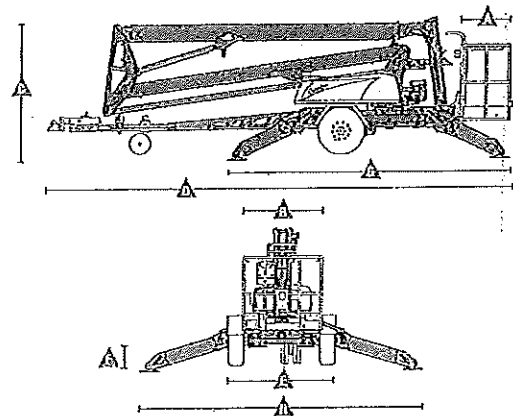
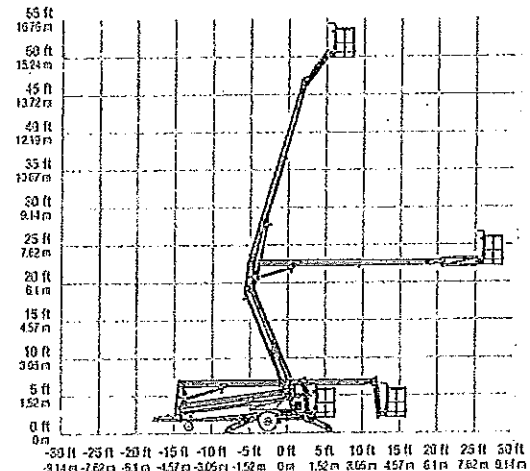
### Weight\*\*\*

ANSI, CSA, Australia	4,400 lbs	1,996 kg
CE	4,464 lbs	2,025 kg

Standards Compliance ANSI A92.2, CSA C225, EN 280, AS 1418.10

www.genielift.com

### Range Of Motion TZ-50



\* The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

\*\* Gradeability applies to driving on slopes. See operator's manual for details regarding slope ratings.

\*\*\* Weight will vary depending on options and/or country standards

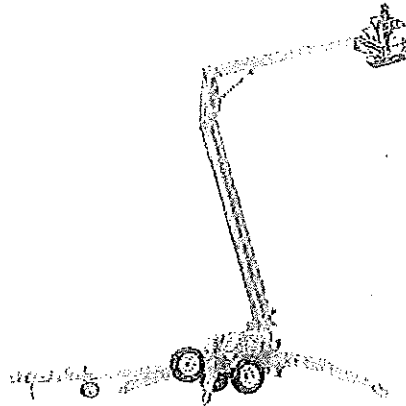


# Trailer-Mounted Z-Booms

## TZ™-50

### Features

Standard Features	Easy/Optional Features You Need	Options & Accessories
<b>Measurements</b> <ul style="list-style-type: none"> <li>55 ft 6 in (17.09 m) working height</li> <li>29 ft 2 in (8.89 m) horizontal reach</li> <li>Up to 500 lb (227 kg) lift capacity</li> </ul>	<b>Platform Options</b> <ul style="list-style-type: none"> <li>Aluminum 26.8 x 44 in (.68 x 1.12 m)</li> <li>160° hydraulic platform rotation</li> <li>LED brake lights</li> </ul>	<b>Productivity</b> <ul style="list-style-type: none"> <li>160° hydraulic platform rotation</li> <li>Drive and set option with larger 244 Ah batteries pack</li> <li>2 in (5.08 cm) ball coupler</li> <li>2.31 in (5.87 cm) ball coupler</li> <li>2.5 in (6.35 cm) I.D. pintle ring coupler</li> <li>Combination hitch</li> <li>Clevis coupler</li> <li>Wheel chocks</li> <li>Fluorescent tube caddy</li> <li>Full size spare tire</li> <li>Operational warning beacon package</li> <li>Non-marking outrigger footpads</li> <li>Battery charge indicator (BCI)</li> <li>Tool tray</li> <li>Bicycle guard (CE only)</li> <li>Horn</li> </ul>
<b>Productivity</b> <ul style="list-style-type: none"> <li>Industry leading working envelope</li> <li>Extension boom</li> <li>Self-leveling platform</li> <li>4 ft jib with 135° working range</li> <li>AC wiring to platform</li> <li>Hydraulic outriggers</li> <li>Automatic 10° leveling system</li> <li>Outrigger interlocks</li> <li>Mechanical parking brake</li> <li>Hydraulic surge brakes</li> <li>Auxiliary pump down</li> <li>Combination hitch with coupler lever lock</li> <li>Dual jockey wheels</li> <li>359° non-continuous turntable rotation</li> <li>Easy to access batteries</li> <li>Hour meter</li> <li>Tilt alarm / sensor</li> <li>Illuminated outrigger indicators</li> </ul>	<b>Power Options</b> <ul style="list-style-type: none"> <li>24V DC power source</li> <li>Hybrid Honda 5.5 Hp (4.1 Kw) 45 amp charging system</li> </ul>	
	<b>Drive</b> <ul style="list-style-type: none"> <li>Drive and set option (ANSI, CSA, AUS)</li> <li>Drive only (CE)</li> </ul>	
	<b>Coupler Options</b> <ul style="list-style-type: none"> <li>Combination hitch <ul style="list-style-type: none"> <li>2 in (5.08 cm) ball coupler</li> <li>2.31 in (5.87 cm) ball coupler</li> <li>2.5 in (6.53 cm) I.D. pintle ring coupler</li> <li>Clevis coupler</li> </ul> </li> </ul>	
	<b>Tire Options</b> <ul style="list-style-type: none"> <li>ST 225/75 R15 tires (ANSI, CSA)</li> <li>215 R14C tires (CE)</li> </ul>	<b>Power</b> <ul style="list-style-type: none"> <li>Hybrid Honda 5.5 Hp (4.1 Kw) 45 amp charging system option</li> </ul>
<b>Power</b> <ul style="list-style-type: none"> <li>24V DC power source (four 6V 225 Ah batteries)</li> </ul>		



#### Genie United States

18340 NE 76th Street  
P.O. Box 97030  
Redmond, Washington 98073-9730  
Telephone +1 (425) 881-1800  
Toll Free in USA/Canada +1 (800)-536-1900  
Fax +1 (425) 883-3475

#### Genie Europe

The Maltings  
Wharf Road  
Grantham NG31 6BH  
UK  
Telephone +44 (0)1476 584333  
Fax +44 (0)1476 584334  
Email: AWP-InfoEurope@terex.com

#### Distributed By:

© Terex North America, Inc. 2012. Product specifications and prices are subject to change without notice or obligation. The photographs and drawings in this document are for illustrative purposes only. Please refer to the appropriate Operator's Manual for instructions on the proper use of this equipment. Failure to follow the appropriate Operator's Manual when using our equipment or to otherwise use it irresponsibly may result in serious injury or death. The only warranty applicable to our equipment is the standard written warranty applicable to the particular product and sale and we make no other warranty, express or implied. Products and services listed may be trademarks, service marks or trade names of Terex Corporation and/or its subsidiaries in the USA and many other countries. Genie is a registered trademark of Terex North America, Inc. © 2012 Terex Corporation

TZ50 0212X Part No. 169373

[www.genielift.com](http://www.genielift.com)

**Proposal Cost Breakdown**

ONE (1) NEW 50' GENIE TRAILER MOUNTED BOOM (TZ-50)  
RFP L12-03

GENIE PACKAGE – TZ -50 (As Specified)

Bid Item #1 – GENIE MODEL TZ-50 (BASE PRICE)	\$ <u>37,596</u>
Bid Item #2 – Option – Honda 5.5 Hp Charging System	\$ <u>2,380</u>
Bid Item #3 – Option – Drive & Set (ANSI, CSA, AUS)	\$ <u>6,000</u>
Bid Item #4 – Option – ST 225/75 R15 Tires	\$ <u>0</u>
Bid Item #5 – Option – Operation Warning Beacon	\$ <u>170</u>
Bid Item #6 – Option – Battery Charge Indicator	\$ <u>490</u>
Bid Item #7 – Option – Tool Tray	\$ <u>190</u>
Bid Item #8 – Delivery to Discovery Bay, CA	\$ <u>3,700</u>
Bid Item #9 – Taxes & Fees	\$ <u>4,168.39</u>
Bid Item #10 – Equipment Safety Training (Up to 10 Employees)	\$ <u>0</u>
Total Package amount	\$ <u>54,695.39</u>

Written total dollar amount \_\_\_\_\_

Authorized signature of Bidder:

Signature

Michael Meyer

Printed Name

Dated

7/10/12

# ACKNOWLEDGEMENT & BIDDER INFORMATION

RFP L12-03

ONE (1) NEW 50' GENIE TRAILER MOUNTED BOOM (TZ-50)

Bid submittals received without this completed sheet will be deemed incomplete and will not be considered in the award process.

To ensure all bid materials were received, this Acknowledgement & Bidder Information Sheet must be completed and returned with your bid prior to July 10, 2012 at 4:00 p.m. This sheet acknowledges receipt of the following materials:

1. RFP No. L12-03
2. Attachment 'A' – GENIE TZ-50 Manufacturer Specification Sheets (2)
3. Attachment 'B' – Proposal Cost Breakdown

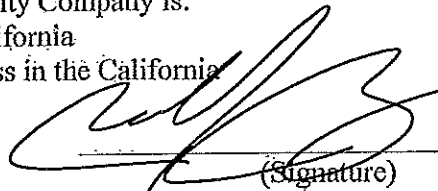
The Undersigned hereby designates below his business to which all notices, directions or other communications may be served or mailed:

Address: 800 E. Airway Blvd.  
Livermore, CA 94551

The undersigned hereby declares that he has the legal status checked below:

- Individual
- Individual doing business under an assumed name
- Partnership registered in \_\_\_\_\_ County, California
- Limited Liability Company (LLC) under the name of \_\_\_\_\_  
Organized under the laws of the State of \_\_\_\_\_
- Corporation Incorporated under the Laws of the State of California  
The Corporation or Limited Liability Company is:
  - Licensed to do business in California
  - Not now licensed to do business in the California

Acknowledged by:

  
(Signature)

Company:

Cresco Equipment

Authorized Representative:

Michael Meyer

Title:

Sales Rep.

Date:

7/10/12

Telephone Number:

925-580-5923



## Agenda Item F-3

Authorize Design and Engineering contracts with HERWIT Engineering for the Oxidation Ditch and Clarifier Project, Pump Station W, completion of Solar Dryers and SCADA upgrades, respectively

Will be distributed  
Prior to the July 18, 2012  
Regular Meeting



**MONTHLY OPERATIONS REPORT**

June 2012

Town of Discovery Bay, CA

**1037** Days of Safe Operations

**43567** worked hours since last recordable incident

**TRAINING:**

**Safety, Operations, & Equipment**

<b>Safety</b>	<b>Attended</b>	<b>Hours</b>
First Aid & CPR Wellness Handout	All Staff Members	6.0
<b>Operation</b>		
Machine Guards	All Staff Members	1.0

**WATER SERVICE**

- Replaced Air Vac at NWTP
- Yearly Service and Test on Standby Generator
- Repaired sending unit to filters.
- General housekeeping & painting

**Customer Inquiries:**

0 Brown water calls

<b># of Active Wells</b>	<b>Gallons of Water Produced</b>	<b>Chemical Usage/Delivered</b>	<b>Fire Hydrant Flushing</b>
5	148.06 MG	6740 gals	0

**Bacteriological Test Results:**

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



**WASTEWATER SERVICE**

- Cleaned UV channel
- Repaired Mud valve on UV channel
- Yearly service to all generators
- Yearly submersible pump PM's
- Heavy Ragging Influent Pump #5 (chopper)
- Repaired check Valve influent Pump #3
- Installed new level controller at Lakes

**Customer Inquiries:**

0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	15.4	0	41.51

**Collections:**

- Flushed **300 ft** of sanitary sewer. YTD **3496 ft. 5 %** completed
- Inspected **1** manhole & covers. YTD **7**
- LS / sewer line degreaser demo





**Wastewater Laboratory Analysis**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>May Lab Data</i>	<i>June Lab Data</i>
Flow, MG Effluent, monthly total		60.94	41.73
Flow, Daily Discharge Flow, avg.	<b>2.1 MGD</b>	1.97 MGD	1.39MGD
Effluent BOD <sub>5</sub> , lbs/d, monthly avg.	<b>350</b>	63	35
Effluent TSS, lbs/d, monthly avg.	<b>525</b>	150	81
Effluent BOD <sub>5</sub> , mg/L, monthly avg.	<b>20</b>	3	3
Effluent TSS, mg/L, monthly avg.	<b>30</b>	8	7
Total Coli form 7 day Median Max	<b>23</b>	<b>30</b>	13
Total Coli form Daily Maximum	<b>240</b>	130	50
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	98%	99%
% Removal, TSS, monthly avg.	<b>85% min.</b>	96%	96%
Electrical Conductivity, umhos/cm annual avg.	<b>2100</b>	2145(YTD)	2153(YTD)

Red – new parameter added

**Maintenance:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
266.0	308.6

**Call & Emergency Responses**

Call Outs	Emergencies
14	0

**Personnel Hours & Overtime:**

Regular Hours	Overtime
1352	77.0



No Back Up  
Documentation For  
Agenda Item # H



No Back Up  
Documentation For  
Agenda Item # I



No Back Up  
Documentation For  
Agenda Item # J



No Back Up  
Documentation For  
Agenda Item # K

**Department of  
Conservation &  
Development**

TownOfDiscoveryBay CSD  
Received

JUN 20 2012

**Contra  
Costa  
County**

**Catherine Kutsuris**  
Director

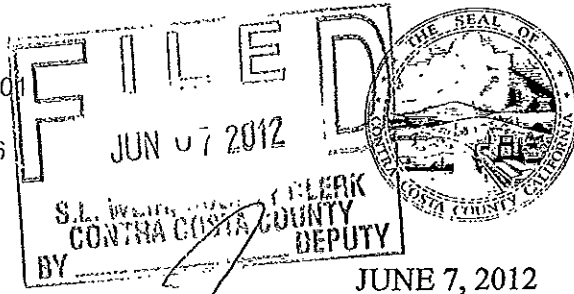
**Aruna Bhat**  
Deputy Director  
Community Development Division

**Jason Crapo**  
Deputy Director  
Building Inspection Division

**Steven Goetz**  
Deputy Director  
Transportation, Conservation and  
Redevelopment Programs

30 Muir Road  
Martinez, CA 94553-4601

Phone: 1-855-323-2626



**NOTICE OF PUBLIC REVIEW AND INTENT  
TO ADOPT A PROPOSED NEGATIVE DECLARATION**

**County Files #ZT09-0003 and #ZT09-0004**

In order to address recent changes in State Housing Law, the Contra Costa County Department of Conservation and Development has initiated the process of preparing a proposed **Zoning Text Amendment** addressing farmworker housing, transitional and supportive housing, emergency shelters and single room occupancy (SRO) facilities.

Pursuant to the State of California Public Resources Code and the "Guidelines for Implementation of the California Environmental Quality Act of 1970" as amended to date, this is to advise you that the Contra Costa County Department of Conservation and Development has prepared an Initial Study and Environmental Checklist to assess the potential environmental impacts of the following zoning text amendments:

- Amend Chapter 82-4 of the County Zoning Ordinance (Title 8) to provide definitions of "Agricultural Employee", "Farmworker Dwelling", "Farmworker Housing", "Supportive Housing", "Transitional Housing", "Emergency Shelter" and "Single Room Occupancy" housing;
- amend the Agricultural (A-) zoning districts to allow farmworker dwellings and farmworker housing as permitted uses;
- amend the residential zoning districts (R-), and multiple family (M-29) zoning districts to allow transitional and supportive housing, operated by a person with all required state and local agency approvals and licenses, *where not more than six (6) persons reside*, as permitted uses;
- amend the residential zoning districts (R-), and multiple family (M-29) zoning districts to require approval of a land use permit for the establishment of transitional and supportive housing, operated by a person with all required state and local agency approvals and licenses, *where more than seven (7) persons reside*;

- amend the Commercial (C) zoning district to identify emergency shelters as a permitted use;
- establish development standards and location requirements for emergency shelters;
- amend the Retail-Business (R-B) and Planned Unit District (P-1) zoning districts to allow for the establishment of Single Room Occupancy Facilities (SRO) upon approval of a land use permit; and
- establish development standards for single room occupancy (SRO) facilities.

The County has determined that the zoning text amendments will not result in significant environmental impacts and has therefore prepared a Negative Declaration pursuant to the California Code of Regulations, Section 15070.

A copy of the Negative Declaration, Initial Study, Environmental Checklist and all documents referenced therein may be reviewed in the offices of the Department of Conservation & Development during normal business hours, located at 30 Muir Road in Martinez. The Negative Declaration and Initial Study may also be downloaded from the Department of Conservation & Development website at [www.co.contra-costa.ca.us/index.aspx?nid=869](http://www.co.contra-costa.ca.us/index.aspx?nid=869).

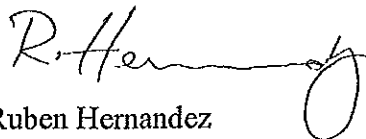
**Public Comment Period** – The period for accepting comments on the adequacy of the environmental document has been extended to **5:00 P.M., Monday, July 9, 2012**. Any comments should be submitted in writing to the following address:

**Attn: Ruben Hernandez**  
 Contra Costa County  
 Department of Conservation & Development  
 30 Muir Road  
 Martinez, CA 94553

The proposed Negative Declaration will be considered for adoption at a meeting of the County Planning Commission. While a date for this hearing has not yet been set, it is anticipated to occur in July 2012. The hearing will be held at 30 Muir Road, Martinez.

**Additional Information** – For additional information on the Negative Declaration and the proposed project, you can contact me by telephone at (925) 674-7785, fax at (925) 674-7257 or email at [ruben.hernandez@dcd.cccounty.us](mailto:ruben.hernandez@dcd.cccounty.us).

Sincerely,



Ruben Hernandez  
 Senior Planner  
 Department of Conservation & Development

cc: County Clerk's Office (2 copies)



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

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

---

June 21, 2012

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

**RE: County File Number LP12-2067 (McCord-3557 Keystone Loop, Discovery Bay - Home Occupation Use Permit Application for Approval of Insurance Sales & Service)**

Dear Ryan Aguilar:

The Town of Discovery Bay Community Services District Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of June 20, 2012.

The Board had no negative comments.

Sincerely,

*Rick Howard by ca*

Rick Howard, General Manager  
Town of Discovery Bay CSD

RH/ca  
Cc: Board of Directors



JUL 05 2012



**FINAL**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
May 10, 2012**

**MEETING CALLED:** The meeting was called to order by Vice Chair Tom Weber at 12:03 p.m. at the Director of Airport's Office.

**PRESENT:** Derek Mims, City of Pleasant Hill  
David Pfeiffer, Secretary, District V  
Rudi Raab, District I  
Rich Spatz, At Large 2  
Ronald Reagan, District III  
Russell Roe, District II  
Tom Weber, Vice Chair, District IV  
Ed Young, At-Large 1

**ABSENT:** Mike Bruno, Chair, CCC Airports Business Association  
Keith McMahon, City of Concord  
Janet Kaiser, Diablo Valley College

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

**OPENING COMMENTS  
BY CHAIR:** Tom Weber reported Russell Roe and Derek Mims were both reappointed to the Aviation Advisory Committee (AAC).

**PUBLIC COMMENT  
PERIOD:** Keith Freitas requested that the meeting be closed in memory of Virginia Schaeffer who was a long-time aviation enthusiast and linked to Buchanan Field Airport.

Young Eagles Event May 12, 2012, at 9:00.

Randy Howell gave a quick overview of the Byron Jet Center (BJC) and Patriot Jet Team Foundation.

- An informal youth program related formalized through a non-profit foundation; just received their 501c3 status last month (public charity focus) and 10,000 square feet of BJC hangar is for the foundation.
- Gave notice about the grand opening on June 24<sup>th</sup>; approximately 50 volunteers and 200 guests.

Dave Ringler, head of the Foundation, gave more details about the youth program goals; aerospace and aviation museum learning center focus.

- Called the Patriots Aerospace Academy.
- They will have radio controlled aircraft, rocket, plus other clubs/programs.
- Guiding perspective is to give guidance/mentoring and give back to community as many on the team have received.
- Are going through the planning process to provide for the learning center at the BJC site.
- The land use permit is critical to fundraising and expanding the academy.
- Focus is on middle and high schoolers (first focus) but would like to move to the younger children.
- Vision will be to have both short and long term events/opportunities for the academy.
- The rocket program is not envisioned to be launched at Byron; partnering with other off-site clubs for that purpose.
- PJ&F.org is the website location for the foundation that will be coming.

Ronald Reagan gave a personal story of his experience with them and was very supportive of the youth component.

**APPROVAL OF MINUTES:**

Some minor changes were made to the minutes. **Moved by Ed Young; seconded by Derek Mims. Approved unanimously.**

**APPROVAL OF CONSENT ITEMS:**

**Moved by David Pfeiffer; seconded by Rudi Raab. Approved unanimously.**

**PRESENTATION/SPECIAL REPORTS: Airport Development Process**

Beth Lee gave an overview of the development process.

- Emphasized the points of public involvement and knowledge through the process.
- Review of development process flow chart (posted on website)
- Generally proposals are brought to the AAC; when they have been submitted.

**DISCUSSION/ACTION ITEMS:**

**a. Items Pulled from Consent**

N/A

**b. Set Calendar of Meetings**

Meetings will be scheduled the 2<sup>nd</sup> Thursday of the month generally at Buchanan Field at 10:00 am. September's meeting will be held at the Byron Airport.

- c. **AAC Tenant Recognition Award**  
Tom Weber gave a quick overview of the program and encouraged people to recognize businesses and/or individuals for their achievements or contributions to the Airports.
- d. **Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project**
- Project to start Monday, June 4, 2012.
  - Project will be mobilized around the old Mt. Diablo Pilots Association (MDPA) building and adjacent hangars; project to end July 11, 2012.
  - June 18 through June 27 the main runways will be closed down. (01L/19R & 14L/32R)
  - August 13 through August 17 the runway will be grooved; the runway intersection will not be closed again for the period. (01L/19R)
  - Re-grooving beyond the intersection on either side; to avoid closing intersection in the future when other runway, 14L/32R is rehabbed.
  - Keith gave route for tenants during the project. (Around approach end 01L & 19L)
- e. **Airport Draft Minimum Standards Document summary of Changes**
- No new comments have been provided to Airport staff. If no further comments are received directly or at the June AAC meeting the item will go before the Airport Committee at their June meeting.
  - Depending on the discussion at the Airport Committee Meeting it will be scheduled for full Board consideration sometime in the summer.
  - June 5, 2012 is the final date for comments to staff.
  - This item will be brought back to the AAC in June as an action item and then to the Airport Committee at their June 25<sup>th</sup> meeting.
- f. **Status of Mariposa Community Benefit Fund**
- \$800,000 was provided for Byron Airport projects.
  - Met with Supervisor District 3 to discuss projects of interest.
  - Some ideas include: utility infrastructure analysis, pavement and signs and light improvements, general plan amendment, security upgrades, Aircraft Rescue and Fire Fighting (ARFF) truck upgrades, etc.
  - Items to be brought to the Airport Committee at their June meeting and then have an overview of the plans to the AAC.
  - Russell Roe stated that one of the primary concerns is the security upgrading.
- g. **Byron Federal Aviation Administration (FAA) Grant Application**
- Airport staff will be making an FAA grant request for utility infrastructure analysis, design/engineering of pavement, lighting and signage.

## UPDATES/ANNOUNCEMENTS

- a. **Airport Committee Update**  
None

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

- Parties have until December 31, 2012 to request key card refunds.
- Collings Foundation – May 30 through June 1
- Mustang Car Rally – June 21 through June 24
- Proposed Buchanan Field Projects –
  - East Ramp bathrooms – May 15 through May 18
  - Looking at hangar door seals, painting and power improvements.
- Byron hangar inspections – September 13, 20 and 27
- Clubhouse – investigating potential to use as a public meeting space. Harvard Holmes, on behalf of the Experimental Aircraft Association (EAA), expressed their appreciation for the Airports consideration.

**c. Update from Airport Business Association**

None

**d. AAC Announcements**

None

**e. Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS**

- Runway 32R night lighting (pilot control)
- Minimum Standards – Action Item

**ADJOURNMENT:** The meeting was adjourned by the Chair at 1:50 p.m.

JUN 22 2012



## EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes  
Board of Directors Regular Meeting

Monday June 11, 2012 – 6:30 P.M.  
Meeting Location: 3231 Main Street, Oakley

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

---

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

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

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

*Director Anderson absent from Closed Session*

**RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley – (6:23 P.M.)**

The Board gave direction to staff for item 1

**CALL TO ORDER – (6:33 P.M.)**

**PLEDGE OF ALLEGIANCE-- (6:33 P.M.)**

**ROLL CALL- (6:34 P.M)** Directors Present: Anderson, Barr, Brockman, Bryant, Frazier, Kenny,  
Morgan, Romick, Stonebarger

**PUBLIC COMMENTS- (6:31 P.M)**

*There were 5 Public Speakers*

- *Kevin Graves, Barr Everhart, Cha-Cha-Cha, Dennis Lopez, Sue DeVore, Gill Guerrero*

**CONSENT CALENDAR - (6:50 P.M)**

**C.1** Approve minutes from May 7, 2012 Regular Board of Directors Meeting.

**Motion by: Director Anderson to approve Consent Calendar Item C.1**

**Second by: Director Barr**

**Vote: Motion carried 9:0**

**PUBLIC HEARINGS**

NONE

**DISCUSSION ITEMS - (6:51 P.M)**

**D.1** Adopt Staffing Model for FY 2012-2013.3

**Motion by: Director Frazier to adopt a "Three-Station Model" starting July 1, 2012 and to direct staff to prepare a Preliminary Budget based on the Three Station Model**

**Second by: Director Anderson**

**Vote: Motion carried 5:4**

*There were 17 Public Speakers*

- *Kevin Graves, Craig Gjerman, Vincent Wells, Ben Whitener, Chris Limepeter, Bob Atlas, Leslie Mueller, Clark Groseclose, Gil Guerrero, David Ciappara, David Graas, Jana Aubert, John Ross, Carolyn Prince, Walter MacVittie, Barbara DuMont, Tish Whitener.*

**INFORMATIONAL STAFF REPORTS - (8:12 P.M)**

1. Service calls for May 2012– Chief Henderson provided service reports.

**DIRECTORS' COMMENTS - (8:15 P.M)**

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS - (8:18 P.M)**

Director Barr requested that the staff prepare a 10-year fiscal model.

Director Brockman requested that the staff prepare information on a Volunteer Program.

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: June 25, 2012 - (8:31 P.M)**

**Motion by: Director Frazier to adjourn to the next Board meeting, June 5, 2012**

**Second by: Director Kenny**

**Vote Motion carried 9:0**



# County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, CHAIR

TownOfDiscoveryBay CSD  
Received

JUL 02 2012

COMMITTEES

- Legislation Committee, Chair
- Transportation Water and Infrastructure Committee, Vice Chair
- Contra Costa Regional Medical Center, Joint Conference Committee and Professional Affairs Committee, Vice Chair
- Sacramento-San Joaquin Delta Conservancy, Chair
- Airport Committee, Chair
- Delta Counties Coalition, founder
- Delta Protection Commission
- Central Contra Costa Solid Waste Authority
- East Bay Economic Development Alliance
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPLAN, East County Transportation Planning

June 25, 2012

Sheriff- Coroner David O. Livingston  
Contra Costa County  
651 Pine Street, 7<sup>th</sup> Floor  
Martinez, CA 94513

Dear Sheriff Livingston,

I am writing with regards to the funding for the School Resource Officer (SRO) for the Byron Union School District.

At the June 11, 2012 Discovery Bay P-6 Zone Citizen Advisory Committee meeting the members voted unanimously, 3-0, to recommend that Discovery Bay P-6 Zone monies fund the position for one year, June 2012 through June 2013 in the amount not to exceed \$100,000. As this is the recommendation from the Advisory Committee, I respectfully bring forward their request and inquire as to whether or not this is an option for the funding of the program for June 2012 through June 2013.

Additionally, at the DB P-6 Zone CAC meeting Elaine Landro, President of the Byron Union School District Board of Trustees stated that the District is able to commit \$50,000 for the SRO position for the upcoming school year.

At their meeting the Committee members additionally spoke of the benefit the programs brings to the schools and the community. I too share their sentiments regarding the program and the vast positive impacts it has provided the students and community at large.

Additionally, per the discussions on the matter the Discovery Bay P-6 Zone Committee requested that during the timeframe that the Byron Union School District's schools are not in session the SRO staff member work from the Discovery Bay Sheriff's annex. The P-6 Committee also requested that the Byron Union School District continue to research options for grant or school district funding for the SRO position.

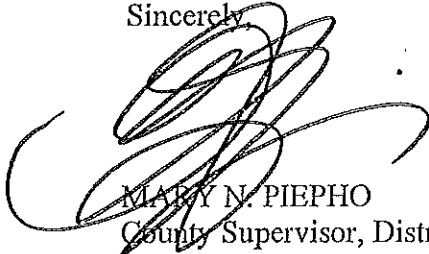
SERVING AS ALTERNATE

- Local Agency Formation Commission
- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- East Contra Costa County Habitat Conservation Plan, Executive Governing Board
- Mental Health Commission
- City-County Relations Committee

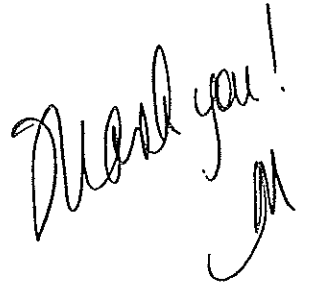
I look forward to hearing from you regarding this recommendation from the Discovery Bay P-6 Zone Citizen Advisory Committee regarding funding for the Byron Union School District's SRO for June 2012 through June 2013.

As always, it is an honor to work with you in service to the constituents of Contra Costa County

Sincerely,



MARY N. PIEPHO  
County Supervisor, District III



Thank you!  
M.

Cc: Dannica Earl, Chair, Discovery Bay P-6 Zone CAC  
Lieutenant Alan Johnson, CCC Sheriff's Department  
Kevin Graves, Chair, Town of Discovery Bay CSD  
Ken Jacopetti, Superintendent, Byron Union School District  
Elaine Landro, President, BUSD Board of Trustees

MNP: kc



JUL 09 2012

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

**MINUTES**

June 14, 2012

The meeting of the TRANSPLAN Committee was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 6:30 P.M.

**ROLL CALL**

**PRESENT:** Gil Azevedo (Antioch), Brian Kalinowski (Antioch), Bruce Ohlson (Pittsburg), Kevin Romick (Oakley), Duane Steele (Contra Costa County Planning Commission), Robert Taylor (Brentwood), Joe Weber (Brentwood), and Chair Jim Frazier (Oakley)

**ABSENT:** Salvatore Evola (Pittsburg), and Mary N. Piepho (Contra Costa County Board of Supervisors)

**STAFF:** John Cunningham, TRANSPLAN Staff  
Stephen Siproth, Legal Counsel

**PUBLIC COMMENT FOR ITEMS NOT LISTED ON THE AGENDA**

There were no comments from the public.

**CONSENT ITEMS**

On motion by Kevin Romick, seconded by Joe Weber, TRANSPLAN Committee members unanimously adopted the Consent Calendar, as follows:

3. Adopted Minutes from May 10, 2012 TRANSPLAN meeting.
4. Accepted Correspondence.
5. Accepted Status Report on Major Projects
6. Accepted Calendar of Events

**STATUS UPDATE ON SB 375/SUSTAINABLE COMMUNITY STRATEGIES (SCS)**

John Cunningham, TRANSPLAN staff, explained that Martin Engelmann of the Contra Costa Transportation Authority (CCTA) had asked that the item be placed on the agenda. He was not currently present and it was continued until he was available.

**AUTHORIZE STAFF TO SEND A LETTER TO THE CONTRA COSTA TRANSPORTATION AUTHORITY REGARDING BAY AREA AIR QUALITY MANAGEMENT DISTRICT POLICIES ADDRESSING CHARGING STATIONS: FUNDING UTILITY**

Mr. Cunningham referred to his draft letter dated June 14, 2012 to Peter Engel, Program Manager of the Contra Costa Transportation Authority regarding electric vehicle charging stations and explained that the issue had been discussed at the last meeting of the TRANSPLAN Committee. He explained that the Bay Area Air Quality Management District (BAAQMD) had been resistant to publish guidelines or criteria to use Transportation Fund for Clear Air (TFCA) funds for charging stations, and with no response from the BAAQMD, the issue had been discussed at the local level which had then prompted a response from the BAAQMD. He referred to the draft letter that memorialized the criteria to be used given the lack of formal guidelines and asked that the letter be transmitted to the CCTA.

On motion by Bob Taylor, seconded by Gil Azevedo, TRANSPLAN Committee members unanimously authorized staff to send a letter to the Contra Costa Transportation Authority regarding Bay Area Air Quality Management District policies addressing electric vehicle charging stations.

**REVIEW TRANSPLAN ADMINISTRATIVE PROCEDURES**

Mr. Cunningham explained that the TRANSPLAN Administrative Procedures had also been held over from last meeting. County Counsel David Schmidt had asked for additional time to revise the procedures. The Administrative Procedures would likely be returned to the TRANSPLAN Committee next month.

On motion by Brian Kalinowski, seconded by Gil Azevedo, TRANSPLAN Committee members unanimously continued the Administrative Procedures to the next meeting.

**DRAFT 2012/2013 WORK PROGRAM AND BUDGET**

Mr. Cunningham advised that the item had also been continued from the last meeting. He highlighted some of the changes from last year where ferry service planning coordination was likely to require some staff time along with a backstop for the State Route 4 Bypass project, additional changes related to the State Route 4 Ramp Metering Study, and Growth Management compliance. He noted that the budget had been adjusted to recognize new staffing, and had been reduced by approximately \$13,000, split across the five jurisdictions. He clarified that Jamar Stamps would assume the staffing of the TRANSPLAN Committee because duties within the Department of Conservation and Development had been rotated.

Mr. Engelmann delineated some of the expectations for eastern Contra Costa County, suggested it would be easy to meet the Regional Housing Needs Assessment (RHNA) allocations with what had been projected, and noted that CCTA staff felt it was a reasonable forecast.

Mr. Engelmann presented the Plan Bay Area summary noting that more than half of the funding in the next 30 years would go to operations and maintenance for transit; the plan assumed that all available revenues, 88 percent, would go to operations and maintenance for transit, roads, and bridges.

Mr. Engelmann explained that the objective for the Plan Bay Area was to reduce greenhouse gas (GHG) emissions by 15 percent per capita by 2035. He delineated the report and noted that ABAG's major adjustment to the forecast reflected the loss of 400,000 jobs in the Bay Area and suggested that the GHG emissions were driven by jobs. He referred to the recommended climate policy initiatives for electric vehicle acceleration, vehicle buy-back and plug-in or electric vehicle purchase incentives, car sharing, vanpool incentives, the Clean Vehicles Feebate Program, smart driving strategies and a Commuter Benefits Ordinance to help meet the intended goals.

For the environmental development phase, Mr. Engelmann referred to five alternatives in the Environmental Impact Report (EIR) which were different from the earlier information and included a No Project alternative, a Jobs-Housing Connection scenario which was the preferred scenario, a Network of Transit Neighborhoods, Workforce Housing Opportunities, and an Environmental, Equity, and Jobs alternative. He identified the EIR schedule and explained that the plan remained on its original schedule with a 2013 adoption.

Bob Taylor wanted to go on record that East County would have a particular difficulty complying with the tenants of the plan given the lack of transit and the fact that most residents would be commuting for a long time.

Brian Kalinowski commented that East County had 90 percent of the builds and had net only 400 jobs, which would remain out of balance for some time. As to the type of jobs envisioned, he questioned whether there would be any emphasis in bringing any jobs beyond the standard residential development. From a region, he suggested that East County was in a deficit for job sustaining abilities and the expectation would be that East County residents would continue to commute. If that was the case, he suggested that East County should receive a larger percentage of roadway and transit monies. He characterized the plan as more of the same for East County.

Mr. Cunningham added that the transition to new staffing should be smooth since he would remain in the same department and he and Mr. Stamps worked well together.

Mr. Cunningham advised that the final figures from the auditors had not yet been made available and the Preliminary Budget Report would be deferred until the exact figures became available, likely in September or October.

On motion by Brian Kalinowski, seconded by Joe Weber, TRANSPLAN Committee members unanimously approved the Draft Work Program and Budget for 2012/2013, and received the Preliminary Report on the 2011/2012 Budget.

#### **RECEIVE UPDATE ON WATER EMERGENCY TRANSPORTATION AUTHORITY (WETA)**

Mr. Cunningham stated with respect to WETA that there was nothing definitive happening. The CCTA had discussed the issue at its Administration and Projects Committee (APC) meeting last month with a follow up meeting in the next few weeks. The CCTA was considering how to approach the issue given the interest of several jurisdictions. On the suggestion of establishing a committee similar to the eBART Partnership Policy Advisory Committee (ePPAC), he stated he would follow up to get something on the agenda for next month given that the letter of interest had been out for two to three months now. He expected to have definitive information in the next couple of months.

As to the meeting with Senator DeSaulnier on the WETA issue, Mr. Cunningham stated that the Senator was supportive of allowing a representative from Contra Costa County sit on the WETA Board of Directors and had expressed some concern about legislation related to the reformed WETA Board. He looked forward to getting more information in that regard.

#### **STATUS UPDATE ON SB 375/SUSTAINABLE COMMUNITY STRATEGIES (SCS)**

Martin Engelmann, Deputy Executive Director, Planning, of the CCTA, explained that for the past year the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) had been working to develop a preferred scenario for a Sustainable Community Strategy and were at the point of adopting a preferred scenario, working on the environmental process, and estimating 700,000 new housing units for the Bay Area region between 2010 and 2040, 40,000 of which would occupy dwelling units now vacant. He explained that the Great Recession had been calculated into that estimation. In addition, 1.1 million new jobs had been estimated for the Bay Area by the year 2040. Those figures translated into 90,000 homes and 120,000 jobs for Contra Costa County.

Mr. Engelmann explained that by law, Plan Bay Area would have to be adopted by MTC by April 2013, and once adopted it would remain in force for four years until the 2017 Regional Transportation Plan (RTP). If Senate Bill 1139 was implemented, he suggested it would not affect the adoption of the plan. With respect to jobs, he stated that MTC would offer information on the types of jobs proposed for East County, whether retail, service, office, manufacturing, or light industrial.

Mr. Kalinowski suggested that there needed to be a buy-in for diversifying the workforce throughout the Bay Area in partnership or leverage to provide East County some relief.

Chair Frazier adjourned into closed session at 7:06 P.M.

### **CLOSED SESSION**

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

The meeting reconvened from closed session at 7:29 P.M.

Legal Counsel Stephen Siptroth advised that there was nothing to report out of the closed session.

### **ADJOURNMENT**

Chair Frazier adjourned the TRANSPLAN Committee meeting at 7:30 P.M. to July 12, 2012 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk

Handouts:

- Letter dated June 14, 2012 to Peter Engel, Program Manager of the Contra Costa Transportation Authority from John Cunningham, Program Manager of the TRANSPLAN Committee Re: Electric Vehicle Charging Stations
- Bay Area Plan – Preferred Land Use and Transportation Investment Strategy, Joint MTC Planning/ABAG Administrative Committees, May 11, 2012