



TOWN OF DISCOVERY BAY CSD

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

**NOTICE OF AGENDA OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday February 2, 2011
1800 Willow Lake Road, Discovery Bay, California
REGULAR MEETING 7:00 P.M.
Website address: www.todb.ca.gov**

A. ROLL CALL

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

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

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

C. PRESENTATION

1. Certificate of Achievement to the Town of Discovery Bay from the California Highway Patrol

D. AREA AGENCIES REPORTS / PRESENTATION

1. DEPUTY SHERIFF /MARINE PATROL REPORT - (AC)
2. CHP REPORT - (AC)
3. FIRE DISTRICT REPORT - (AC)
4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT - (AC)
5. COUNTY'S CODE ENFORCEMENT DEPARTMENT REPORT - (AC)
6. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT - (AC)

E. CONSENT CALENDAR

1. Minutes of previous Regular meeting dated January 19, 2011, and Minutes of previous Special meeting dated January 22, 2011
2. District Invoices
3. District Financials

F. NEW BUSINESS AND ACTION ITEMS

1. Establishment of Ad-Hoc Committees
2. Town of Discovery Bay Fiscal Year 2010-11 Operating and Capital Budget Mid Year Summary Report
3. Discovery Bay Work Experience Project/Internship Program

G. COMMITTEE/LIAISON REPORTS

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

***These meetings are held Quarterly*

H. CHAIR REPORT AND DIRECTORS' COMMENTS

I. GENERAL MANAGER'S REPORT

J. LEGAL COUNSEL REPORT

K. CORRESPONDENCE – Discussion and Possible Action

1. S – Letter to the Contra Costa County Department of Conservation and Development Community Development Division regarding County File Number DP10-3036 dated January 20, 2011
2. R – Board of Supervisors County of Contra Costa Public Hearing for the Determination of Property Tax Administrative Cost Recovery for 2010-2011
3. R – Letter from Discovery Bay Elementary regarding the Competitive Speech Program received on January 27, 2011
4. R – Letter from Supervisor Piepho regarding the Board Order from the January 18, 2011 Board of Supervisors Meeting dated January 25, 2011
5. R – Letter from Supervisor Piepho regarding the Board Orders from the January 11, 2011 Board of Supervisors Meeting dated January 25, 2011
6. R – Letter from Supervisor Piepho regarding the Vasco Road Improvements Project (Phase II) dated January 24, 2011

L. PUBLIC RECORD REQUESTS RECEIVED

Request from William Richardson – CSD Defamation of Citizens Submitting Public Records Requests – Dated January 21, 2011

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

1. Adjourn to the next regular meeting on February 16, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

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

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

CALIFORNIA HIGHWAY PATROL

COPY

YK/0
RH/0

hereby awards this

Certificate of Achievement

to
TOWN OF DISCOVERY BAY

1800 WILLOW LAKE RD
DISCOVERY BAY, CA 94505

**3 Consecutive Satisfactory Ratings
Since APRIL 21, 2005**

There is established in the California Vehicle Code a biennial motor carrier safety compliance inspection program to be conducted by the California Highway Patrol. That program, known as the Biennial Inspection of Terminals (BIT) Program, requires all motor carriers operating trucks from terminals located in California to undergo an inspection of each operational terminal to rate their compliance with applicable laws and regulations relating to motor carrier safety.

This is to certify that this terminal has achieved consecutive satisfactory safety compliance ratings as indicated above. The California Highway Patrol congratulates this terminal on this meritorious achievement and recognizes the commitment to highway safety demonstrated by the personnel responsible for the operation of this terminal.

D. A. Francis

COMMISSIONER
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

8-16-10

NO BACK UP
DOCUMENTATION
FOR THIS AGENDA
ITEM # D



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Wednesday January 19, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING at 7:00p.m.

A. ROLL CALL

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

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

None

C. PRESENTATIONS

None

D. CHAIR REPORT AND DIRECTORS' COMMENTS

Vice-President Dawson – Stated that President Graves and he attended the East Contra Costa Fire Protection District Meeting on January 10, 2011.

President Graves – Provided a report on the East Contra Costa Fire Protection District Meeting.

President Graves – Attended the Aviation Advisory Committee Meeting and provided a report.

E. CONSENT CALENDAR

1. Minutes of January 5, 2011
2. Notice of Exemption (CEQA) for Cornell Park Playground Replacement
3. Contract for June 30, 2010 Audit
4. Discovery Bay Blvd./Sand Point Road Landscape Improvement Project Irrigation Modification Change Order #1
5. District Invoices

Motion made – By Director Simon to approve the Consent Calendar and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

F. NEW BUSINESS AND ACTION ITEMS

1. Nominees for Independent Special District Selection to the Local Agency Formation Commission (LAFCo)

General Manager Howard – Explained that the opening of the LAFCo seat is due to Director Piepho no longer serving on the Town of Discovery Bay CSD Board. There are seven (7) nominees for the LAFCo seat and at this time the selection by the Board will be made.

President Graves – Open for Discussion to the Board for the nominees for the LAFCo seat

Legal Counsel Schroeder – Gave a brief description of the term LAFCo.

Motion made – By Director Tetreault to select Thomas E. Baldocchi, Jr. as the Primary for the LAFCo seat and Michael R. McGill to be selected as the secondary and seconded by Director Simon. Motion carried by the following vote: AYES: 3 – President Graves, Director Simon, and Director Tetreault. NOES: 2 – Vice-President Dawson and Director Steele.

2. Cash Transaction Policy

General Manager Howard – Presented the proposal for the Cash Transaction Policy with the changes requested by the Board.

Board Members - Agreed that the effective date be changed to a 90 day timeframe. The discussion continued between General Manager Howard, the Board and the public in regards to the Merchant provider and the Website's ability to accept on-line bill pay.

Motion made – By Director Tetreault to accept the Resolution 2011-02 with two (2) changes; Section 1 – July 1, 2011 being changed to May 1, 2011 and Section 2 – The ninety (90) days slashed to thirty (30) days and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

3. Request for comments relative to proposed modifications to an existing home located at 1226 Marina Circle (Advisory Council)

General Manager Howard – Explained the item in detail.

The discussion continued between the property representative, the General Manager, and the Board.

General Manager Howard – Recommends the Board to take an action to authorize Staff to write a letter to the County by tomorrow, Thursday January 20, 2011 indicating that the Board had no comment on the proposed project.

Motion made - By Director Simon that we forward comments in favor of the proposed modifications to the existing home at 1226 Marina Circle and that Staff is authorized to send that letter out as of tomorrow and seconded by Director Tetreault.

Resident Don Flint – Stated that he did not have a problem with the project, however, did not understand why the Board was chosen to voice an approval.

Legal Counsel Schroeder – Stated that the Board has the authority to make decisions as they desire as long as funds are not being expended.

Motion withdrawn - By Director Simon and seconded by Director Tetreault

Motion made – By Director Simon to send comments to the appropriate County office that we have no negative comments in regards to the modifications at the property at 1226 Marina Circle and that the Builder/Developer is known to this Board and we have no issue and seconded by Director Tetreault.

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

G. VEOLIA REPORT

1. Veolia Report

Veolia Manager Gerald Smart – Reviewed the Monthly Report for December.

H. MANAGERS REPORTS

None

I. GENERAL MANAGER REPORT

General Manager Howard – Stated that he has four (4) items to point out. He wanted to update the Board on initiating the contract discussion with Veolia. We are in the process of revamping three (3) of the manholes near the Cherry Hills area that were deteriorating due to sulfuric acid. The other item currently being done is replacing the sand filters in two (2) of our three (3) water filters. The last item is to remind the Board of the workshop that is this Saturday, January 22, 2011 and a reminder to the Board to think of the projects and goals they would like to discuss.

J. DISTRICT LEGAL COUNSEL REPORT

1. Brown Act 2011

Legal Counsel Schroeder – Stated that annually Legal provides any changes that have occurred and with The Brown Act there were no statutory changes or additions from the year 2010.

K. CORRESPONDENCE-Discussion and Possible Action

1. Contra Costa County Aviation Advisory Committee Minutes for October 14, 2010
2. Contra Costa Special Districts Association Minutes for October 18, 2010
3. East Contra Costa Fire Protection District Minutes for December 6, 2010
4. R – Letter from Supervisor Piepho to Hofmann Land Development Company dated January 6, 2011
5. R – Letter from Supervisor Piepho regarding Statewide Infrastructure Bonds date January 10, 2011
6. R – Trans Plan Committee Meeting Minutes for December 9, 2010 received on January 11, 2011
7. R – State Route 4 Bypass Authority Minutes for December 9, 2010

L. PUBLIC RECORD REQUESTS RECEIVED

Request from William Richardson – 16,450 Gallon Sewage Spill – for Maintenance Records - Dated 12/20/2010

Request from Severn Trent – RFPs for Water & Wastewater Proposals – Dated 12/30/2010

Request from Thomas Peele of Bay Area News Group – 2010 Employee Payroll Information -- Dated 1/6/2011

M. FUTURE AGENDA ITEMS

President Graves – Stated that he received a document from the Department of Conservation and Development in Contra Costa County and they are requesting our presence and our participation in the Delta Plan. He would like to add this as an approved attendance on my behalf in order to represent the District and have added to the Agenda for Saturday, January 22, 2011.

Director Simon – Stated that he would like to add as a future agenda item a review of the Capital Improvement Report.

N. ADJOURNMENT

The meeting was adjourned at 8:15p.m. to the next Regular meeting of February 2, 2011 starting at 7:00pm at 1800 Willow Lake Road-Located in back of the Delta Community Presbyterian Church.

cmc – 01.27.11



TOWN OF DISCOVERY BAY CSD

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

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY CSD
Saturday January 22, 2011
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

WORKSHOP MEETING at 9:30a.m.

A. ROLL CALL

The meeting was called to order at 9:30a.m. President Graves led in the Pledge of Allegiance. Roll call was taken and all Directors were present.

President Graves – Gave a brief description of the course of action for the Special Workshop and there will be a different format.

General Manager Howard – Described his plan of the meeting and asked that the Board Members, Staff, and the Public offer their ideas and to focus on those projects that will improve the Town of Discovery Bay CSD.

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

None

C. ACTION ITEM

1) Authorize President Graves' Attendance at the California Environmental Quality Act (CEQA) Scoping Meetings on the Development of the Delta Plan

Motion made – By Director Steele to authorize President Graves' to attend the California Environmental Quality Act (CEQA) Scoping Meeting on the Development of the Delta Plan and seconded by Vice-President Dawson. Motion carried by the following vote: AYES: 5, NOES: 0.

D. WORKSHOP ITEM

Board of Directors Meeting Schedule (15 Minutes) Rick Howard

General Manager Howard – Wanted to obtain the Board's perspective on the meeting schedule and when would be appropriate times to take a break in the process of the meetings.

The Board – Agreed that the meeting schedule does not need to be changed.

1) **Board Goals and Objectives for the 2011-12 Year and Beyond (2.5 Hours) Board and Staff.**

- Topics to be discussed may include a variety of subjects including issues related to the Water, Wastewater, Landscape/parks, and other associated subjects.

General Manager Howard – Provided slides and gave an overview of Discovery Bay.

Water and Wastewater Manager Koehne – Provided slides of the projects within the department. Water and Wastewater Manager Koehne stated that there may be a need for an additional Well, depending on the growth of Discovery Bay. Also, one of the manholes near Cherry Hills in Discovery Bay was rehabilitated. The discussion continued between the Board and Water and Wastewater Manager Koehne regarding the projects within Discovery Bay.

General Manager Howard – Provided slides of the Landscaping projects within Discovery Bay. The discussion continued between the Board, General Manager Howard, and Water and Wastewater Manager Koehne in regards to the landscaping owned by home owners or Homeowners Associations.

President Graves – Gave a summarization of the different items being discussed and informing the public of what the issues and challenges are. He encourages the public to work together with the Town of Discovery Bay CSD Board and staff to resolve those issues.

General Manager Howard – Provided information in regards to the County possibly having some type of program to assist with the repair and/or maintenance of the sound walls within Discovery Bay. He also stated that he will look further into the program and let the Board know. General Manager Howard elaborated on the projects completed within Discovery Bay and he believes the community benefits from hearing those accomplishments. General Manager Howard also discussed the "Issues Facing Discovery Bay in 2011 and Beyond" and the list can be found on our Website.

Vice-President Dawson – Stated that one of the items on the list of issues facing Discovery Bay, Egeria Densa, there is no budget for the Department of Boating and Waterways and they are expecting a cut in the budget, which will slow the clean up of the Egeria Densa.

Director Steele – Stated that according to the Reclamation District 800 there is a plan being developed and there is an Aquatic Weed abatement plan for the Bays. The Reclamation District 800 is currently working with Scientists and with State level on this project.

Resident Mike Guzzardo – Explained in a little more detail the problem with Egeria Densa and what the solution should be.

Bob Lyman – Stated that Rec 800 is currently working with the County and Boating and Waterways on the Egeria Densa problem.

The discussion continued on the topic.

General Manager Howard – Asked what other items the Board would like to have added to the list "Issues Facing Discovery Bay in 2011 and Beyond".

There was a short recess.

The Board suggested items to be added to the list:

Enhanced Transparency

Enhanced Communication through the Website

Ability to send out updates/alerts within the Website

How to broadcast the Website to the Public

Fixed Signs to announce the Board Meetings and other important information

Landscape Manager Perez – Provided slides which gave the details on the Budget with the different Zones in Discovery Bay, along with the different upgrades that are currently in process. She also provided information on how the zones are maintained. The discussion continued between the Board, Public, and Landscape Manager Perez on the different projects including the budgeted amounts for the projects. The projects that Landscape Manager Perez is planning are below:

Slifer Park Improvement Project which includes Pickle Ball at Slifer Park

Cornell Park – Playground Replacement

Dog Park at Cornell Park

Tiled Wall (Painted by the local children)

Landscape Manager Perez – Would like input from the Board on the type of Shade Structure at Slifer Park
Decision from the Board was Option 2 – Charleston Model 32'

Landscape Manager Perez – Would like input from the Board on the decision of having a Restroom at Slifer Park. There are two (2) options. The discussion continued on the positive and negative side of having a restroom.

Landscape Manager Perez - Stated that the project located at Zone 57, the Basketball Court project is currently in review, therefore, on hold. She went over the other zones that are in the final budget. The other item that she would like input from the Board on is the Dog Park.

The discussion continued between the General Manager and the Board regarding the dog park. The decision on the dog park is for Landscape Manager Perez to provide a proposal to the Board.

There was discussion on the Cornell Park replacement and the different options available. Also, Landscape Manager Perez talked about the "Tiled Wall" that would be painted by the local children and how it would enhance the park and make the park stand out.

General Manager Howard – Asked the Board what improvements to Discovery Bay they would like to see.

President Graves – Stated that the Community Center needs to be discussed.

Director Simon – Believes that we need to know where the Community Center will go, and what funds will be used to build and maintain the Community Center. Also, we need to create a Community Center committee.

The discussion continued between the General Manager and the Board to identify the purpose of the Community Center and the resources within our jurisdiction. Also, a new committee needs to be formed and include the residents of Discovery Bay. The Board pointed out that we need to move forward with the Community Center Project and in addition to that Hofmann would like to have the project completed.

General Manager Howard – Stated that he will meet with President Graves to discuss the Community Center and bring back to the Board.

Vice-President Dawson – Would like to see funding for Recreational type programs and to possibly form a Committee.

Director Steele – Asked what are the goals and objectives for the next year.

General Manager Howard – Stated that the goals and objectives for the next year will be part of the budget process and that budget will be brought back to the Board.

Don Flint – Suggested that the Agenda be posted the Wednesday before the meeting instead of the Friday and to have the outside Agencies provide their material in time to be included in the packet.

General Manager Howard – Stated that he has been working on obtaining the backup documentation from the outside Agencies and will continue to attempt to make that change.

The Board is requesting that the Agenda be sent to the "Agenda Contacts" with only the link to the Website, therefore directing the person immediately to the Website. This method will encourage the person to utilize the Website often.

General Manager Howard – Handed out a Summary listing of different types of opportunity in obtaining funds, with respect to financing items. This is a brief summary of what Community Services District's are permitted to do, because we may need to finance some of the projects in the future.

Where we get our Money from & Revenue Opportunities (30 Minutes) Rick Howard

General Manager Howard – This section was covered within the presentation slides from Item D (Workshop Item) of the Agenda.

E. FUTURE AGENDA ITEMS

The suggested items are below for Future Agenda:

- Add signs for announcing CSD Meetings
- Committee for the Community Center
- Budget Committee

F. ADJOURNMENT

The meeting was adjourned at 1:16p.m. to the next Regular meeting of February 2, 2011 starting at 7:00pm at 1800 Willow Lake Road Located in back of the Delta Community Presbyterian Church.

cmc – 01.26.11



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

February 2, 2011

Prepared By: Liz Hardy, Accounts Assistant

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 \$593,174.95

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

Town of Discovery Bay CSD Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #8 Operating and Capital Budgets

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

Discovery Bay Lighting & Landscape District #9 Operating Budget and Capital Budgets

AGENDA ITEM: E-2

**Request for authorization to pay invoices
For the Meeting on February 2, 2011
Town of Discovery Bay CSD
For Fiscal Year's 7/10 - 6/11**

Acct Code			
1	7002	Express Employment Inv# 99197138-3, dtd 1/12/11	Payroll for Temp Services \$865.87
2	7002	Express Employment Inv# 99219008-2, dtd 1/19/11	Payroll for Temp Services \$865.87
		Sub-Total	\$1,731.74
3	7002	RelliaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Dec 15-31 for 1.05.11	Check \$350.00
4	7003	RelliaStar Life Insurance Co. Emp# JR52, ING Employer # JR52 457 (b) for Dec 15-31 for 1.05.11	Check \$465.22
		Sub-Total	\$815.22
5	7010	Luhdorff & Scalmanini Inv# 26519, dtd 12/31/10	DB Water Master Plan services rendered thru 12/31/10 \$5,885.45
6	0809-002	Luhdorff & Scalmanini Inv# 26516, dtd 12/31/10	Well & Pump Station 6 Design & Const-serv thru 12/31/10 \$1,691.50
7	1011-013	Luhdorff & Scalmanini Inv# 26461, dtd 12/31/10	Well 4A Rehab/Upgrade-services thru 12/31/10 \$1,510.25
		Sub-Total	\$9,087.20
8	7011	Veolia Water Inv# 15305, dtd 10/1/10	Operation Contract for month of Oct, 2010 \$83,362.21
	7012	Veolia Water Inv# 15305, dtd 10/1/10	Prevention and Correction Fund for month of Oct, 2010 \$3,560.42
		Sub-Total	\$86,922.63
9	7011	Veolia Water Inv# 2503573, dtd 11/1/10	Oper & Maint Services for month of Nov, 2010 Prjct# 33030 \$83,362.21
	7012	Veolia Water Inv# 2503573, dtd 11/1/10	Oper & Maint Services for month of Nov, 2010 Prjct# 33030 \$3,560.42
		Sub-Total	\$86,922.63
		WATER	
10	7135	PG&E / Acct# 2943721807-5	Newport WTP 12/14-01/11/11 \$2,096.07
11	7135	PG&E / Acct# 2990602600-9	Willow Lake WWTP 12/10-01/10/11 \$3,485.76
12	7135	PG&E / Acct# 3349549227-5	Well #3 DB Blvd & Edgeview 12/11-01/10/11 \$22.43
13	7135	PG&E / Acct# 6760524303-8	Irr. Controller (Newport @ Well 4A) 12/14-01/11/11 \$14.36
14	7135	PG&E / Acct# 7068319849-6	Well #5 12/10-01/09/11 \$3,584.94
15	7135	PG&E / Acct# 8351173112-3	Well #2 12/10-01/10/11 \$1,530.43
16	7135	PG&E / Acct# 8609981202-5	Well #1 (Gas) 12/11-01/10/11 \$40.09
17	7135	PG&E / Acct# 8651647866-5	Well #1 12/10-01/10/11 \$3,115.98
		Sub-Total	\$13,890.06
		SEWER	
18	7137	PG&E / Acct# 0631986334-3	Newport Lift Station 12/14-01/11/11 \$1,742.10
19	7137	PG&E / Acct# 1182741894-5	Pump Station D 12/10-01/10/11 \$130.51
20	7137	PG&E / Acct# 1318320217-8	Pump Station A 12/10-01/10/11 \$55.03
21	7137	PG&E / Acct# 2068717691-5	Pump Station G 12/14-01/11/11 \$29.99
22	7137	PG&E / Acct# 2172798825-1	Pump Station R 12/14-01/11/11 \$40.56
23	7137	PG&E / Acct# 2527523613-8	Pump Station S 12/15-01/12/11 \$287.85
24	7137	PG&E / Acct# 3016215915-3	Pump Station F 12/10-01/09/11 \$544.55
25	7137	PG&E / Acct# 3101013157-6	Lakes 4 Lift Station 12/11-01/10/11 \$88.67
26	7137	PG&E / Acct# 3497478293-9	Lakeshore Lift Station 12/10-01/09/11 \$875.35
27	7137	PG&E / Acct# 3881134135-3	WWTP #1 12/14-01/11/11 \$7,906.20
28	7137	PG&E / Acct# 4193709211-6	Pump Station C 12/15-01/11/11 \$47.66
29	7137	PG&E / Acct# 4201000159-4	Golf Course Valve Station 12/15-01/12/11 \$32.33
30	7137	PG&E / Acct# 4225081240-3	Disc WWTP & Pump Station W 12/14-01/11/11 \$24.72
31	7137	PG&E / Acct# 4516230421-1	Pump Station H 12/11-01/10/11 \$21.75
32	7137	PG&E / Acct# 7234986505-4	Pump Station J 12/10-01/10/11 \$231.28
33	7137	PG&E / Acct# 7312115758-7	SS/HWY 4 E/Disco Bay Blvd W/O Bridge 12/14-01/11/11 \$14,474.92
34	7137	PG&E / Acct# 7630923070-4	Pump Station E 12/10-01/09/11 \$263.91
35	7137	PG&E / Acct# 8440119997-5	Knightsen School Pump Station 12/11-01/10/11 \$30.14
		Sub-Total	\$26,827.52
36	7250	Underground Service Alert Inv# 11010274, dtd 1/20/11	Annual Membership \$236.76
37		<u>Capital One Account - Remainder of Statement for Dec 15 - Jan 14, 2011</u>	
	7300	General Repairs Water / Sewer	\$48.95
	7300-P	Pump Repairs	\$1,353.43
	7430	Office Supplies	\$28.36
	7630	Site Maintenance / Landscape	\$228.55
	7690	Maint /Fuel	\$348.51
	7950	Miscellaneous	\$35.67
		Sub-Total	\$2,043.47
38	7010	American Retrofit Systems Inv# 41, dtd 1/25/11	Labor only for Well 6 start up and control briefing \$200.00
39	7300	American Retrofit Systems Inv# 40, dtd 1/25/11	Repair light circuit on Newport water plant chemical bldg \$100.00
40	7300	American Retrofit Systems Inv# 43, dtd 1/25/11	Trace out elec problem at Newport watr plant filter A, V2 \$200.00
41	7300	American Retrofit Systems Inv# 44, dtd 1/25/11	Work on tracing scada systems as per report \$2,300.00
42	7300	American Retrofit Systems Inv# 45, dtd 1/26/11	Install and program VFD for RAS 2 at WWTP1 \$800.00
		Sub-Total	\$3,600.00

AGENDA ITEM – E-2

43	7300	J.W. Backhoe & Constr.	Inv# 1462, dtd 1/18/11	Paved 780 Beaver Ct, 4708 Cove Ln, 2356 Newport Pl S.	\$5,677.55
44	7300	J.W. Backhoe & Constr.	Inv# 1463, dtd 1/18/11	Paved 1037 Discovery Bay Blvd	\$5,861.39
45	7300	J.W. Backhoe & Constr.	Inv# 1464, dtd 1/18/11	Applied fog seal coat on Willow Lake Rd	<u>\$648.75</u>
				Sub-Total	\$12,187.69
46	7300	Seltek	Inv# 2594, dtd 1/13/11	Repair faulty flow meter at well 1B	\$933.62
47	7300	Steven Engineering	CR 1941995-00, dtd 1/24/11	Return for Inv# 1933579-00 plus 25% restocking fee	-\$95.62
48	7300	Steven Engineering	Inv# 1942597-01, dtd 1/17/11	Schneider ATV61/71 mounting plate kit	\$116.69
49	7300	Steven Engineering	Inv# 1942906-00, dtd 1/10/11	Phoenix Isolator mod	<u>\$587.38</u>
				Sub-Total	\$588.45
50	7420	MailFinance	Inv# N2152772, dtd 12/20/10	Postage lease and property tax recovery charge 1/19-2/18/11	\$135.80
51	7420	MailFinance	Inv# N2225370, dtd 1/21/11	Lease payment for 2/19/11 - 03/18/11	<u>\$70.09</u>
				Sub-Total	\$205.89
52	7420	Neopost by Neopost	Inv# xxxx-xxxx-xxxx-4658, dtd 1/07/11	Postage	\$579.14
53	7430	Office Depot	Inv# 546819893001, dtd 1/04/11	Office Supplies	\$146.74
54	7430	Office Depot	Inv# 547261712001, dtd 1/06/11	Office Supplies	\$16.11
55	7430	Office Depot	Inv# 547433067001, dtd 1/07/11	Office Supplies	\$43.23
56	7430	Office Depot	Inv# 547911691001, dtd 1/14/11	Office Supplies	\$44.27
57	7430	Office Depot	Inv# 547916150001, dtd 1/11/11	Office Supplies	\$10.13
58	7430	Office Depot	Inv# 549252834001, dtd 1/21/11	Office Supplies	\$27.45
59	7670	Office Depot	Inv# 547425368001, dtd 1/07/11	Office Supplies	<u>\$311.72</u>
				Sub-Total	\$599.65
60	7630	Sunstate Equip	Inv# 4842366-001, dtd 1/07/11	Skiploader 4WD - w/4 in 1 bucket	\$452.03
61	7630	Sunstate Equip	Inv# 1, dtd 1/10/11	Credit on acct due to over payment	<u>-\$167.99</u>
				Sub-Total	\$284.04
62	7685	Pollard Water.Com	Inv# I290703-IN, dtd 1/12/11	Integral Pitot Blade w/Dual Read Gauge	\$215.54
63	7690	Ramos Oil Co	Inv# 193328, dtd 3/30/10	Diesel Fuel	\$366.54
64	7720	Brian Dawson	dtd 1/27/11	Directors Meetings for January 2011	\$400.00
65	7720	Kevin Graves	dtd 1/26/11	Directors Meetings and Mileage for January 2011	\$744.84
66	7825	CCC Public Works Dept.	Inv# 915724, dtd 1/14/11	Encroachment permit inspection charges	\$788.78
67	7950			<u>Petty Cash Reimbursement Receipts for Dec 10 - Jan 25, 2011</u> Miscellaneous	<u>\$131.08</u>
68	7950	Star Awards	Inv# 11-1-005, dtd 1/20/11	Name badges and perp plates	\$56.76
69	7950	UPS	Inv# 000012X417041, dtd 1/22/11	Late payment fee	\$1.91
70	7952	Gates + Assoc	Inv# 31604, dtd 1/12/11	Regatta Park Basketball Ct DB Prof serv period ended 1/9/11*** ***To be reimbursed by Zone 61	\$215.25
71	7952	My Bark Co.	Inv# 3911, dtd 1/17/11	Mahogany deco mulch Point of Timber*** ***To be reimbursed by Zone 61	\$2,130.38
72	7952	Ross Recreation Equip	Inv# 89320, dtd 1/13/11	Slifer Park vandalism damage & spares*** ***To be reimbursed by Zone 61	\$683.66
73	7952	TF Construction	Dtd 1/03/11	Deposit only for replacement of restroom partition	\$3,500.00
74	7952	Watersavers	Inv# I1023858, dtd 1/13/11	Preston Drive repairs and parts*** ***To be reimbursed by Zone 61	\$99.13
75	0910-004	H & R Plumbing & Drain CleanIng	Inv# 911, dtd 1/19/11	Manhole rehab at 2600 Cherry	\$9,177.00
76	0910-006	California Trenchless	Job# 115-10, dtd 1/20/11	Discovery Point Sewer Pipe replacement projct retention	\$16,810.00
77	1011-009	Parkson Corp	Inv# AR1/ 9100260 January, dtd 1/01/11	Electric moles	\$1,625.00
78	1011-011	LMH Environmental	Inv# 11-010vac, dtd 1/24/11	Remove/replace media filters Willow Lk Wlr Trtmnt Plant	\$16,300.00
		TODB TOTAL...			\$300,701.58

Payroll for 8/1/10 - 12/31/10			
1	7001	General Manager Payroll	\$55,363.86
	7002	District Staff Payroll and Payroll Processing Fees	<u>\$219,319.54</u>
		Payroll Total	Sub-Total <u>\$274,683.40</u>

Caselle Utility Account			
1	7950	Refund of Overpayment Acct# 1-011-550-004-3.01	\$8.65
2	7950	Refund of Overpayment Acct# 1-011-291-036-9.01	\$3.84
3	7950	Refund of Overpayment Acct# 1-011-450-031-7.01	\$1.67
4	7950	Refund of Overpayment Acct# 1-011-510-003-4.02	\$9.64
5	7950	Refund of Overpayment Acct# 1-011-620-032-0.01	<u>\$55.34</u>
		Sub-Total	\$79.14

TOTAL \$575,464.12

Acct. #	Account Description	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	25,00% Month to Date Expenses	33,33% Oct 10 Month to Date Expenses	41,67% Nov 10 Month to Date Expenses	50,00% Dec 10 Month to Date Expenses	58,33% Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Pending Approval 02/02/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
7000	Contract Services														
7001	General Manager	\$102,000	\$103,719	102%	\$130,000	\$1,651	\$3,596	\$4,276	\$2,906	\$4,338		\$55,354		\$10,735	8%
7002	District Staff	\$221,000	\$398,678	176%	\$270,000	\$126,000						\$221,401		\$63,612	24%
7003	Landscaping Related (Reimb)														
7003	District Benefits	\$50,000	\$0	0%	\$52,500										
7005	Legal	\$60,000	\$87,417	146%	\$80,000					\$6,525		\$465		\$9,325	12%
7010	Consulting Services	\$130,000	\$104,787	44%	\$210,000	\$14,391	\$8,392	\$8,502	\$21,436	\$8,196		\$5,885		\$36,498	46%
7011	Vehicle Operations	\$1,020,000	\$1,079,476	161%	\$1,173,000	\$83,362	\$8,392	\$5,568	\$21,436	\$166,724		\$166,724		\$100,236	48%
7012	Vehicle Prev & Corrective Fund	\$48,000	\$101,819	212%	\$80,000	\$3,560		\$10,266		\$7,120		\$7,121		\$416,811	36%
7013	NPDES Permit		\$0	0%	\$82,000									\$33,228	42%
7014	Staff Water Related													\$0	
7015	Outsource of Water Billing				\$24,000									\$0	0%
7120	General Operating Expenses														
7120	Audit	\$19,000	\$21,025	111%	\$35,000			\$1,000	\$1,800	\$20,550				\$23,380	67%
7135	Electrical Cost (water)	\$328,208	\$328,208	100%	\$300,000	\$108	\$53,460	\$99,376	\$28,748	\$17,607		\$13,890		\$230,191	77%
7137	Electrical Cost (sewer)	\$300,000	\$371,784	124%	\$325,000	\$9,894	\$93,233	\$92,366	\$27,763	\$33,051		\$26,828		\$202,838	62%
7210	Public Comm & Noticing	\$10,000	\$73,357	734%	\$5,000	\$160								\$388	8%
7220	Election Expenses	\$0	\$0	0%	\$12,000									\$0	0%
7230	Rent - Public Meetings	\$500	\$0	0%	\$500									\$0	0%
7250	Memberships	\$6,000	\$28,073	468%	\$16,000	\$275	\$1,098	\$327	\$4,141	\$100		\$237		\$5,766	36%
7285	NPDES NOV Fines (\$)	\$30,000	\$29,233	97%	\$50,000	\$25,000	\$14,786		\$6,929					\$29,111	58%
7290	Staff Training	\$3,500	\$1,716	49%	\$2,500		\$281							\$0	0%
7300	General Repairs Water / Sewer	\$300,000	\$554,147	185%	\$350,000	\$93,956	\$39,043	\$32,737	\$41,035	\$90,302		\$17,359		\$396,800	114%
7310	Pump Repairs	\$15,000	\$0	0%	\$150,000	\$1,445	\$550	\$5,041	\$6,109			\$1,353		\$40,960	27%
7310	NTR / SIP Testing	\$15,000	\$0	0%	\$15,000					\$165				\$0	0%
7320	Special Equipment/Signage	\$3,000	\$4,699	157%	\$3,000	\$105	\$168	\$425						\$698	23%
7330	Chemicals/Odor Materials	\$50,000	\$97,797	196%	\$65,000	\$8,683	\$12,701	\$4,443	\$8,498	\$4,154				\$57,919	89%
7400	Office Expenses														
7410	Copy/Maint	\$5,000	\$4,697	94%	\$4,500	\$157	\$440		\$289	\$428				\$1,565	35%
7420	Postage	\$7,000	\$17,497	250%	\$8,000	\$1,720	\$298	\$321	\$907	\$1,650		\$765		\$3,754	230%
7430	Office Supplies	\$3,000	\$29,109	970%	\$1,000	\$160	\$479	\$346	\$1,121	\$1,554				\$3,746	47%
7510	Web Site/Internet	\$3,000	\$4,849	162%	\$4,500	\$460	\$651	\$370	\$1,046	\$188				\$5,723	372%
7520	Wireless	\$2,500	\$6,371	255%	\$4,000	\$380	\$1,154	\$441	\$1,138					\$3,430	76%
7600	District Wide													\$3,263	82%
7630	Site Maintenance / Landscaping	\$10,000	\$23,632	236%	\$15,000	\$196	\$196	\$4,265	\$592	\$8,020		\$513		\$13,517	93%
7665	Office Bldg / Improvements	\$5,000	\$21,877	438%	\$10,000	\$2,141	\$6	\$6	\$419	\$105				\$2,852	29%
7670	Office Equipment / Software	\$5,000	\$30,035	601%	\$9,000	\$30	\$631	\$50	\$252	\$120		\$312		\$2,334	26%
7680	Office Furnishings	\$1,000	\$1,456	146%	\$1,000	\$38	\$1,027	\$2,999	\$102	\$78		\$216		\$328	33%
7685	Tools	\$3,000	\$25,323	141%	\$19,000	\$293	\$9,097	\$1,835	\$584	\$2,176		\$715		\$4,924	141%
7700	Directors Expense													\$19,589	109%
7720	Compensation	\$36,000	\$25,038	70%	\$36,000	\$2,265	\$1,400	\$1,318	\$1,109	\$2,151		\$1,145		\$11,544	32%
7730	Training	\$1,000	\$912	91%	\$600	\$72	\$24	\$24	\$5,822	\$810		\$305		\$7,207	60%
7950	Miscellaneous	\$1,000	\$161,203	16120%	\$10,000	\$77	\$5,622	\$127	\$196	\$9,183		\$5,628		\$40,882	41%
7951	Misc - Reimbursable		\$0	0%	\$100,000	\$1,254	\$10,275	\$12,204	\$359	\$2,793				\$0	
7952	Misc - Zones Reimbursable		\$0	0%										\$0	
7955	Reimbursement (Hofmann)													\$0	
7100	Insurance	\$60,000	\$102,503	171%	\$48,000					\$1,900				\$0	0%
7115	General Liability													\$0	
7120	Workers Comp				\$6,000									\$0	0%
7800	County Services													\$1,900	32%
7805	Revenue Collection	\$3,000	\$5,153	172%	\$5,500					\$4,640				\$4,640	84%
7810-0810	Investment Fee	\$600	\$0	0%	\$700									\$0	0%
7815-2315	Data Processing	\$0	\$0	0%	\$0									\$0	0%
7820	Accounting (A/P, A/R, G/L)	\$0	\$0	0%	\$2,500									\$0	0%
7825	Public Works - permits	\$5,000	\$21,180	424%	\$6,000			\$655	\$6,352			\$789		\$7,047	117%
CREDITS	Reimbursements to Town of DB		(\$91,100)		(\$31,000)									\$0	0%
TOTAL		\$2,919,100	\$3,711,273	127%	\$3,897,800	\$223,695	\$213,352	\$170,310	\$169,623	\$429,657	\$0	\$28,350	\$0	\$1,815,263	49%

Miscellaneous Adjustments:	
Amount	Description
\$5,545.00	S/B in #7952
\$168.44	S/B in #7952
\$4,408.00	S/B in #1011-017
\$11,381.42	S/B in #7300

Date	No	Company	Amount

TOWN OF DISCOVERY BAY CSD
 OPERATING BUDGET 2010/2011
 Approved at 05/15/10 Meeting

Acct. #	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	Pending Approval 02/02/11	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
					\$23,805.08	S/B in #7300P	S/B in #7300P							
					\$650.00	S/B in #0809-002								
					\$225.00	S/B in #7630								
					\$96.00	remove - pd 7/27/10								
					\$177.99	S/B in #7300								
					\$4,010.67	S/B in #7300P								
					\$731.00	S/B \$7716.00								
					\$731.00	S/B \$150.00								
					\$8,944.00	S/B \$8,452.00								
					\$1,444.52	S/B in #7300P								
					\$550.00	S/B in #7300P								
					\$4,040.70	S/B in #7300P								
					\$1,000.00	S/B in #7300P								
					\$3,028.68	S/B in #7300P								
					\$3,080.55	S/B in #7300P								

Acct #	SEWER	Account Description	2009/2010 ACTUALS	2009/2010 % of Budget YTD	2010/2011 BUDGET	Nov 10 M-T-D Exp.	Dec 10 M-T-D Exp.	Jan 11 M-T-D Exp.	Feb 11 M-T-D Exp.	Plan to Approve 02/02/11	2010/2010 YTD REIMB.	2010/2011 ACTUALS	2010/2011 % of Budget YTD
0910-004	Rehab Manholes	\$0	0%	\$15,000						\$9,177		\$14,893	99%
0910-005	Landscape Plant #1	\$2,636	53%	\$5,000								\$0	0%
0910-006	Replace Sewer Main	\$0	0%							\$16,810		\$158,740	#DIV/0!
0910-007	UV System	\$457,297	114%					\$4,719				\$306,717	#DIV/0!
0910-008	Salinity Project	\$0	0%	\$200,000								\$0	0%
0910-009	Pumps / Motors Replacement	\$35,470	71%									\$0	0%
0910-010	Wetlands	\$6,304	1%									\$0	0%
1011-001	By-Pass Pipeline	\$0		\$85,000								\$0	0%
1011-002	Replace PLC's	\$0		\$80,000				\$4,513				\$0	0%
1011-003	Bio-Solids Pumps (2) Wet Well	\$0		\$20,000								\$10,102	13%
1011-004	Rehab Lift Station W	\$0		\$60,000								\$500	1%
1011-005	Bypass Valve Lift Station S	\$0		\$12,000								\$0	0%
1011-006	Metal Cover for UV Area	\$0		\$125,000								\$0	0%
1011-007	Clarifier Cleaning Devices	\$0		\$25,000								\$0	0%
1011-008	Paving for Bio-Solids Area	\$0		\$15,000								\$0	0%
1011-009	New Moles (2)	\$0		\$80,000				\$9,750				\$52,358	65%
1011-010	Road Crossing Ramps	\$0		\$25,000								\$0	0%
Sewer Sub Total			\$581,375	36%	\$769,000	\$134,889	\$45,591	\$14,469	\$0	\$27,612	\$0	\$543,310	71%
WATER													
0809-002	Well #6 Design & Drill Test Hole	\$475,615				\$937	\$9,689	\$10,173		\$3,202		\$28,627	
0910-011	Security Door Locks (12)	\$12,980	216%	\$6,000								\$0	0%
0910-012	Ladder Vandal Guard	\$0	0%	\$2,000								\$0	0%
0910-013	Pumps / Motors Replacement	\$2,972	20%									\$0	0%
0910-014	Water Meter Program	\$63,079	13%	\$500,000		\$268						\$21,360	4%
	Water Meter Program: Reimbursements			(\$500,000)								\$0	0%
1011-011	Filter Media Replacement	\$0		\$40,000				\$29,469		\$16,300		\$29,469	74%
1011-012	Stabilize Around Willow Lake	\$0										\$0	0%
1011-013	Rehab Well(s)	\$0		\$30,000								\$0	0%
1011-014	Replace Water Mains	\$0		\$50,000								\$0	0%
1011-015	Water Meter Trailer	\$0		\$20,000								\$0	0%
Water Sub Total			\$555,237	106%	\$148,000	\$1,205	\$9,689	\$39,642	\$0	\$19,502	\$0	\$79,456	54%
OTHER													
1011-016	Pickup Truck (1)	\$0		\$20,000								\$0	0%
1011-017	K-Rail for Bulk Material	\$0		\$15,000								\$4,408	29%
1011-018	Portable Message Units	\$0		\$30,000								\$0	0%
1011-019	GPS Tracking Device	\$0		\$12,000								\$0	0%
1011-020	Replace Fence Near Marina	\$0		\$15,000								\$0	0%
1011-021	New Chairs for Board Room	\$0		\$6,000								\$0	0%
Other Sub Total			\$7,251	19%	\$98,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,408	4%
0102-00	Pipeline Replace Reserve	\$0										\$0	0%
CREDITS Reimbursement to Town of DB			\$0									\$0	0%
Total CIP Budget			\$1,143,864	71%	\$1,015,000	\$136,094	\$55,280	\$54,110	\$0	\$47,114	\$0	\$627,174	#DIV/0!

Acct #	Amount	Description
7300	\$4,408.00	S/B in #1011-017
0809-002	\$98,032.20	removed - paid on 7/28/10

Request for authorization to pay invoices
 For the Meeting on February 2, 2011
 Town of Discovery Bay, D.Bay L&L Park #8
 For Fiscal Year's 7/10 - 6/11

Acct Code					
1	2100	Office Depot	Inv# 547261712001, dtd 01/06/11	Office Supplies	\$12.61
2	2120	PG&E / Acct# 0869258994-1	(Sprink Contr)	DB Blvd. & Willow Lake	12/11-01/10/11 \$14.95
3	2120	PG&E / Acct# 2068897992-9	DB Blvd across from	510	12/14-01/11/11 \$114.66
4	2120	PG&E / Acct# 2249446019-3	(Sprinkler)	Disco Point, Tr #4077, Lot 71	12/11-01/10/11 \$15.53
5	2120	PG&E / Acct# 2800977208-9	(Irr Contr)	9295Beacon Pl @ Str Lite	12/14-01/11/11 \$15.08
6	2120	PG&E / Acct# 3736907925-8	(Sprink Contr)	E/S Edgview Dr N/O DB Blvd	12/11-01/10/11 \$14.95
7	2120	PG&E / Acct# 4111412785-9	(Sprink Contr)	DB Blvd & Seal Way	12/11-01/10/11 \$14.95
8	2120	PG&E / Acct# 4455555569-5	(Sprinkler)	Disco Point, Tr #3653, Lot 17	12/11-01/10/11 \$15.53
9	2120	PG&E / Acct# 5465914049-2	(Sprinkler)	DB Blvd. & Spinnaker	12/11-01/10/11 \$14.95
10	2120	PG&E / Acct# 5939734421-5	PG&E Owned	Street & Highway Lighting	12/18-01/18/11 \$6,373.10
11	2120	PG&E / Acct# 7135420365-6	(Sprinkler)	Disco Point, Tr# 4077, Lot 65	12/11-01/10/11 \$15.53
12	2120	PG&E / Acct# 7452568975-3	(Sprink Contr)	S/E cnr DB Blvd & Willow Lk	12/11-01/10/11 \$14.95
13	2120	PG&E / Acct# 7696548482-7	(Sprinkler)	DB Blvd, Tr# 4178, Lot 5	12/11-01/10/11 \$15.53
14	2120	PG&E / Acct# 8009270258-0	@ Clipper Dr w/o	Cove Ct 7723 Marina Dr	12/11-01/10/11 \$29.90
15	2120	PG&E / Acct# 8101346815-2	(Irr Contr)	Newport Dr. w/o Pier Ct	12/11-01/10/11 \$14.95
16	2120	PG&E / Acct# 8163719795-5	(Irr Contr)	9271 Newport Dr @ Str. Lite	12/14-01/11/11 \$15.08
17	2120	PG&E / Acct# 8167536097-8	(Irr Contr)	@ Clipper Dr	12/11-01/10/11 \$14.95
18	2120	PG&E / Acct# 8399010651-6	(Sprink Contr)	Willow Lake Ct, Lot 31	12/14-01/11/11 \$14.94
19	2120	PG&E / Acct# 8400813429-2	(Sprinkler)	Laguna Ct, Tr# 4076, Lot 18	12/11-01/10/11 \$15.53
20	2120	PG&E / Acct# 8545920147-2	(Lites & Sprinklers)	2489 'A' DB Blvd.	12/11-01/10/11 \$98.21
				Sub-Total	\$6,843.27
24	2130	Watersavers Irrigation	Inv# I1023858 dtd 1/13/11	Pipe wrench, cowhide glove, pliers	\$61.60
25	2282	Watersavers Irrigation	Inv# I1023858 dtd 1/13/11	Mirafi drain fabric	\$137.25
				Sub-Total	\$198.85
21		<u>Capital One Account - Remainder of Statement for Dec 15 - Jan 14, 2011</u>			
	2131	Minor Equipment, Furniture	Less than \$1000.00		\$24.00
	2479	Other Special Expenses			\$0.47
				Sub-Total	\$24.47
22	2282	American Retrofit Systems	Inv# 34, dtd 1/12/11	Repair Cornell park lights on W side	\$400.00
23	2282	Valley Crest	Inv# 3674813, dtd 1/10/11	Landscape Maint for January 2010	\$8,457.00
26	4789	Gates & Associates	Inv# 31605, dtd 1/12/11	Cornell Park, Prof Services for period ended 1/9/11	\$616.25
27	4829	UPS	Inv# 000012X417031, dtd 1/15/11	Executed contract for DB Blvd/Sand Point Rd Streetscape	\$10.73
				TOTAL	\$16,563.18

County Acct#	Town of Discovery Bay/D.Bay L&L Park #8 Operating Expense Budget 10/11 Approved at 6/16/10 Meeting	Account Description	2009/2010	2009/2010	2009/2010	2010/2011	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	Plan to Approve 2/2/2011	2010/2011 Actuals	2010/2011 % of Budget YTD
			Budget	Actuals	% of Budget YTD	Budget	Sep 10 Month Expenses to Date	Oct 10 Month Expenses to Date	Nov 10 Month Expenses to Date	Dec 10 Month Expenses to Date	Jan 11 Month Expenses to Date	Feb 11 Month Expenses to Date			
2100		Office Expenses	\$500	\$1,076	215%	\$950	\$51	\$163	\$392	\$100	\$25	\$13	\$13	\$727	85%
2102		Books, Periodicals & Subscriptions	\$50	\$25	49%	\$150			\$60					\$160	107%
2103		Postage	\$50	\$0	0%	\$50					\$11				22%
2110		Communications (Messenger, Radio, etc.)	\$1,500	\$1,140	76%	\$1,785	\$60							\$60	3%
2120		Utilities (Street Lights, Water, & Garbage)	\$105,000	\$89,858	85%	\$117,000	\$12,060	\$5,281	\$11,981	\$11,083	\$7,424	\$6,843	\$6,843	\$55,770	48%
2130		Small Tools & Instruments	\$1,000	\$875	87%	\$750	\$107	\$124	\$388	\$20		\$62	\$62	\$1,475	137%
2131		Minor Equipment, Furniture Less than \$1,000.	\$500	\$1,208	242%	\$975			\$75			\$24	\$24	\$75	8%
2170		Household Items	\$800	\$1,209	151%	\$900	\$879							\$879	98%
2190		Public Notices	\$100	\$633	633%	\$150								\$0	0%
2200		Memberships	\$200	\$0	0%	\$450		\$120						\$120	27%
2250		Rent & Lease of Equipment	\$100	\$95	95%	\$500	\$220							\$220	44%
2251		Computer Software	\$500	\$0	0%	\$500								\$0	#DIV/0!
2270		Maintenance of Equipment	\$700	\$1,858	265%	\$950		\$80	\$9					\$89	9%
2271		Automotive Supplies & Repairs	\$1,300	\$9	1%	\$2,000		\$986						\$1,045	52%
2272		Gasoline/Fuel for Equipment	\$4,100	\$2,248	55%	\$4,000	\$368	\$181	\$249	\$78				\$1,120	28%
2281		Maintenance of Buildings	\$5,000	\$5,402	108%	\$5,300	\$350	\$350	\$372	\$700	\$350			\$2,472	47%
2282		Grounds Maintenance	\$250,000	\$189,315	76%	\$166,484	\$1,854	\$11,890	\$13,215	\$13,185	\$12,959		\$8,994	\$93,479	56%
2284		Requested Maintenance from County (3620)	\$500	\$0	0%	\$0								\$0	#DIV/0!
2301		Auto Mileage/Employee Reimbursement	\$300	\$790	263%	\$100								\$0	0%
2303		Other Travel/Employee Expenses	\$200	\$102	51%	\$1,500								\$0	0%
2310		Professional Services	\$10,000	\$11,116	111%	\$8,100	\$400	\$170						\$936	12%
2310		Staff Payroll	\$63,000	\$39,064	62%	\$72,000	\$726	\$528	\$487					\$12,894	18%
2360		Insurance	\$8,000	\$10,389	130%	\$5,200		\$528		\$787	\$315			\$1,630	31%
2470		Road/Construction Materials (Street Signs)	\$1,000	\$0	0%	\$500								\$0	0%
2479		Other Special Expenses	\$5,000	\$5,810	116%	\$3,500	\$59	\$778					\$0	\$1,484	42%
2490		Miscellaneous Services & Supplies	\$200	\$21	10%	\$300		\$27	\$172		\$108			\$307	102%
3530		Taxes & Assessments	\$4,500	\$0	0%	\$500								\$0	#DIV/0!
3611		Interfund Exp - Gov/Gov (Investment Svcs&Property Tax Adm. Costs)	\$500	\$0	0%	\$500								\$0	0%
5011		Reimbursement-Gov/Gov County Administration Chrgs	\$500	\$0	0%	\$500								\$0	0%
Misc.		Reserves	\$500	\$0	0%	\$500								\$0	0%
		Total Expenses	\$465,100	\$362,238	78%	\$394,494	\$17,134	\$20,580	\$27,399	\$25,952	\$21,202	\$0	\$15,936	\$174,952	44%

Miscellaneous Adjustments:

County Acc#	Account Description	2009/2010 Budget	2009/2010 Actuals	2009/2010 % of Budget YTD	2010/2011 Budget	Sep 10 Month to Date Expenses	Oct 10 Month to Date Expenses	Nov 10 Month to Date Expenses	Dec 10 Month to Date Expenses	Jan 11 Month to Date Expenses	Feb 11 Month to Date Expenses	2010/2011 Actuals	2010/2011 % of Budget YTD
4265	Various Improvements	\$7,500	\$4,842	65%	\$7,500				\$665	\$3,294		\$3,959	53%
4546	Structure & Walkway Repairs	\$3,500	\$0	0%	\$3,500							\$0	0%
4799	DB L&L Zone #8 Playground Equipment	\$3,000	\$0	0%	\$15,000			\$3,080	\$7,627			\$10,707	9%
4829	DB L&L Zone #8 Landscape Master Plan Entrar	\$0	\$0		\$0		\$50,366		\$34	\$924		\$51,324	#DIV/0!
	DB L&L Zone #8 Landscape Clipper Drive Phas	\$0	\$0		\$0							\$0	#DIV/0!
4834	Cornell Park - Misc. Projects (1)	\$233,100	\$9,314	4%	\$350,000	\$3,188	\$33,798		\$468			\$39,440	11%
4953	Vehicle Purchase	\$3,000	\$0	0%	\$7,500							\$0	0%
4956	Tools & Sundry Equipment	\$1,000	\$26	3%	\$0	\$17,030	\$464					\$17,493	#DIV/0!
	Total	\$251,100	\$14,182	6%	\$484,500	\$20,218	\$84,627	\$3,080	\$8,793	\$4,217	\$0	\$122,922	25%

*** DB L&L Zone #8 Misc. Projects. (1)

- 1 Willow Lake Rd \$120,000
- 2 Discovery Bay Blvd. (East) \$230,000

\$350,000

Request for authorization to pay invoices
 For the Meeting on February 2, 2011
 Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
 For Fiscal Year's 7/10 - 6/11

Acct Code				
1	2120	PG&E / Acct# 1066166716-1 829 Poe Dr (Irrig Ctrlr)	12/11-01/10/11	\$10.61
2	2120	PG&E / Acct# 0422260312-0 Ravenswood Tract 8710	12/18-01/18/11	\$544.55
3	2120	PG&E / Acct# 7705163630-4 1738 Wilde Dr (Irrig Controller)	12/11-01/10/11	<u>\$10.90</u>
			Sub-Total	\$566.06
4		<u>Capital One Account - Remainder of Statement for Dec 15 - Jan 14, 2011</u>		
	2272	Gasoline / Fuel for Equipment		\$150.00
	2282	Grounds Maintenance		\$186.50
	4546	Structure & Walkway Repairs		\$234.90
	2479	Other Special Expenses		<u>\$10.19</u>
			Sub-Total	\$581.59
			TOTAL	\$1,147.65

2010/2011

County Acct#	Town of Discovery Bay/ L&L #9 Ravenswood Operating Expense Budget Approved at 8/16/10 Meeting	2009/2010 Budget	2009/2010 YTD ACTUALS	2009/2010 % of Budget YTD	2010/2011 Budget	Nov 10 Month Expenses to Date	Dec 10 Month Expenses to Date	Jan 10 Month Expenses to Date	Feb 10 Month Expenses to Date	Planned to Pay 2/2/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
2100	Office Expenses	\$150	80	54%	\$150	\$13	\$117	\$60				\$354	236%
2102	Books, Periodicals & Subscriptions	\$50	120	240%	\$50	\$24	\$24					\$24	49%
2103	Postage	\$50	9,866	19733%	\$50	\$44	\$21					\$80	161%
2110	Communications (Messenger, Radio, etc.)	\$100	194	194%	\$650							\$120	18%
2120	Utilities (Street Lights, Water, & Garbage)	\$5,000	103	2%	\$12,500	\$7,188	\$581	\$600		\$566		\$9,866	79%
2130	Small Tools & Instruments	\$100	193	193%	\$100	\$57	\$17					\$194	194%
2131	Minor Equipment, Furniture Less than \$1000.	\$100	253	253%	\$500							\$103	21%
2170	Household Items	\$0	581	#DIV/0!	\$700							\$193	28%
2190	Public Notices	\$50	38	76%	\$150							\$253	169%
2200	Memberships	\$50	0	0%	\$165							\$40	24%
2250	Rent & Lease of Equipment	\$500	0	0%								\$0	0%
2251	Computer Software		0	#DIV/0!	\$500							\$0	0%
2270	Maintenance of Equipment	\$200	109	55%	\$200							\$80	40%
2271	Automotive Supplies & Repairs	\$300	0	0%	\$300	\$87						\$87	29%
2272	Gasoline/Fuel for Equipment	\$300	0	0%	\$500	\$69	\$79			\$150		\$486	97%
2282	Grounds Maintenance	\$54,000	32,588	60%	\$48,540	\$3,830	\$3,220	\$2,920		\$187		\$20,661	43%
2301	Auto Mileage/Employee Reimbursement	\$100	129	129%								\$0	0%
2303	Other Travel Employee Expenses		46	#DIV/0!	\$250							\$0	0%
2310	Professional Services	\$5,000	2,890	58%	\$2,000	\$597						\$3,782	190%
2310	Staff Payroll	\$13,000	356	3%	\$25,500	\$1,189						\$1,189	5%
2360	Insurance	\$5,000	0	0%	\$1,850			\$315				\$490	27%
2470	Road/Construction Materials (Street Signs)		0	#DIV/0!								\$0	0%
2479	Other Special Expenses		1,249	#DIV/0!	\$500					\$10		\$333	67%
2490	Miscellaneous Services & Supplies		0	#DIV/0!	\$300							\$0	0%
3530	Taxes & Assessments	\$1,000	0	0%	\$500							\$0	0%
5011	Reimbursement-Gov/County Admin. Chrgs	\$100	0	0%								\$0	0%
	Misc. Reserves		0	#DIV/0!								\$0	0%
	Total Expenses	\$85,150	48,800	57%	\$95,955	\$13,031	\$4,081	\$3,917	\$0	\$913		\$38,348	40%

Reserves=

Total Reserves

* Maintenance includes bioswales/mitigation areas.

* Future budget for utilities etc. to be based on actuals.

Town of Discovery Bay/L&L #9 Ravenswood
Capital / Asset

For 2007/08 there is no planned Capital Improvement
Plans

Miscellaneous Adjustments:

County Acct#	Account Description	2010/2011 Budget	50.00%	58.33%	66.67%	Planned to Pay 2/2/2011	2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
			Dec 10 Month to Date Expenses	Jan 10 Month to Date Expenses	Feb 10 Month to Date Expenses		2010/2011 YTD REIMB.	2010/2011 YTD ACTUALS	2010/2011 % of Budget YTD
	Town of Discovery Bay/D.Bay L&L Zone #9 Capital / Asset Budget 10/11								
4226	Various Park	\$0						0	
4265	Various Improvements	\$87,865						3,684	4%
4546	Structure & Walkway Repairs	\$11,000		\$14		\$235		18,427	168%
4789	Playground Equipment	\$0						0	
4956	Tools & Sundry Equipment	\$0						0	
	Total	\$98,865	\$0	\$14	\$0	\$235	\$0	22,111	22%



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date

February 2, 2011

Prepared By: Calista Anderson, Administrative Assistant & Liz Hardy, Accounts Assistant
Submitted By: Calista Anderson, Administrative Assistant & Rick Howard, General Manager

Agenda Title

District Financials

Recommended Action

Receive and File

Executive Summary

DB Lighting & Landscaping Zone #8

The account total fund balance before reserves for DB #8 is \$1,876,603

Less the reserves of \$300,000, we have a fund balance available of \$1,576,603

DB Lighting & Landscaping Zone #9

The account total fund balance before reserves for DB #9 is \$274,435

Less the reserves of \$56,195, we have a fund balance available of \$218,240

Town OF Discovery Bay, CSD Water & Sewer

The account total fund balance before reserves for Water & Sewer is \$7,023,675.26

Less the reserves of \$3,000,000, we have a fund balance available of \$4,023,675.26

Fiscal Impact:

Amount Requested: N/A

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

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

D.Bay L&L Zone #8 Budget vs. Actuals for 2010-2011 through January 12, 2011

D.Bay L&L Zone #9 Budget vs. Actuals for 2010-2011 through January 12, 2011

Town of Discovery Bay CSD Transaction Detail Report for 2010-2011 through January 12, 2011

AGENDA ITEM: E-3

D.Bay L&L Park #8 District
 Revenue & Expenditure Budget vs. Actuals Worksheet 2010-2011
 December 14, 2010 through January 12, 2011 Period 6

FP
RH
Ca / file

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$1,732,129	\$1,713,602
Accounts Payable - Yr End	500		
Retainage Account	510		\$16
Due to Other Funds - Yr End	540		
Disbursements	830	(\$5,885)	(\$43)
Current Property Taxes	9010	\$381,210	\$438,250
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		\$2,075
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020	\$18,029	\$14,529
Property Taxes-Prior-Unsecured	9035		\$188
Earnings on Investment	9181	\$1,000	\$247
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$770
Total Revenue		\$2,126,484	\$2,169,634

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$850)	(\$636)
Books, Periodicals & Subscriptions	2102	(\$150)	
Postage	2103	(\$50)	
Communications	2110	(\$1,785)	(\$60)
Utilities (Street Lights, Water & Garbage)	2120	(\$117,000)	(\$55,531)
Small Tools & Instruments	2130	(\$750)	(\$1,526)
Minor Equipment, Furniture less than \$1000	2131	(\$975)	(\$154)
Household Items	2170	(\$900)	(\$952)
Public Notices	2190	(\$150)	
Memberships	2200	(\$450)	(\$120)
Rent & Lease of Equipment	2250	(\$500)	(\$220)
Computer Software	2251		
Maintenance of Equipment	2270	(\$950)	(\$90)
Automotive Supplies & Repairs	2271	(\$2,000)	(\$1,045)
Gasoline	2272	(\$4,000)	(\$1,120)
Maintenance of Buildings	2281	(\$5,300)	(\$2,473)
Grounds Maintenance	2282	(\$166,484)	(\$92,750)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301	(\$100)	
Other Travel Employee Expenses	2303	(\$1,500)	
Professional Services/Specialized Services	2310	(\$8,100)	(\$936)
Staff Payroll	2310	(\$72,000)	(\$12,894)
Insurance	2360	(\$5,200)	(\$1,315)
Road/Construction Materials (Street Signs)	2470	(\$500)	
Other Special Expenses	2479	(\$3,500)	(\$1,484)
Miscellaneous Services & Supplies	2490	(\$300)	(\$307)
Taxes & Assessments	3530/3550		
Interfund Exp.(Investment & Property Tax Adm.)	3611	(\$500)	
Reimbursement for County Adm. Costs	5011	(\$500)	
Total Operating Expenses		(\$394,494)	(\$173,610)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Improvements	4265	(\$7,500)	(\$665)
Structure & Walkway Repairs	4546	(\$3,500)	
Playground Equipment	4789	(\$115,000)	(\$10,706)
Landscape Master Plan	4829		
Misc. Projects - Willow Lake Road		(\$120,000)	(\$88,316)
Misc. Projects - South Point			
Misc. Projects - Laguna Court			
Misc. Projects - Discovery Point (Small Island)			
Misc. Projects - Discovery Bay Blvd (East)		(\$230,000)	(\$2,240)
Cornell Park	4834	(\$7,500)	
Vehicle Purchase	4853/4953		(\$17,493)
Tools & Sundry Equipment	4956	(\$1,000)	
Total Capital/Asset		(\$484,500)	(\$119,420)
TOTAL EXPENSES & CAPITAL		(\$878,994)	(\$293,031)
TOTAL FUND BALANCE BEFORE RESERVES		\$1,247,490	\$1,876,603
RESERVES			(\$300,000)
GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES			(\$593,031)
FUND BALANCE AVAILABLE			\$1,576,603

D.Bay L&L Park #9 District
Revenue & Expenditure Budget vs. Actuals Worksheet 2010-11
December 14, 2010 through January 12, 2011 - Period 6

FP
 1/14/11
 Ca File

Revenue:	Acct. Code	2010/11 Budget	2010/11 Actuals
Current Funds in Contra Costa County	740/750	\$234,262	\$251,015
Accounts Payable - Yr End	500		
Retainage Account	510		
Disbursements	830		
Current Property Taxes/Street Light Assessment	9754	\$82,500	\$83,405
Property Tax Supplemental/Unitary/Secured	9011/13/30/31		
SRAF State Rev Transfer	9018		
Property Taxes-Current Unsecured	9020		
Property Taxes-Prior-Unsecured	9035		
Earnings on Investment	9181		
H/O Prop Tax Relief/State Aid/In Lieu Taxes	9385/9435/9580		
Misc Revenue & Services	9799&9975		\$400
Total Revenue		\$316,762	\$334,820

Expenditure: Operating Expenses	Acct. Code	2010/11 Budget	2010/11 Actuals
Office Expenses, Books, Postage	2100	(\$150)	(\$291)
Books, Periodicals & Subscriptions	2102	(\$50)	
Postage	2103	(\$50)	(\$70)
Communications	2110	(\$650)	(\$120)
Utilities (Street Lights, Water & Garbage)	2120	(\$12,500)	(\$9,847)
Small Tools & Instruments	2130	(\$100)	(\$194)
Minor Equipment, Furniture less than \$1000	2131	(\$500)	(\$103)
Household Items	2170	(\$700)	(\$209)
Public Notices	2190	(\$150)	(\$254)
Memberships	2200	(\$165)	(\$40)
Rent & Lease of Equipment	2250		
Computer Software	2251	(\$500)	
Maintenance of Equipment	2270	(\$200)	(\$80)
Automotive Supplies & Repairs	2271	(\$300)	(\$87)
Gasoline	2272	(\$500)	(\$486)
Maintenance of Buildings	2281		
Grounds Maintenance	2282	(\$48,540)	(\$20,661)
Requested Maintenance from County	2284/3620		
Auto Mileage/Employee Reimbursement	2301		
Other Travel Employee Expenses	2303	(\$250)	
Professional Services/Specialized Services	2310	(\$2,000)	(\$3,787)
Staff Payroll	2310	(\$25,500)	(\$1,194)
Insurance	2360	(\$1,850)	(\$175)
Road/Construction Materials (Street Signs)	2470		
Other Special Expenses	2479	(\$500)	(\$333)
Miscellaneous Services & Supplies	2490	(\$300)	
Taxes & Assessments	3530/3550	(\$500)	(\$404)
Interfund Exp.(Investment & Property Tax Adm.)	3611		
Reimbursement for County Adm. Costs	5011		
Total Operating Expenses		(\$95,955)	(\$38,337)

Expenditure: Capital/Asset	Acct. Code	2010/11 Budget	2010/11 Actuals
Various Parking Lot Improvements	4226		
Various Improvements (Splash Pad)	4265	(\$87,865)	(3,635)
Structure & Walkway Repairs (Solar)	4546	(\$11,000)	(18,413)
Playground Equipment	4789		
Tools & Sundry Equipment	4956		
Total Capital/Asset		(\$98,865)	(\$22,048)
TOTAL EXPENSES & CAPITAL		(\$194,820)	(\$60,385)
TOTAL FUND BALANCE BEFORE RESERVES		\$121,942	\$274,435

RESERVES (\$56,195)

GRAND TOTAL OF EXPENSES/CAPITAL/RESERVES (\$116,580)

FUND BALANCE AVAILABLE \$218,240

TOWN OF DISCOVERY BAY CSD
 Transaction Detail Report for December 14, 2010 through January 12, 2011
 Period 06 for 2010/11

Calla
RH/DN

DATE	FOR	SAMOUNT
	Receivables for Town of Discovery Bay CSD BAC Account	
	Balance of Account as of the end of day December 13, 2010	\$166,442.40
12/14/10-01/12/11	Deposits Made	\$56,540.75
	Balance of Account & Deposits Made Total =	<u>\$222,983.15</u>
	Payables Made from Town of Discovery Bay CSD BAC Account	
12/14/10-01/12/11	Checks/Payroll made out from checking account	\$76,673.59
	Balance of Checking Account as of January 12, 2011	<u>\$146,309.56</u>
	Total Year-to Date Payables Paid from Town of Discovery Bay CD ECC Acct	<u>\$381,658.67</u>
	BEGINNING FUND BALANCE FOR TOWN OF DB CSD IN COUNTY FUND	<u>\$5,561,514.98</u>
12/14/10-01/12/11	Accounts Payable - Year End	\$5,524.36
	Due to other funds - Year End	<u>\$0.00</u>
	Sub-Total	<u>\$5,567,039.34</u>
	REVENUE	
	For Fiscal Year Starting 7/1/10	
	Year-to-date Sewer & Water Service Charge for Tax Roll 10/11	\$4,120,049.92
	Year-to-date Investments	\$3,214.13
12/14/10-01/12/11	Earnings on Investments	<u>\$477.64</u>
	Sub-Total	\$3,691.77
	Year-to-Date Miscellaneous Income	\$0.00
12/14/10-01/12/11	Misc.	\$0.00
	SUB-TOTAL REVENUE	<u>\$4,123,741.69</u>
	GRAND TOTAL Fund Balance & Revenue	<u>\$9,690,781.03</u>
	EXPENDITURES	
	Year-to-date Warrants Paid by CCC for Town of D.Bay CSD	\$1,868,630.38
12/14/10-01/12/11	Warrants Paid	<u>\$373,056.45</u>
	TOTAL EXPENDITURES	<u>\$2,241,686.83</u>
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	<u>\$7,449,094.20</u>
	TOTAL YEAR TO DATE PAYABLES FROM BAC & CCC	<u>\$2,623,345.50</u>
	TOTAL BALANCE AT COUNTY OF CONTRA COSTA	<u>\$7,449,094.20</u>
	TOTAL BALANCE IN TOWN OF DISCOVERY BAY CSD BAC	<u>\$146,309.56</u>
	TOTAL HELD FOR RESERVES	<u>(\$3,000,000.00)</u>
	SUBTOTAL	\$4,595,403.76
	TOTAL BALANCE OF ENCUMBRANCES	<u>(\$571,728.50)</u>
	GRAND TOTAL FUNDS LESS RESERVES & ENCUMBRANCES	<u>\$4,023,675.26</u>

Detail List of Encumbrances

Lift Station F	Repair and Surveying + Change Order #1	(\$76,276.80)
WWTP#1	Wetlands Trial Project	(\$169,486.00)
Parkson	Thermo System Moles for Bio-Solids	(\$25,642.50)
Herwit	Wastewater Master Plan (Ecologic)	(\$174,245.50)
LSCE	Water Master Plan	(\$126,077.70)
	Total	<u>(\$571,728.50)</u>



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date
February 2, 2010

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

Agenda Title

Establishment of Ad-Hoc Committees

Recommended Action

1. It is recommended that the Board disband the existing Community Center Committee; and
2. Establish Ad-Hoc committees for the Community Center; FY 2011-12 Budget Review; and Communications Committee's and to appoint Board members to sit on the Budget and Communications Committees.

Executive Summary

At the January 22, 2011 Board Workshop, there were a number of topics that were discussed and that the Board of Directors would like to explore further, solicit public participation and plan accordingly. Those subjects include the Community Center and its progress, the preparation of the Fiscal Year 2011-12 Operating and Capital Improvement Program Budget, and an enhanced level of Communication between the Town of Discovery Bay CSD and the public.

At the workshop, the Board directed staff to return to this meeting with a recommendation to establish the following three Committees: Community Center; Communications; and Budget Review.

Each Ad-Hoc Committee will consist of two (2) members of the Board. District staff will not be members of the committees but will provide administrative support to each committee.

It should be noted that the existing Community Center Committee Members as of October 2007 consisted of Board members David Piepho, Bob Doran and Patty Knight, staff member Virgil Koehne and community members Ray Tetreault and Bob Abbadie. That committee has not met since November 12, 2008. Due to the time since the last meeting, the presence of new Board members as well as new staff, it is recommended that the existing Community Center Committee be disbanded and a new committee be established.

Once the Committees are established, and Board Members are appointed to the Communications and Budget Review Committees (Directors Tetreault and Steele were appointed as representatives to the Community Center Committee at the January 5, 2011 Board meeting), it is recommended those representatives of the Board, with input from staff, identify and make recommendations to the full Board at a future date regarding each committees' roles and responsibilities.

Fiscal Impact:

Amount Requested \$

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

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

Previous Relevant Board Actions for This Item

- 1) Appointment of Committee members on January 5, 2011; and 2) January 22, 2011 Board Workshop

Attachments

District Representative Listing for 2011

AGENDA ITEM: F-1

Town of Discovery Bay CSD Board of Directors

District Representative Listing for 2011*
 Approved / Updated at January 5, 2011 Board Meeting

DISTRICT REPRESENTATIVE		
	Director Appointed	Alternate
Community Center	Ray Tetreault	Chris Steele
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Ray Tetreault	Mark Simon
Contra Costa Special Districts Association	Kevin Graves	Chris Steele
East Contra Costa County Fire Protection District	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCo	Chris Steele	Mark Simon
Parks/Landscaping	Mark Simon	Brian Dawson
Police Services	Ray Tetreault	Brian Dawson
School Districts	Brian Dawson	Chris Steele
Transportation	Brian Dawson	Kevin Graves
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.



Town of Discovery Bay CSD AGENDA REPORT

Meeting Date

February 2, 2011

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

Agenda Title

Town of Discovery Bay CSD Fiscal Year 2010-11 Operating and Capital Budget Mid Year Summary Report

Recommended Action

Receive and File (Informational Only)

Executive Summary

The Town of Discovery Bay CSD's FY 2010-11 Operating and Capital Improvement Program budgets are on an overall target to meet revenue and expenditure projections for the year ending June 30, 2011. Projected Revenues of \$4.9 Million are expected to minimally exceed original projections by \$55,000. Expenditures on the Operating side are expected to reach \$4,066,636 or \$130,456 over the adopted budget of \$3,697,800. Capital expenditures are anticipated to be \$640,000, or \$375,000 below the adopted budget of \$1,015,000. Overall, it is anticipated that we will end the current fiscal year with \$299,500 below anticipated expenditures (including increased revenues).

Operating Budget

There are three (3) main areas of concern where the operating budget will likely exceed expenditure projections. There have been significant maintenance costs this fiscal year that were not anticipated. While we budget prudently, the District has experienced an unusual number of water leaks. In addition, two (2) oxidation ditch rotors at Wastewater Treatment Plant I required refurbishment. As of 12/31/10, we have spent approximately \$350,000 of the \$500,000 allocated to this line item (7300/7300P). As the District's infrastructure continues to age and the highly corrosive soil takes its toll on underground facilities, those repairs place an unknown financial burden on the District's budget. Staff will continue to monitor this closely.

The second area of concern is the increasing of utilities. As of 12/31/10, we have expended \$382,000 of \$625,000, or 61% of the overall electric budget. On the sewer side, it is likely that final year end expenses will approach \$370,000, roughly \$45,000 over the adopted budget of \$325,000 for that line item. Electric costs for the water plants and associated facilities are estimated to approach \$335,000 or \$35,000 over the adopted budget of \$300,000. When taken as a whole, the cost of electricity is tracking at a rate that will exceed the budget by \$80,000. While some of this is seasonal, and we expect increased utility costs during warmer months and moderating in cooler months, the fact remains that based upon current and prior year's budget actual this remains an area of concern. Staff is and has been working with its vendors to identify opportunities for savings in this area. As the second largest component of the budget, the ability to efficiently forecast expenses and implement energy saving measures is an important step in helping to contain energy costs.

Continued...

Fiscal Impact:

Amount Requested \$N/A

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

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

Previous Relevant Board Actions for This Item

Adoption of FY 2010-11 Budget – June 16, 2010

Attachments

FY 2009-10 Budget Summary Reports

AGENDA ITEM: F-2

The third and final area of concern is the cost of chemicals and odor materials (#7330). Last fiscal year, the actual cost of purchasing chemicals and odor materials was \$95,000. This year, we are tracking at a similar burn rate. The budget for this cost center is \$65,000. It is anticipated that chemicals and odor control materials will require an additional \$35,000.

The remainder of the Operating budget is generally on target, with generally accepted variances, both up and down.

Capital Budget

From a mid-year standpoint, staff spent a considerable amount of time finalizing previously approved Capital Improvement Projects (CIP), including the Trojan UV Plus system, the Discovery Point Sewer Main Replacement project, and the completion of Well #6, to name a few. It is relatively normal and customary to be completing projects that were initiated in a prior year but are being completed in the current year. As a result, many of the CIP's proposed for the current year are just now finding their way to the light of day.

There are projects, however, that will not be fully initiated or will be recommended to be eliminated altogether. Based upon those recommendations and timing issues, it is anticipated that approximately \$375,000 of the \$1,015,000 Capital Project Budget will either not be spent in this fiscal year or will be eliminated.

The CIP list of projects is an attachment to this report. Staff will provide a discussion of those projects at the meeting. However, it is recommended that the following projects be reduced in scope – Salinity Project (\$150K); Metal Cover for UV Area (\$75K); Replace Water Mains (\$25K); and K-Rail for Bulk Material (\$10.5K). It will be recommended to reprogram the following projects to FY 2011-12 – Bio Solids Pump/Wet Well #2; Road Crossing Ramps; and Paving for Bio Solids Area. It is recommended that the following projects be eliminated – Pickup Truck; GPS Tracking Device; Replace fence near Marina; and new chairs for Board Room.

Summary

In reviewing the FY 09/10 budget, as well as the current year budget, staff continues to evaluate opportunities for cost savings. However, with limited resources and budgets historically operating on high expectations (but with limited resources), it is a difficult task to balance. The single largest expense, other than our water and wastewater contractor, is the cost of electricity. The District powers a number of facilities that operate 24/7 and require a massive amount of power. It will be staff's goal in the coming year to address this expense and look at methods to moderate energy consumption. A reduction of 10% will save the District roughly \$70K annually.

Staff has attempted to highlight some of those areas that require attention. Unfortunately, these are not necessarily cost centers that we have the ability to control. Electric costs, chemicals to treat our consumable water, and infrastructure repairs are just a few of those areas that are beyond our immediate control. We continue to budget prudently and utilize prior year's actual and current indicators to assist us in this effort.

Overall, the Town of Discovery Bay CSD Operating and Capital Improvement Program Budget for 2010/11 is balanced, with revenues expecting to minimally exceed projections and expenditures are estimated to be within approved budget authorization limits.

Staff will return to the Board at a future meeting to address the necessary budget amendments that will be required to fully implement the changes as noted above.

Acct. #	TOWN OF DISCOVERY BAY CSD OPERATING BUDGET 2010/2011 Approved at 06/16/10 Meeting Account Description	2010/2011 Budget	2010/2011 YTD ACTUALS	2010/2011 Remaining Balance	2010/2011 % of Remaining
					Balance YTD
7000	Contract Services				
7001	General Manager	\$130,000	\$66,099	\$63,901	49%
7002	District Staff	\$270,000	\$143,112	\$126,888	47%
	W Staff Water Related	\$126,000	\$71,463	\$54,537	43%
	L Landscape Related (Reimb)	\$121,000	\$64,018	\$56,982	47%
7003	District Benefit's	\$52,500	\$0	\$52,500	100%
7005	Legal	\$80,000	\$28,301	\$51,699	65%
7010	Consulting Services	\$210,000	\$66,838	\$143,162	68%
7011	Veolia Operations	\$1,173,000	\$500,172	\$672,828	57%
7012	Veolia Prev & Corrective Fund	\$80,000	\$36,788	\$43,212	54%
7013	NPDES Permit				
	W Staff Water Related				
7014	Outsource of Water Billing	\$24,000	\$0	\$24,000	100%
7015	General Operating Expenses				
7120	Audit	\$35,000	\$2,830	\$32,170	92%
7135	Electrical Cost (water)	\$300,000	\$212,584	\$87,416	29%
7137	Electrical Cost (sewer)	\$325,000	\$169,786	\$155,214	48%
7210	Public Comm & Noticing	\$5,000	\$388	\$4,612	92%
7220	Election Expenses	\$12,000	\$0	\$12,000	100%
7230	Rent - Public Meetings	\$500	\$0	\$500	100%
7250	Memberships	\$16,000	\$5,686	\$10,314	64%
7280	Permits	\$50,000	\$29,111	\$20,889	42%
7285	NPDES NOV Fines (s)	\$25,000	\$0	\$25,000	100%
7290	Staff Training	\$2,500	\$1,811	\$689	28%
7300	General Repairs Water / Sewer	\$350,000	\$309,499	\$40,501	12%
	P Pump Repairs	\$150,000	\$40,960	\$109,040	73%
7310	NTR / SIP Testing	\$15,000	\$0	\$15,000	100%
7320	Special Equipment/Signage	\$3,000	\$688	\$2,312	77%
7330	Chemicals/Odor Materials	\$65,000	\$53,766	\$11,234	17%
7400	Office Expenses				
7410	Copier Maint	\$4,500	\$1,137	\$3,363	75%
7420	Postage	\$2,500	\$4,124	-\$1,624	-65%
7430	Office Supplies	\$8,000	\$3,033	\$4,967	62%
7500	Communications				
7510	Web Site/Internet	\$1,000	\$2,169	-\$1,169	-117%
7520	Wireless	\$4,500	\$3,242	\$1,258	28%
7550	Telephone	\$4,000	\$2,125	\$1,875	47%
7600	District Wide				
7630	Site Maintenance /Landscape	\$15,000	\$5,897	\$9,103	61%
7665	Office Bldg / Improvements	\$10,000	\$2,747	\$7,253	73%
7670	Office Equipment / Software	\$8,000	\$2,214	\$5,786	72%
7680	Office Furnishings	\$1,000	\$328	\$672	67%
7685	Tools	\$3,500	\$4,846	-\$1,346	-38%
7690	Maint / Fuel	\$19,000	\$17,413	\$1,587	8%
7700	Directors Expense				
7720	Compensation	\$36,000	\$9,393	\$26,607	74%
7730	Training	\$600	\$24	\$576	96%
7950	Miscellaneous	\$12,000	\$6,397	\$5,603	47%
7951	Misc. - Reimbursable	\$10,000	\$107	\$9,893	99%
7952	Misc. - Zones Reimbursable	\$100,000	\$44,911	\$55,089	55%
7100	Insurance				
7115	General Liability	\$48,000	\$0	\$48,000	100%
7120	Worker's Comp	\$6,000	\$0	\$6,000	100%
7800	County Services				
7805	Revenue Collection	\$5,500	\$0	\$5,500	100%
7810-0810	Investment Fee	\$700	\$0	\$700	100%
7815-2315	Data Processing		\$0	\$0	
7820	Accounting (A/P, A/R, GL)	\$2,500	\$0	\$2,500	100%
7825	Public Works - permits	\$6,000	\$7,047	-\$1,047	-17%
CREDITS	Reimbursements to Town of DB	(\$231,000)	-\$111,722	-\$119,278	52%
	TOTAL	\$3,697,800	\$1,809,333	\$1,888,467	51%

TOWN of DISCOVERY BAY CSD CAPITAL IMPROVEMENT PROGRAM 2010/2011 Approved at 6/16/10 Meeting					
Acct. #	Account Description	2010/2011 BUDGET	2010/2011 ACTUALS	2010/2011 Remaining Balance	2010/2011 % of Budget YTD
SEWER					
0910-004	Rehab Manholes	\$15,000	\$14,893	\$107	99%
0910-005	Landscape Plant #1	\$5,000	\$0	\$5,000	0%
0910-006	Replace Sewer Main		\$158,740	-\$158,740	
0910-007	UV System		\$301,998	-\$301,998	
0910-008	Salinity Project	\$200,000	\$0	\$200,000	0%
0910-009	Pumps / Motors Replacement				
0910-010	Wetlands	\$85,000	\$0	\$85,000	0%
1011-001	By-Pass Pipeline	\$80,000	\$10,102	\$69,898	13%
1011-002	Replace PLC's	\$20,000	\$0	\$20,000	0%
1011-003	Bio-Solids Pumps (2) Wet Well	\$22,000	\$0	\$22,000	0%
1011-004	Rehab Lift Station W	\$60,000	\$500	\$59,500	1%
1011-005	Bypass Valve Lift Station S	\$12,000	\$0	\$12,000	0%
1011-006	Metal Cover for UV Area	\$125,000	\$0	\$125,000	0%
1011-007	Clarifier Cleaning Devices	\$25,000	\$0	\$25,000	0%
1011-008	Paving for Bio-Solids Area	\$15,000	\$0	\$15,000	0%
1011-009	New Moles (2)	\$80,000	\$42,608	\$37,393	53%
1011-010	Road Crossing Ramps	\$25,000	\$0	\$25,000	0%
	Sewer Sub Total	\$769,000	\$528,841	\$240,159	69%
WATER					
0809-002	Well #6 Design & Drill Test Hole		\$18,454	-\$18,454	
0910-011	Security Door Locks (12)	\$6,000	\$0	\$6,000	0%
0910-012	Ladder Vandell Guard	\$2,000	\$0	\$2,000	0%
0910-013	Pumps / Motors Replacement				
0910-014	Water Meter Program	\$500,000	\$21,360	\$478,640	4%
	Water Meter Program: Reimbursements	(\$500,000)	\$0	-\$500,000	0%
1011-011	Filter Media Replacement	\$40,000	\$0	\$40,000	0%
1011-012	Stabilize Around Willow Lake				
1011-013	Rehab Well(s)	\$30,000	\$0	\$30,000	0%
1011-014	Replace Water Mains	\$50,000	\$0	\$50,000	0%
1011-015	Water Meter Trailer	\$20,000	\$0	\$20,000	0%
	Water Sub Total	\$148,000	\$39,814	\$108,186	27%
OTHER					
1011-016	Pickup Truck (1)	\$20,000	\$0	\$20,000	0%
1011-017	K-Rail for Bulk Material	\$15,000	\$4,408	\$10,592	29%
1011-018	Portable Message Units	\$30,000	\$0	\$30,000	0%
1011-019	GPS Tracking Device	\$12,000	\$0	\$12,000	0%
1011-020	Replace Fence Near Marina	\$15,000	\$0	\$15,000	0%
1011-021	New Chairs for Board Room	\$6,000	\$0	\$6,000	0%
	Other Sub Total	\$98,000	\$4,408	\$93,592	4%
0102-00	Pipeline Replace Reserve		\$0	\$0	
CREDITS	Reimbursement to Town of DB		\$0	\$0	
	Total CIP Budget	\$1,015,000	\$573,063	\$441,937	56%



Town of Discovery Bay CSD

AGENDA REPORT

Meeting Date
February 2, 2011

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

Agenda Title

Discovery Bay Work Experience Project/Internship Program

Recommended Action

Approve Discovery Bay Work Experience Project/Internship Program Policy and Job Description

Executive Summary

At the September 15, 2010 Board meeting, Director Dawson requested the Board consider the establishment of an Internship Program with the District. That item was brought before the Board on October 20, 2010.

Staff has developed the attached job description based upon a variety of tasks that may be performed by a student worker, depending on qualifications. An intern can help support a wide variety of District projects, including administrative support, research and assistance in developing/revising District operational and administrative policies, coordination of files, assistance with budget document preparation, and other office related functions. All of the work would be overseen by a staff member and the work product would be reviewed by staff. The internship program will be unpaid.

The Job Description also generally identifies the type of work to be performed and the skills required of a student worker. The proposed Board Policy (Policy to be provided prior to the February 2, 2011 Board Meeting) will identify the methods of recruitment and staff level support, as well as reporting requirements for ongoing Board updates.

Staff is prepared to implement the Discovery Bay Work Experience Project/Internship Program at the direction of the Board.

Fiscal Impact:

Amount Requested \$55.00 (Estimated Worker's Compensation Insurance Costs)
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. X Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

September 15, 2010 request by Director Dawson to consider implementing a District Internship program
October 20, 2010 Board Meeting

Attachments

Intern Job Description

AGENDA ITEM: F-3

DISCOVERY BAY WORK EXPERIENCE PROJECT

STUDENT INTERN JOB DESCRIPTION

DEFINITION

These are positions for students currently attending school. These positions are limited term part-time positions, working approximately four hours per day, 20 hours per week. Work hours are flexible and can be scheduled around school schedules within the District office work hours of 8:30a.m. to 5:00p.m. The positions are assigned to work on a broad range of projects and assignments in different District work units.

DISTINGUISHING FEATURES

Under close supervision and continuous training, student Interns perform various office and general labor tasks related to the assigned work unit. Student may be either currently enrolled in high school or equivalent such as GED; in a variety of vocational training programs or in a accredited college or university and carrying at least 6 units per school term.

TYPICAL EXAMPLES OF DUTIES

Finance - Accounting

Provide clerical assistance to the Accounting staff. Typical tasks include, but not limited to:

- Uses a calculator to run tapes on a variety of accounting projects.
- Matches, verifies, cross references and files various Accounts Payable data such as invoices, purchase orders, bank statements, warrants, job orders, etc.
- Prepares and uses basic Excel spreadsheets.
- Performs basic office support functions such as filing, answering telephones and operating standard office equipment.

Finance - General Services

Provide assistance to the General Services staff. Typical tasks include, but not limited to:

- Open, sorts and delivers interoffice mail.
- Picks up mail from District offices for processing or delivery.
- Makes copies and prepares binders.
- Delivers and stocks District office supplies.
- Performs basic office support functions such as filing, answering telephones and operating standard office equipment.

Operations and Maintenance – Administration

Provide clerical assistant to the Operations and Maintenance staff. Typical tasks include, but not limited to:

- Enters alpha and numeric data into computerized data base, such as vehicle mileage, work order numbers, water meter readings
- Performs basic office support functions such as filing, answering telephones and operating standard office equipment.

Office of the General Manager - Human Resources

Provide clerical assistance to Office of the General Manager/Human Resources. Typical tasks include, but not limited to:

- Assists with policy updates, research, and correspondence
- Assists with recruitment

- Copies, collates, distributes employee notices, etc.
- Assists with mass mailing projects
- Assists with District records requests
- Assists with meetings
- Maintain office supplies
- Opens, dates and distributes mail
- Files confidential employee records and other documents.

QUALIFICATIONS

Knowledge, Skill and Ability in one or more of the following depending on work unit assignment:

Knowledge of: Standard office practices and procedures including basic record keeping and filing. Basic knowledge and understanding of computers, their operation and general software programs such as word processing and spreadsheet programs and internet, including social media. Knowledge of research technology. Knowledge of basic English, spelling, grammar and knowledge of basic arithmetic.

Ability to: Ability to learn to operate a variety of standard office equipment. Ability to type accurately. Ability to apply safe work place practices. Ability to utilize tools and materials in assignment work area. Ability to follow written and verbal instructions. Ability to get along with others in the course of work.

Experience: None Required

Other Requirements:

May require standing and walking for prolonged periods of time, stooping, climbing; light (10 lbs) to moderate (55 lbs) lifting and carrying; sitting for prolonged periods; visual acuity for analyzing data and operating

NO BACK UP
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FOR THIS AGENDA
ITEM # G

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ITEM # H

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ITEM # I

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FOR THIS AGENDA
ITEM # J



TOWN OF DISCOVERY BAY CSD

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

January 20, 2011

Contra Costa County
Department of Conservation and Development
Community Development Division
Attn: Jennifer Cruz
651 Pine Street, 4th Floor, North Wing
Martinez, CA 94553-0095

RE: County File Number DP10-3036 (Barbara Dagle)

Dear Ms. Cruz,

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 January 19, 2011.

The Board had no negative comments.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay CSD

RH/ca

Cc: Board of Directors
Barbara Dagle, Dagle Construction

Received 1/21/11

BOARD OF SUPERVISORS
COUNTY OF CONTRA COSTA, CALIFORNIA

NOTICE OF A PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Tuesday, March 01, 2011 at 9:30 am in the Board of Supervisors Chambers, Room 107, of the County Administration Building, 651 Pine Street, Martinez, California, a public hearing will be held for the Determination of Property Tax Administrative Cost Recovery for 2010-2011. A copy of the Property Tax Calculation Report will be on file on January 18, 2011, in the office of the Clerk of the Board of Supervisors at 651 Pine Street, Room 106, Martinez, California.

DAVID J. TWA, County Administrator
And Clerk of the Board of Supervisors

By: Emy L. Sharp
Deputy

Date: January 18, 2011

Date of Publication: February 08, 2011

Discovery Bay Elementary School

1700 Willow Lake Road

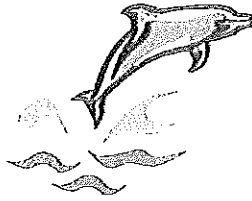
Discovery Bay, California, 94505

Allan Petersdorf, Jr. Principal

Joyce Moxin, Office Manager

Town of Discovery Bay CSD

Received 1/27/11



RH / m
CME

Town of Discovery Bay

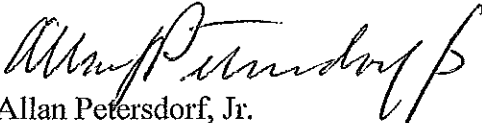
Discovery Bay School, in the Byron Union School District is presenting for the third year, an elementary school competitive speech program. Sponsored by the Discovery Bay Lions Club, the purpose of this competition is to promote and advance the oral speaking skills of elementary students in the East Contra Costa County.

This years competition is to take place on Saturday, May 21, 2011 at Discovery Bay School. We would like to take this opportunity to invite you to participate as a judge. We anticipate opening the competition at 9 am with introductions from local dignitaries, holding the competition from 9:30-12:00 with competition ending approximately at 12. Local Superintendents will be announcing winners and giving closing statements around 12:30. We hope you will be able to commit as a judge.

Judging is broken into three, thirty minutes blocks of time, with twenty minute breaks in between. In these sessions, students, in grades 3-7, will be presenting their speeches to a panel of two judges in each room. You will listen to three different groups of students present their speeches to you. Breaks will occur between the sessions to allow judges to tally their votes. At the end of three sessions, all votes will be collected and tallied. While students are enjoying a light lunch, awards will be assembled and then presented at the closing ceremonies.

This is the third year of this competition and we hope that will take part in promoting oral speaking as an important tool for children to develop. Please contact myself if you are able to commit being a judge. A light breakfast and snacks will be provided during the day to all volunteers.

Sincerely,


Allan Petersdorf, Jr.

Received 1/27/11



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

RH / P
CNS / N

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

January 25, 2011

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

Dear President Graves and Members,

Please find enclosed a Board Order from the January 18, 2011 Board of Supervisors' meeting that I believe will be of interest to the Town of Discovery Bay Community Services District.

- 1.) January 11, 2011 Approve Notice of Intention to Purchase 2.83 acres of Real Property located on Technology Way, Brentwood, and make findings under CEQA.

I am pleased with the movement forward of the property purchase as the creation of an East County Government Center has been one of my priorities since first taking office.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

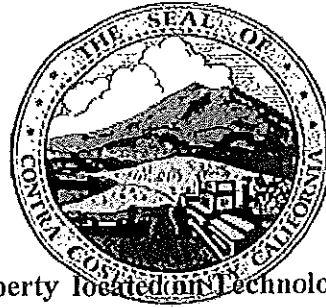
MNP: kc

AGENDA ITEM - K-4

PDF Return Previous Next

C.71

To: Board of Supervisors
From: Michael J. Lango, General Services Director
Date: January 11, 2011



Contra
Costa
County

Subject: APPROVE Notice of Intention to Purchase 2.83 acres of Real Property located on Technology Way, Brentwood, and make findings under CEQA

RECOMMENDATION(S):

APPROVE the Notice of Intention to purchase 2.83 acres of Real Property described on the attachment hereto, from Gregory Ranch Office Investors, LP for future development purposes, for the sum of \$1,300,000, which is a fair and reasonable price therefore, plus escrow closing costs, and pursuant to Government Code 25350.

DETERMINE that this activity will not have a significant effect on the environment, and that it has been determined to be exempt from the California Environmental Quality Act (CEQA) under State CEQA guidelines Article 5, Section 15061 (b)(3). This Board DIRECTS the Director of the Department of Conservation and Development (DCD) to file a Notice of Exemption with the County Clerk, and DIRECTS the General Services Director, or designee, to arrange for payment of the \$50 fee to the County Clerk for filing and a \$25 fee to DCD for processing of the Notice of Exemption.

DECLARE that this Board will meet on Tuesday, February 15, 2011 at 10:00 a.m., or thereafter, in the Board's Chambers, County Administration Building, 651 Pine Street, Martinez, California, to consummate the purchase.

APPROVE OTHER
RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/18/2011 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES [] NOES []
ABSENT [] ABSTAIN []
RECUSE []

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 18, 2011

David J. Twa,

BY: [], Deputy

Contact: Mike Lango (925) 313-7120

cc: GSD - Admin GSD - Accounting GSD - Real Estate Div Manager GSD
Real Estate Clerical Auditor-Controller Office of the County Administrator
County Counsel Risk Manager

RECOMMENDATION(S): (CONT'D)

DIRECT the Clerk of the Board to publish the attached notice in the Contra Costa Times pursuant to Government Code Section 6063.

FISCAL IMPACT:

The \$1,300,000 purchase price, plus approximately \$5,500 in escrow closing costs, will be paid from County General Fund Reserves. A 4/5 vote of the Board is required to authorize a disbursement from the General Fund.

BACKGROUND:

In 2006, the Board of Supervisors directed staff to conduct an East County Needs Assessment with all County Department Heads to study the effectiveness of County services in Far East county and to identify where services could be improved. A Regional Needs Assessment was completed and presented to the Board in April 2006, which found that notable geographic inequities exist with regard to the delivery of County services, and that Far East county residents are geographically disadvantaged in relation to County service delivery.

As a result of the above Regional Needs Assessment, the Board directed General Services staff to complete a site selection process to evaluate the availability of land and existing buildings in Brentwood for the development of an East County Government Center (ECGC). Since that time, staff evaluated various sites and development scenarios, including leasing land and having the landlord construct a built-to-suit building, acquiring an existing building for renovation to suit the County's needs, and evaluating and comparing the costs of leasing versus owning County facilities.

Given the current economy and real estate conditions, acquiring the land on Technology Way at a relatively low cost for eventual construction of an East County Government Center offers the County the best alternatives for providing services to the Far East portion of the county in the future.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not acquire the Technology Way land for the future development of the East County Government Center.

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Received 1/27/11



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

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COMMITTEES

Internal Operations Committee

Della Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

January 25, 2011

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

Dear President Graves and Members,

Please find enclosed several Board Orders from the January 11, 2011 Board of Supervisors' meeting that I believe will be of interest to the Town of Discovery Bay Community Services District

- 1.) December 1, 2010 Approve and Authorize the Public Works Director, or designee, to execute a contract with Condor Country Consulting, Brentwood/Byron area.
- 2.) December 16, 2010 Reappointment to the Byron-Brentwood-Knightsen Union Cemetery District.

Please feel free to contact my office regarding this or any additional matter at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisor.

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

MNP: kc

AGENDA ITEM – K-5

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C. 86

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: December 1, 2010



Contra
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County

Subject: APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Condor Country Consulting, Brentwood/Byron area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Condor Country Consulting, effective January 1, 2011 through December 31, 2013 in an amount not to exceed \$160,000 to provide environmental construction monitoring services for the Vasco Road – Camino Diablo Intersection Improvements Project, Brentwood/Byron area. (Prop 1B Funds (60%) Local Road Funds (40%))(District III) Project No.: 0662-6U4012

FISCAL IMPACT:

There is no impact to the County General Fund. This project is funded by Prop 1B Funds (60%) Local Road Funds (40%).

BACKGROUND:

The Vasco Road – Camino Diablo Intersection Improvements Project (Project) is necessary to reduce the northbound queue during the evening rush hour traffic, to warn drivers of the queuing ahead on Vasco Road at the Camino Diablo intersection, and reduce the westbound queue on Camino Diablo during the morning peak rush hour traffic. These improvements are also needed to help reduce the number of collisions related to queuing on Vasco Road at the Camino Diablo intersection.

APPROVE
 RECOMMENDATION OF CNTY ADMINISTRATOR

OTHER
RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/11/2011

APPROVED AS RECOMMENDED OTHER

Clerks Notes:

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 11, 2011

David I Tava

VOTE OF SUPERVISORS

BACKGROUND: (CONT'D)

The Project is ready to be constructed, therefore; environmental construction monitoring will be necessary for the duration of the Project. Due to Condor's heavy involvement with the required special studies, the Public Works Department has determined that Condor is best qualified of the three consultants solicited to conduct environmental construction monitoring and reporting during the construction of the Project.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, monitoring required by the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and East Contra Costa County Habitat Conservation Plan (HCP) clearances will not be conducted, which may delay the construction of the Project and jeopardize funding.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

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C. 16

To: Board of Supervisors
From: Mary N. Piepho, District III Supervisor
Date: December 16, 2010



Contra
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County

Subject: REAPPOINTMENT TO THE BYRON-BRENTWOOD-KNIGHTSEN UNION CEMETERY DISTRICT

RECOMMENDATION(S):

REAPPOINT Sharon Marsh to the Trustee 1 seat on the Byron-Brentwood-Knightsen Union Cemetery District to a term expiring December 31, 2014, as recommended by Supervisor Mary Nejedly Piepho.

Trustee 1 Sharon Marsh
2615 Taylor Lane
Byron, CA 94514

FISCAL IMPACT:

None.

<input checked="" type="checkbox"/> APPROVE	OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/11/2011 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 11, 2011

David J. Twa,

VOTE OF SUPERVISORS

AYES	4	NOES	
ABSENT		ABSTAIN	
RECUSE			

BY: KATHERINE SINCLAIR, Deputy

Contact: LEA CASTLEBERRY, (925) 820-8683

BACKGROUND:

Sharon Marsh's term expired December 31, 2010 on the Byron-Brentwood-Knightsen Union Cemetery District. Ms. Marsh contacted Supervisor Piepho's office and requested reappointment. Supervisor Piepho approved the request.

There are no additional seats on the Union Cemetery District to fill at this time.

CONSEQUENCE OF NEGATIVE ACTION:

CHILDREN'S IMPACT STATEMENT:

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Received 1/27/11



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Handwritten initials: RH m, CMA

COMMITTEES

Internal Operations Committee

Delta Protection Commission

Transportation, Water & Infrastructure Committee

Tri Valley Transportation Committee

Local Agency Formation Commission

Central Contra Costa Solid Waste Authority

Airport Committee

Association of Bay Area Governments

Contra Costa Regional Medical Center Joint Services Committee

Dougherty Valley Oversight Committee

South West Area Transportation

January 24, 2011

The Honorable John Garamendi
228 Cannon House Office Building
Washington, DC 20515-0510

Dear Congressman Garamendi:

On behalf of the Contra Costa County Public Works Department, I am writing in support of continued federal funding for the Vasco Road Improvements Project (Phase II).

Vasco Road is a regional arterial roadway that has become the primary access between residences in the southern portion of east Contra Costa County and eastern Alameda County. Phase I of the Vasco Road Safety Improvements Project, which was completed in 2010, included roadway realignment, relocating a major PG&E gas line, median barrier construction, and the addition of climbing lanes and bicycle lanes. Contra Costa County is implementing similar roadway improvements within portions of Vasco Road within Contra Costa County. This project will extend Phase I improvements to the urban interface at the City of Livermore. Phase II safety improvements will also improve safety and prevent severe collisions by realigning the roadway and installing a median barrier to further protect motorists from crossover head-on collisions on the remaining portions of Vasco Road.

Thank you for your continued support for this important project. Please feel free to contact me at (925) 240-7260 should you have any questions regarding this or any future matter.

AGENDA ITEM - K-6