



# TOWN OF DISCOVERY BAY CSD

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

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## NOTICE, CALL, AND AGENDA OF THE SPECIAL MEETING AND REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday August 17, 2011

1800 Willow Lake Road, Discovery Bay, California

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

### SPECIAL MEETING AT 6:30p.m.

- A. **CLOSED SESSION:**  
**CONFERENCE WITH LEGAL COUNSEL**  
Initiation of litigation, Government Code Section 54956.9(c)  
One (1) potential case
- B. Return to open session; report on closed session
- C. Adjourn Special Meeting

### REGULAR MEETING at 7:00p.m.

- A. **ROLL CALL**
  - 1. Call business meeting to order 7:00p.m.
  - 2. Pledge of Allegiance
- B. **PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
The public may address the Board on any issue in the District's jurisdiction, which is not on the agenda. The public may comment on any item on the agenda at the time that item is taken up. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.
- C. **PRESENTATIONS**
- D. **PRESIDENT REPORT AND DIRECTORS' COMMENTS**
- E. **CONSENT CALENDAR**  
All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.
  - 1. Minutes of previous Regular meeting dated August 3, 2011
  - 2. District Invoices.
  - 3. Approve and Accept the contract work performed by Green Valley Landscape for the construction and completion of the Discovery Bay Boulevard/ Sand Point Road Landscape Improvement project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office
  - 4. Approve and Accept the contract work performed by James Breneman for the construction and completion of the Ravenswood Park Splash Pad (Spray Park) project and direct Staff to record the "Notice of Completion" with the contra Costa County Recorder's Office

**F. NEW BUSINESS AND ACTION ITEMS**

1. Agency Comment Request – Development Plan Modification - Sandy Cove Shopping Center/Chase Bank
2. Approve the purchase of one (1) Ford F-150 Pickup truck and authorize the General Manager to execute all purchase documents between the Town of Discovery Bay CSD and Big Valley Ford/Lincoln in an amount not to exceed \$21,344.63

**G. VEOLIA REPORT**

**H. MANAGER'S REPORTS**

1. Parks and Landscape Manager Perez - Parks and Landscape Update

**I. GENERAL MANAGER'S REPORT**

**J. DISTRICT LEGAL COUNSEL REPORT**

**K. COMMITTEE UPDATES**

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

1. R – Letter from Diablo Water District regarding the 2010 final Urban Water Management Plan dated July 22, 2011
2. R – Letter from Supervisor Piepho regarding the Board Order - Response to Civil Grand Jury Report No. 1108 Entitled "Bridging the Gap at the Orin Allen Youth Rehabilitation Facility dated July 27, 2011
3. R – Discovery Bay P-6 Zone Citizen Advisory Committee meeting Minutes for May 10, 2011
4. R – Letter from John Greitzer, Delta Water Planner to Members, Municipal Advisory Councils in the Delta regarding the Delta Economic Sustainability Plan dated August 5, 2011
5. R – State Route 4 Bypass Authority meeting Minutes for July 14, 2011

**M. PUBLIC RECORD REQUESTS RECEIVED**

**N. FUTURE AGENDA ITEMS**

**O. ADJOURNMENT**

Adjourn to next Regular meeting of September 7, 2011 starting at 7:00pm at 1800 Willow Lake Road- Located in back of the Delta Community Presbyterian Church:

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

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



# TOWN OF DISCOVERY BAY CSD

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

MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday August 3, 2011  
1800 Willow Lake Road, Discovery Bay, California  
REGULAR MEETING 7:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

## 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.

## SPECIAL RECOGNITION

1. To Lieutenant Mike Burton for Service and Dedication to the Town of Discovery Bay Community Services District
2. Short Break

President Graves – Thanked Lieutenant Burton for his service and presented him with Resolution No. 2011-19. There was a short break for refreshments.

The meeting was called back to order at 7:20p.m.

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

Resident Don Flint – Stated that he believes that there should be more transparency.

Resident Minda Motta – Announced the 2<sup>nd</sup> Annual Dinner at the Orchard Fundraiser on Saturday August 27, 2011 from 4:00p.m. to 9:00p.m. The flyer is on the Community Calendar of the Town of Discovery Bay CSD Website.

## C. AREA AGENCIES REPORTS / PRESENTATION

### 1. SHERIFF'S OFFICE REPORT

Lieutenant Alan Johnson – Provided his report and the details for the month of July.

### 2. CHP REPORT – No Report

### 3. FIRE DISTRICT REPORT

Chief Burris – Provided his report and the details for the month of July.

### 4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT

Resident John Jewell – Provided the details of the ECCFPD meeting held on July 11, 2011

President Graves – Provided his report and stated that he attended the ECCFPD meeting held on July 11, 2011.

### 5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

Karyn Cornell – Provided an update on the Redistricting of the Board of Supervisors and Vasco Road improvements.

Supervisor Piepho's office is continually working with the Department of Boating and Waterways on the Aquatic Weeds.

## D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – President Graves announced that the meeting was canceled this month
2. County Planning Commission Report – President Graves announced that there was nothing pertinent to Discovery Bay and surrounding areas.
3. Code Enforcement Report – General Manager Howard announced that the meeting was canceled.
4. Special Districts Report\*\* - No Report

\*\*These meetings are held Quarterly

#### **E. CONSENT CALENDAR**

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

1. Minutes of previous Workshop dated July 14, 2011
2. Minutes of previous Regular Meeting dated July 20, 2011
3. District Invoices
4. District Financials
5. Audited Financial Statements for FY 2009-10

**Motion made** – by Director Simon to approve the Consent Calendar and seconded by Director Tetreault. Motion carried by the following vote: AYES: 5, NOES: 0

#### **F. PUBLIC HEARING to Consider the Following**

1. Town of Discovery Bay CSD proposed combined rate increase pertaining to Water and Wastewater services for the 2011/12 Fiscal Year and for the 2012/13 Fiscal Year

##### **a) Approval and Adoption of Resolution No. 2011-13 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll**

**General Manager Howard** – Stated this item is for the rate increase and is necessary to review the water and wastewater rates to be sure that obligations are being met. The Budget review process consisted of five (5) Budget Committee Meetings and one (1) Board Workshop. The one (1) Budget Hearing with the entire Board was held on June 15, 2011 where the Budget was adopted at that point and time. A rate study was conducted for a two (2) year period and that study was presented to the Board and Public. Throughout the Budget process, the Board took an action to mitigate those increases from 22% to 17%, therefore this item has a recommended action of increasing the blended rates of 17% for this current fiscal year and 18.4% the next fiscal year, resulting in a two (2) year blended average of approximately 17.4%. The average parcel size increase for water and wastewater rates will be \$138.36 this year, followed by \$181.56 the next fiscal year. The District is conducting a Public Hearing and has received a total of one hundred fifty-four (154) qualifying protests and thirty (30) non-qualifying protests. The non-qualifying protests were either a duplicate, not being signed, no addresses, or they were emails. There was a follow up email informing the public that the District requires a signature along with the protest email in order for the protest to qualify. The District also sent out a notice to all property owners in Discovery Bay. Gary Hornberger is here tonight to give a brief overview of the current rate structure.

**Gary Hornberger** – Provided an overview on the two (2) year proposed rate increase for 2011/12 and 2012/13.

**General Manager Howard** – Stated that there were a couple of items that were not factored in because of being discussed prior to this current year budget. In January of 2009 there was a substantial increase in the Operational costs and that is when we transitioned our Water and Wastewater Contractor to Veolia. Also, the facilities are aging, which means we need to continue to maintain them; therefore, there is a need for the water and wastewater rate increase.

**President Graves** – Stated that this is the time for the Public Hearing and for Public Comment.

**Resident Ray Qualls** – Stated his concern with the rate increase and that the majority of residents are unable to afford an increase.

**Resident John Jewell** – Stated his comments in regards to the contract between Veolia and the Town of Discovery Bay CSD and Hornberger and the Town of Discovery Bay CSD.

**Resident Jeff Barber** - Stated that he needed clarification on the overview presented by Gary Hornberger. He also stated his concern with the rate increase.

**Gary Hornberger** – Answered Mr. Barber's questions.

**Resident Suzanne Qualls** – Stated her concern with the rate increase and requested a two (2) week extension for the deadline on a rate increase.

**Resident Michael Greggans** – Stated his concern with the rate increase and believes there is no need to build Well 7.

**Resident Richard Kier** – Stated his concern with the rate increase or with any new development, along with Well 7.

**Resident Don Flint** – Stated he needed clarification on the overview presented by Gary Hornberger. He also stated his concern with the rate increase.

**David Lennon** – Stated there is a need for a rate increase in order to take care of changes and regulations within Discovery Bay, along with maintaining the current Wells.

**Resident Barbara Slifer** – Stated her concern with the rate increase and would like to see all residents of Discovery Bay be on water meters.

**Jonathan Silver** – Stated he believes that there should be some type of rate increase, however not sure of what that number is. He also commented on the article in the paper along with the structure of the Town of Discovery Bay CSD Staff.

**President Graves** – Stated there were no more Public Comments and if there are any other signed protest letters please turn them in before the Hearing is closed.

**President Graves** - Stated that this Public Hearing will now close and we will take a brief recess to count the number of protest letters.

**President Graves** – Called the meeting back to order at 8:30p.m. and asked if we have the results of the protest letters that were filed.

**General Manager Howard** – Stated that we have a total of one hundred fifty-seven (157) confirmed letters of protest and conformed to Proposition 218 we had thirty (30) non-conforming letters of protest, which were not counted, therefore, we have a total of one hundred fifty-seven (157).

**President Graves** – Stated that the number needed is approximately 2500 therefore the protest vote has failed. He also clarified that this is a two (2) year rate increase, however the second year is a proposed increase, therefore the percentage given for next year is at the maximum limit and could be lower than the amount stated.

**Director Tetreault** – Stated that the second year of the two (2) year rate study is at the maximum limit, for that reason we are unsure of what the percentage will actually be. He also stated that the 17% for this year is needed for the current requirements.

**Director Steele** – Stated that there has been excellent effort and time for the ten (10) year development plan. Also, the budget is reviewed annually and the second year is speculative for the rate increase. It is important that we continue to maintain good quality water; therefore we do need to maintain our systems.

**Director Simon** – Stated that he will be paying the same amount as everyone else and also agrees with everything that was said by Public. He stated he is against sections of the next budget; however, the 2011/12 budget is legitimate and the 17% increase is also legitimate. The budget has been discussed during many meetings and we have narrowed and removed everything we can. The staff that has been hired is needed and we are still under staffed. There is no need for Well 7 and when the budget process for 2012/13 is discussed, he will fight against the well.

**Vice-President Dawson** – Stated anything that is proposed in the 2012/13 budget is a place holder to review for that fiscal year. We are elected to make decisions; however, the decisions being made may not be what the public will want. No one wants a rate increase; however, the increase is needed.

**President Graves** – Stated that the rate increase of 17% has been discussed in several meetings and the second year of 18% is a proposed increase. The rate increase that was initially proposed was much higher and the Board eliminated several percentages off the proposed rate increase. The monthly increase for the 2011/12 is \$11.50 and the increase for 2012/13 is \$15.08 as proposed.

**Motion made** – By Vice-President Dawson to approve and adopt Resolution No. 2011-13 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll.

**General Manager Howard** – Stated that there is a correction to be made on page 2 of the Resolution 2011-13. Item No 4 Ordinance No. 13 is a typographical error and should be changed to Ordinance No. 18.

**Legal Counsel Dan Schroeder** – Stated that the motion was not completed and will need to be amended as stated above.

**Motion made** – By Vice-President Dawson to approve and adopt Approval and Adoption of Resolution No. 2011-13 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll as amended and seconded by Director Tetreault. Motion carried by the following vote: AYES: 4, NOES: 1 – Director Simon.

2. **Town of Discovery Bay CSD Assessments for the Fiscal Year 2011-2012; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District**

a) **Approval and Adoption of Resolution No. 2011-18, Confirming the Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District**

**Parks and Landscape Manager Perez** – This is the final process for the assessment of the Discovery Bay Landscape Zone 9 in the Ravenswood District. During the last Board meeting the Draft Engineers Report was presented and there are some changes on the final.

**President Graves** – Stated that this is the time for the Public Hearing and for Public Comment.

**General Manager Howard** – Stated that there is an error within the Agenda Report and the Resolution should read as 2011-20 not 2011-18.

**President Graves** – Stated that there were no Public Comments.

**President Graves** - Stated that this Public Hearing will now close.

**Motion made** – by Vice-President Dawson to approve and adopt Resolution No. 2011-20 and seconded by Director Simon. Motion carried by the following vote: AYES: 5, NOES: 0

G. **NEW BUSINESS AND ACTION ITEMS**

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

**Director Steele** – Stated that he wanted to remind everyone to participate on the Survey for the Community Center.

**Director Dawson** – Provided his report and stated that he attended the Byron Union School District meeting on July 28, 2011 and gave the details of the meeting. He also wanted to inform the public that all five (5) Board Members are always available and that their emails are on our Website.

**I. MANAGER'S REPORT**

None

**J. GENERAL MANAGER'S REPORT**

**General Manager Howard** – Stated that the construction project at Cornell Park is moving forward at a rapid pace and we are on schedule for that. Also, hopefully by our next meeting we will have our Automated External Defibrillator (AED) in place at the District.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES**

1. Minutes approved for the Town of Discovery Bay CSD Regular meeting of the Community Center meeting dated June 7, 2011

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Byron Municipal Advisory Council meeting minutes dated May 19, 2011
2. R – Byron Sanitary District meeting minutes dated January 18, 2011, February 15, 2011, March 15, 2011, April 19, 2011, May 17, 2011 & June 30, 2011
3. R – Contra Costa Board of Supervisors & Department of Boating & Waterways email regarding Aquatic Weed Update in Discovery Bay dated July 14, 2011

**N. PUBLIC RECORD REQUESTS RECEIVED**

1. Request from William Richardson – TODB CSD Response to Grand Jury Report 1104 on Elected Board Membership
2. Request from Jeff Barber – Water/Sewer Infrastructure put in place for Discovery Bay West

**O. FUTURE AGENDA ITEMS**

**Director Simon** – Obligations towards Hofmann future development.

**P. ADJOURNMENT**

The meeting was adjourned at 8:58p.m. to the next regular meeting on August 17, 2011 at 1800 Willow Lake Rd – Located in back of Delta Community Presbyterian Church.

//cmc – 08.09.11



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 17, 2011

Prepared By: Terri Degler, 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 \$ 150,665.55

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

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

### Previous Relevant Board Actions for This Item

### Attachments

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

AGENDA ITEM: E-2

Request for authorization to pay invoices  
 For the Meeting on August 17, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/11 - 6/12



**Acct Code**

1	7001	Express Employment Inv#99720933-3, dtd 7/6/11	Temp: Terri Degler	w/e 7/3/11	\$899.60
2	7001	Express Employment Inv#99786572-0, dtd 7/27/11	Temp: Terri Degler	w/e 7/24/11	\$719.68
3	7001	Express Employment Inv#99808356-2, dtd 8/3/11	Temp: Terri Degler	w/e 8/3/11	<u>\$809.64</u>
				<b>Sub-Total</b>	<b>\$2,428.92</b>
4	7011	ReliaStar Life Insurance JR475(b) District office		8/1-8/16/11	\$953.05
	7024	ReliaStar Life Insurance JR475(b) Landscaping		8/1-8/16/11	<u>\$288.49</u>
				<b>Sub-Total</b>	<b>\$1,241.54</b>
5	7011	SDRMA Inv#0008397-IN, dtd 8/5/11	Employee benefits for September 2011		\$2,107.90
	7024	SDRMA Inv#0008397-IN, dtd 8/5/11	Employee benefits for September 2011		<u>\$526.97</u>
				<b>Sub-Total</b>	<b>\$2,634.87</b>
6	7101	Brian Dawson	Exp. report July 2011, Director's meetings July 2011		\$400.00
7	7101	Kevin Graves	Expense report July 2011, Director's meeting July 2011		\$600.00
	7102	Kevin Graves	Expense report July 2011 mileage		<u>\$65.49</u>
				<b>Sub-Total</b>	<b>\$665.49</b>
8	7101	Mark Simon	Expense report July 2011, Director's meeting July 2011		\$300.00
9	7101	Chris Steele	Expense report July 2011, Director's meeting July 2011		\$500.00
10	7101	Ray Tetreault	Expense report July 2011, Director's meeting July 2011		\$400.00
11	7210	Herwitt Engineering	Inv#11-07, dtd 7/31/11 July 1-July 31, 2011		\$18,143.50
12	7210	Hornberger Engineering	Inv#438, dtd 8/8/11 Water/Wastewater Study 11/12-12/13 Final		\$312.50
13	7210	Stantec Consulting	Inv#514645, dtd 8/8/11 DB WWTP Master Plan		\$217.80
14		<u>Capital One - statement ending 3/14/11</u>			
	7301	General repairs			\$331.52
	7510	Info Systems			\$114.00
	7520	Cellular			\$187.80
	7550	Telephone			\$497.15
	7630	Facility Maint/Landscape			\$36.27
	7685	Tools			\$755.55
	7690	Fuel/Maint			\$758.67
	7950	Misc.			\$445.25
	7952	Zone #8 reimburseable			\$1,667.85
	7952	Zone #57 reimburseable			<u>\$27.27</u>
				<b>Sub-Total</b>	<b>\$4,821.33</b>
15		<u>Capital One - Final statement dated 8/4/11</u>			
	7550	Telephone			\$163.06
16	7301	1-800-Buy-Rack	Inv#0063189-IN, dtd 7/28/11 48" Pallet Rack/4X120 Beam		\$1,107.44
17	7301	J.W. Backhoe Construction	Inv#1557, dtd 7/27/11 Repair @ 1963 Windward & 1060 St. Andrews		\$3,486.60
18	7301	J.W. Backhoe Construction	Inv#1558, dtd 7/27/11 Emergency Repair @ 300 DB Blvd		\$5,396.69
19	7301	J.W. Backhoe Construction	Inv#1561, dtd 7/27/11 Haul cutback to Plant #2		<u>\$964.00</u>
				<b>Sub-total</b>	<b>\$9,847.29</b>
20	7301	PollardWater.com	Inv#1305226-IN, dtd 7/29/11 Test strips		\$85.37
21	7330	Univar	Inv#S15905918, dtd 7/28/11 Chemicals		\$1,392.20
22	7330	Univar	Inv#S15907102, dtd 8/3/11 Chemicals		\$1,547.05
23	7330	Univar	Inv#S15907103, dtd 8/3/11 Chemicals		<u>\$1,005.09</u>
					<b>\$3,944.34</b>

Sub-Total page 1 \$47,213.45



Request for authorization to pay Invoices  
 For the Meeting on August 17, 2011  
 Town of Discovery Bay CSD  
 For Fiscal Year's 7/11 - 6/12

<u>Acct Code</u>					
24	7410	Ricoh Inv#412921722, dtd 7/25/11	Contract services for May 2011		\$291.10
	7410	Ricoh Inv#412921722, dtd 7/25/11	Contract services for June 2011		<u>\$491.87</u>
					<b>\$782.97</b>
25	7414	Freedom Mailing Inv#19129, dtd 8/11/11	Outsource bill processing		<b>\$915.09</b>
26	7414	Upper Case Printing, Ink. Inv#5120, dtd 7/28/11	Billing forms for July 2011		\$60.00
	7430	Upper Case Printing, Ink. Inv#5120, dtd 7/28/11	Billing envelopes for July 2011		<u>\$125.05</u>
				<b>Sub-total</b>	<b>\$185.05</b>
27	7430	Office Depot Inv#571460571001, dtd 7/15/11	Office Supplies		\$42.15
28	7430	Office Depot Inv#571460601001, dtd 7/18/11	Office Supplies		\$9.69
29	7430	Office Depot Inv#572281947001, dtd 7/22/11	Office Supplies		\$79.70
30	7430	Office Depot Inv#573127441001, dtd 7/29/11	Office Supplies		\$108.36
31	7430	Office Depot Inv#573686758001, dtd 8/4/11	Modem cable		\$3.19
32	7430	Office Depot Inv#573686893001, dtd 8/3/11	Office Supplies		\$4.60
33	7430	Office Depot Inv#573686894001, dtd 8/3/11	Office Supplies		<u>\$7.85</u>
				<b>Sub-total</b>	<b>\$255.54</b>
34	7440	Bay Area News Group Inv#36327, dtd 7/31/11	Classified Ads		<b>\$192.20</b>
35	7440	County Clerk CCC TODB 2011-2012 Tax Roll Year	Increase usage fees and charges		<b>\$50.00</b>
36	7520	Verizon Inv#0999007173, dtd 7/26/11	Wireless telephone		<b>\$686.02</b>
37	7535	EnerPower Inv#58484, dtd 8/2/11	Electric charges Acct#8351173112	6/12-7/12/11	\$113.00
38	7537	EnerPower Inv#58482, dtd 8/2/11	Electric charges Acct#0631986334	6/12-7/13/11	\$109.00
39	7537	EnerPower Inv#58483, dtd 8/2/11	Electric charges Acct#3497478293	6/10-7/11/11	<u>\$102.00</u>
				<b>Sub-Total</b>	<b>\$324.00</b>
40	7630	American Retrofit Inv#123, dtd 8/3/11	L&M 4 lights @ WWTP2 including Ballasts		\$1,420.00
41	7630	American Retrofit Inv#124, dtd 8/3/11	L&M AC @ WWTP1		<u>\$140.00</u>
				<b>Sub-Total</b>	<b>\$1,560.00</b>
42	7630	Brut Force Janitorial Inv#107 8/11, dtd 7/29/11	Monthly contract service for August 2011		<b>\$90.00</b>
43	7630	Sunstate Equipment Inv#4967407-001, dtd 7/26/11	Boom lift rental		<b>\$1,435.96</b>
44	7690	Thornberg Mobile Service Inv#50286, dtd 8/1/11	L&M Paint sprayer/trash pump @ site 1		<b>\$236.50</b>
45	7950	Shred-It Inv#7576179206, dtd 7/28/11	On-site shredding		<b>\$54.40</b>
46	7952	County Clerk CCC Ravenswood 2011-2012 Tax Roll Year	Increase usage fees and charges		<b>\$50.00</b>
		*****Zone #9 - reimbursable*****			
				<b>Sub-Total page 2</b>	<b>\$6,817.73</b>
				<b>Sub-Total page 1</b>	<b><u>\$47,213.45</u></b>
					<b>\$54,031.18</b>
				<b>Total TODB</b>	<b>\$54,031.18</b>

Caselle Utility Account

1	7951	Refund of Overpayment Acct#1-011-323-027-0.02		\$47.16
2	7951	Refund of Overpayment Acct#1-011-620-043-7.01		<u>\$1.62</u>
				<b>Caselle Utility Total</b>
				<b>\$48.78</b>

**TODB GRAND TOTAL** **\$54,079.96**

Request for authorization to pay invoices  
For the Meeting on August 17, 2011  
Town of Discovery Bay CSD  
For Fiscal Year's 7/11 - 6/12

**Acct Code**

**Community Center Fund**

1	7960	Brentwood Press Inv#119644, dtd 7/29/11 13,000 Sticky notes	\$422.50
2	7960	TODB Ck Req#4, dtd 8/2/11 Lunch with Chris S, Jim M and Rick H.	\$110.56
3	7960	TODB Ck Req#5, dtd 8/2/11 Reimburse Cal Card for gas J. Madison to tour Comm. Center	\$48.50
4	7960	TODB Ck Req#6, dtd 8/8/11 Water payments deposited to wrong acct.	<u>\$102.00</u>
		<b>Sub-Total</b>	<b>\$261.06</b>
		<b>Community Center Grand Total</b>	<b>\$683.56</b>

Obj #	TOWN OF DISCOVERY BAY CSD O&M BUDGET - FISCAL YEAR 2011-12 APPROVED 6/15/11 Account Description	2011/2012 Approved Budget	Pending Approval 08/17/11	2011/2012 YTD REIMB.	2011/2012 YTD Actuals	2011/2012 Remainder of Budget YTD
	<b>Salary &amp; Wages</b>					
7001	Salary & Wages	\$531,551	\$2,429		\$2,429	\$529,122
7005	Overtime	\$5,000			\$0	\$5,000
7007	Auto Allowance	\$4,200			\$9	\$4,191
7010	Payroll Taxes	\$53,655			\$0	\$53,655
7011	Group Insurance (Partial EE Reimb)	\$44,400	\$3,061		\$6,764	\$37,636
7021	Landscape Related Salary & Wages (Reimb)	\$157,737			\$0	\$157,737
7022	Landscape Related Overtime (Reimb)	\$3,000			\$0	\$3,000
7023	Landscape Related Payroll Taxes (Reimb)	\$16,073			\$0	\$16,073
7024	Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$815		\$1,709	\$21,891
7030	Worker's Comp	\$8,000			\$3,574	\$4,426
	<b>Sub-Total</b>	<b>\$847,216</b>	<b>\$6,305</b>	<b>\$0</b>	<b>\$14,485</b>	<b>\$832,731</b>
	<b>Board of Directors</b>					
7101	Compensation	\$36,000	\$2,200		\$0	\$36,000
7102	Travel & Training	\$2,500	\$65		\$0	\$2,500
	<b>Sub-Total</b>	<b>\$38,500</b>	<b>\$2,265</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,500</b>
	<b>Contractual Services</b>					
7205	Legal Services	\$80,000			\$1,328	\$78,672
7210	Consulting Services *	\$210,000	\$18,674		\$12,713	\$197,287
7215	Water & Wastewater Services Contract	\$1,148,000			\$0	\$1,148,000
7220	Liability Insurance	\$50,000			\$53,911	(\$3,911)
7225	Accounting Financial Services	\$30,000			\$0	\$30,000
	<b>Sub-Total</b>	<b>\$1,518,000</b>	<b>\$18,674</b>	<b>\$0</b>	<b>\$67,952</b>	<b>\$1,450,048</b>
	<b>Operations &amp; Maintenance</b>					
7301	General Repairs - Water/Sewer	\$550,000	\$11,372		\$59,400	\$490,600
7305	General Repairs - Pumps	\$100,000			\$0	\$100,000
7310	NTR/SIP Testing - RWQCB	\$5,000			\$0	\$5,000
7312	Preventive & Corrective Fund	\$107,000			\$0	\$107,000
7330	Chemicals/Odor Supplies	\$100,000	\$3,944		\$12,054	\$87,946
7385	NPDES NOV Fines (s)	\$25,000			\$0	\$25,000
7410	Copier Maintenance	\$4,500	\$783		\$783	\$3,717
7414	Outsource of Water Billing	\$15,000	\$975		\$1,889	\$13,111
7420	Postage	\$2,500			\$170	\$2,330
7430	Office Supplies	\$8,000	\$381		\$464	\$7,536
7440	Public Communications & Noticing	\$5,000	\$242		\$0	\$5,000
7450	Election Expenses	\$0			\$0	\$0
7460	Memberships	\$17,500			\$2,085	\$15,415
7470	Rent - Public Meetings	\$500			\$0	\$500
7480	Permits	\$40,000			\$0	\$40,000
7490	Travel & Training	\$3,000			\$0	\$3,000
7510	Info Systems Maintenance	\$2,500	\$114		\$240	\$2,260
7520	Cellular Communications/Data	\$6,500	\$874		\$2,564	\$3,936
7535	Electrical Cost (water)	\$335,000	\$113		\$34,955	\$300,045
7537	Electrical Cost (sewer)	\$370,000	\$211		\$39,221	\$330,779
7550	Telephone	\$4,800	\$660		\$165	\$4,635
7620	Special Equipment	\$3,000			\$113	\$2,887
7630	Facility Maintenance/Landscape	\$15,000	\$3,122		\$278	\$14,722
7665	Office Buildings/Improvements	\$10,000			\$1,590	\$8,410
7670	Office Equipment/Software	\$30,000			\$10,681	\$19,319
7680	Office Furnishings	\$1,000			\$0	\$1,000
7685	Miscellaneous Small Tools	\$3,500	\$756		\$0	\$3,500
7690	Equipment Maintenance/Fuel	\$20,000	\$995		\$1,133	\$18,867
7925	Miscellaneous Bank Charges	\$500			\$0	\$500
7950	Miscellaneous Services & Supplies	\$2,500	\$500		\$1,611	\$889
7951	Miscellaneous Reimbursable	\$1,000	\$49		\$96	\$904
7952	Landscape Related Reimbursables	\$200,000	\$1,745		\$9,737	\$190,263
7970	Unrecoverable Charges	\$5,000			\$0	\$5,000
7990	G.F. Expenditures	\$0			\$0	\$0
	<b>Sub-Total</b>	<b>\$1,993,300</b>	<b>\$26,835</b>	<b>\$0</b>	<b>\$179,229</b>	<b>\$1,814,071</b>
	<b>Inter-Governmental Charges</b>					
7805	Revenue Collection	\$6,000			\$0	\$6,000
7810-0810	Investment Fee	\$200			\$0	\$200
7815-2315	Data Processing/Payroll Wire Transfer Fees	\$480			\$0	\$480
7820	Accounting (A/P, A/R, GL)	\$2,000			\$0	\$2,000
7825	Public Works - Permits	\$10,000			\$0	\$10,000
7850	Property Taxes	\$10,000			\$0	\$10,000
	<b>Sub-Total</b>	<b>\$28,680</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,680</b>
	<b>TOTAL O&amp;M Budget</b>	<b>\$4,425,696</b>	<b>\$54,080</b>	<b>\$0</b>	<b>\$261,666</b>	<b>\$4,164,030</b>

Request for authorization to pay invoices  
 For the Meeting on August 17, 2011  
 Town of Discovery Bay, D.Bay L&L Park #8  
 For Fiscal Year's 7/11 - 6/12

Warrants Pd

Acct Code					
1	2100	Office Depot	Inv#572281947001, dtd 7/22/11	Office Supplies	\$108.02
2	2100	Office Depot	Inv#572281974001, dtd 7/22/11	Office Supplies	\$7.01
3	2100	Office Depot	Inv#573127476001, dtd 7/29/11	Office Supplies	\$48.93
4	2100	Office Depot	Inv#574050793001, dtd 8/5/11	Office Supplies	\$44.27
				<b>Sub-Total</b>	<b>\$208.23</b>
5	2170	ProPet Distributors	Inv#81879, dtd 7/29/11	Litter bags/liners	\$537.80
6	2272	Brentwood Reprographics	Inv#2011-2902, dtd 8/8/11	Cornell Park map	\$2.86
7	2281	Brut Force Janitorial	Inv#107 8/11, dtd 7/29/11	Monthly contract service for August 2011	\$75.00
8	2282	Odyssey Landscape	Inv#36036075, dtd 7/30/11	Irrigation repairs @ Hwy 4 & DB Blvd	\$346.00
9	2282	ValleyCrest	Inv#3791312, dtd 7/10/11	Monthly contract service for July 2011	\$8,457.00
10	2282	ValleyCrest	Inv#3809817, dtd 7/29/11	Misc. irrigation repairs @ Controller 10	\$30.00
11	2282	ValleyCrest	Inv#3809818, dtd 7/29/11	Misc. irrigation repairs @ Clipper Dr.	\$141.00
				<b>Sub-Total</b>	<b>\$8,628.00</b>
12	2282	Watersavers	Inv#11083828, dtd 7/29/11	Rainbird swivel/nozzle	\$55.65
	2282	Watersavers	Inv#11085637, dtd 8/3/11	Raibird nozzle/bushing	\$502.24
13	4829	Watersavers	Inv#11085637, dtd 8/3/11	Fertilizer	\$55.66
14	2282	Watersavers	Inv#11085639, dtd 8/3/11	Tree cover	\$259.80
15	2282	Watersavers	Inv#11085934, dtd 8/4/11	Turf replacements @ Cornell Park	\$1,139.87
				<b>Sub-Total</b>	<b>\$2,013.22</b>
16	4789	Breneman, Inc.	Inv#535, dtd 8/8/11	ADA accessibility	\$37,881.00
	4834	Breneman, Inc.	Inv#535, dtd 8/8/11	ADA Upgrades walkway ramps and railing	\$10,404.00
				<b>Sub-Total</b>	<b>\$48,285.00</b>
17	4789	Gates & Assoc.	Inv#32225, dtd 8/1/11	Proj: P4157 Cornell Park period ending 7/31/11	\$989.58
18	4829	Express Employment	Inv#99720933-3, dtd 7/6/11	Temp: Darren Tanti	w/e 7/3/11 \$719.60
19	4829	Express Employment	Inv#99786572-0, dtd 7/27/11	Temp: Darren Tanti	w/e 7/24/11 \$746.58
20	4829	Express Employment	Inv#99808356-2, dtd 8/3/11	Temp: Darren Tanti	w/e 8/3/11 \$719.60
				<b>Sub-Total</b>	<b>\$2,185.78</b>
21	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#812, dtd 1/27/11	\$1,024.55
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#820, dtd 2/1/11	\$615.70
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#823, dtd 3/1/11	\$861.33
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#844, dtd 4/1/11	\$5,658.97
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#853, dtd 4/21/11	\$281.20
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#854, dtd 4/21/11	\$288.50
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#855, dtd 4/21/11	\$455.40
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#856, dtd 4/21/11	\$372.90
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#863, dtd 4/29/11	\$1,827.88
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#909, dtd 6/2/11	\$83.63
	4829	Green Valley	Inv#937, dtd 8/8/11	Retention for Inv#927, dtd 7/5/11	\$167.25
				<b>Sub-Total</b>	<b>\$11,637.31</b>
22	4834	Leader Manufacturing, Inc.	Inv#060906, dtd 7/29/11	ADA Upgrades	\$2,862.00
23	4834	Most Dependable Fountains	Inv#22591, dtd 7/5/11	ADA Upgrades	\$2,864.23
				<b>TOTAL</b>	<b>\$80,635.01</b>

Obj #	Discovery Bay Landscape & Lighting District #8 O & M BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	16.67% Aug 11 Month to Date Expenses	Plan to Approve 8/17/2011	2011/2012 Actuals	2011/2012 Remainder of Budget YTD
	<b>Salary &amp; Wages</b>					
2310	Staff Payroll	\$93,760			\$0	\$93,760
	<b>Sub-Total</b>	<b>\$93,760</b>			<b>\$0</b>	<b>\$93,760</b>
	<b>Contractual Services</b>					
2310	Professional/Specialized Services	\$8,000			\$0	\$8,000
2360	Insurance	\$5,000			\$0	\$5,000
	<b>Sub-Total</b>	<b>\$13,000</b>			<b>\$0</b>	<b>\$13,000</b>
	<b>Operations &amp; Maintenance</b>					
2100	Office Expenses, Supplies	\$1,250		\$208	\$44	\$1,206
2102	Books, Periodicals & Subscriptions	\$200			\$0	\$200
2103	Postage	\$50			\$0	\$50
2110	Communications	\$1,765			\$0	\$1,765
2120	Utilities (Street Lights, Water, Garbage)	\$108,500	\$10,775		\$10,775	\$97,725
2130	Small Tools & Instruments	\$2,000	\$179		\$232	\$1,768
2131	Minor Equipment, Furniture less than \$1,000	\$500			\$0	\$500
2170	Household Items	\$1,750		\$538	\$0	\$1,750
2190	Public Notices	\$300			\$0	\$300
2200	Memberships	\$250			\$0	\$250
2250	Rent & Lease of Equipment	\$500			\$0	\$500
2251	Computer Software	\$0			\$0	\$0
2270	Maintenance of Equipment	\$1,000	\$222		\$222	\$778
2271	Automotive Supplies & Repairs	\$2,000			\$0	\$2,000
2272	Gasoline	\$3,500			\$0	\$3,500
2281	Maintenance of Buildings	\$5,400		\$75	\$350	\$5,050
2282	Grounds Maintenance	\$212,000	\$22	\$10,932	\$1,756	\$210,244
2284	Requested Maintenance from County	\$0			\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$100			\$0	\$100
2303	Other Travel Employee Expenses	\$1,500			\$0	\$1,500
2470	Road/Construction Materials (Street Signs)	\$500			\$0	\$500
2479	Other Special Expenses	\$12,000			\$0	\$12,000
	<b>Sub-Total</b>	<b>\$355,065</b>			<b>\$13,381</b>	<b>\$341,684</b>
<b>7800</b>	<b>Inter-Governmental Charges</b>					
3530/3550	Taxes & Assessments	\$1,000			\$0	\$1,000
3611	Interfund Exp. (Investment & Property Tax)	\$500			\$0	\$500
5011	Reimbursement for County Admin. Costs	\$500			\$0	\$500
	<b>Sub-Total</b>	<b>\$2,000</b>			<b>\$0</b>	<b>\$2,000</b>
	<b>TOTAL O&amp;M Budget</b>	<b>\$463,825</b>	<b>\$11,199</b>	<b>\$11,753</b>	<b>\$13,381</b>	<b>\$450,445</b>

Obj#	Discovery Bay Landscape & Lighting District #8 CAPITAL BUDGET 2011/2012 Approved 6/15/11 Account Description	2011/2012 Approved Budget	16.67% Aug 11 Month to Date Expenses	Approve 8/17/2011	2011/2012 Actuals	2011/2012 Remainder of Buget YTD
<b>PARKS</b>						
4789	Cornell Park - Playground Replacement	\$ 126,000.00	\$35,429	\$38,871	\$35,429	90,571
4834	Cornell Park (Restroom Partitions)			\$16,130	\$0	0
	Cornell Park (ADA Upgrades)	\$35,000			\$0	35,000
	Cornell Park (Tennis Court Surfacing)	\$20,000			\$0	20,000
	Cornell Park (Dog Park Fencing)	\$85,000			\$0	85,000
	Cornell Park (Tot Lot Removal)	\$12,500			\$0	12,500
	Cornell Park (Horse Shoe & Bocce Court)	\$15,000			\$0	15,000
	<b>Parks Sub Total</b>	<b>\$293,500</b>	<b>\$35,429</b>	<b>\$55,001</b>	<b>\$35,429</b>	<b>258,071</b>
<b>STREETSCAPE</b>						
4265	Various Improvements	\$7,500			\$0	7,500
4546	Structure & Walkway Repairs	\$2,000			\$0	2,000
4829	Landscape Master Plan Areas			\$13,879	\$0	0
	Willow Lake Road Streetscape				\$0	0
	Discovery Bay Blvd. (West) / Sand Point Rd.	\$12,000			\$0	12,000
	Highway 4 (East)	\$30,000			\$2,357	27,643
	Discovery Bay Blvd (East)	\$50,000	\$7,531		\$7,531	42,469
	<b>Streetscape Sub Total</b>	<b>\$101,500</b>	<b>\$7,531</b>	<b>\$13,879</b>	<b>\$9,888</b>	<b>91,612</b>
<b>MISC.</b>						
4853	Vehicle Purchase	\$25,000			\$0	25,000
4959	Tools & Sundry Equipment	\$3,000			\$0	3,000
	<b>Misc. Sub Total</b>	<b>\$28,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>28,000</b>
	<b>Total Capital Budget</b>	<b>\$423,000</b>	<b>\$42,960</b>	<b>\$68,880</b>	<b>\$45,316</b>	<b>377,684</b>

**Request for authorization to pay invoices**  
**For the Meeting on August 17, 2011**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/11 - 6/12**

<b>Acct Code</b>				
1	2170	ProPet Distributors, Inc. Inv#81879, dtd 7/29/11 Litter bags/liners	\$118.05	
2	2282	Odyssey Landscape Inv#36036089, dtd 7/30/11 Drainage work @ Ravenswood	\$1,300.00	
3	2282	Hertz Equipment Rental Inv#25732866-001, dtd 7/13/11 Platform Lift	\$545.71	
4	2310	Zentner and Zentner Inv#0022694-IN, dtd 6/30/11 Proj: TOD 960-Ravenswood	\$160.00	
5	4265	Breneman, Inc. Inv#533, dtd 8/8/11 Retention	\$2,726.82	
6	4265	Breneman, Inc. Inv#534, dtd 8/8/11 Retention	\$11,100.00	
			<b>Sub-total</b>	<b>\$13,826.82</b>
			<b>Total</b>	<b>\$15,950.58</b>

Obj #	Account Description	2011/2012 Approved Budget	16.67% Aug 11 Month to Date Expenses	Planned to Pay 8/17/2011	2011/2012 YTD REIMB.	2011/2012 YTD ACTUALS	2011/2012 Remainder of Budget YTD
Discovery Bay Landscape & Lighting District #9 O & M BUDGET 2011/2012 Approved 6/15/11							
	<b>Salary &amp; Wages</b>						
2310	Staff Payroll	\$37,952				\$0.00	\$37,952
	<b>Sub-Total</b>	<b>\$37,952</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$37,952</b>
	<b>Contractual Services</b>						
2310	Professional/Specialized Services	\$8,200		\$160		\$0.00	\$8,200
2360	Insurance	\$1,500				\$0.00	\$1,500
	<b>Sub-Total</b>	<b>\$9,700</b>	<b>\$0</b>	<b>\$160</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$9,700</b>
	<b>Operations &amp; Maintenance</b>						
2100	Office Expenses, Supplies	\$500				\$0.00	\$500
2102	Books, Periodicals & Subscriptions	\$50				\$0.00	\$50
2103	Postage	\$150				\$0.00	\$150
2110	Communications	\$350				\$0.00	\$350
2120	Utilities (Street Lights, Water, Garbage)	\$26,325	\$3,631			\$3,631.25	\$22,694
2130	Small Tools & Instruments	\$750				\$0.00	\$750
2131	Minor Equipment, Furniture less than \$1,000	\$250				\$0.00	\$250
2170	Household Items	\$750		\$118		\$0.00	\$750
2190	Public Notices	\$500				\$0.00	\$500
2200	Memberships	\$50				\$0.00	\$50
2250	Rent & Lease of Equipment	\$0				\$0.00	\$0
2251	Computer Software	\$0				\$0.00	\$0
2270	Maintenance of Equipment	\$200				\$0.00	\$200
2271	Automotive Supplies & Repairs	\$300				\$0.00	\$300
2272	Gasoline	\$500				\$0.00	\$500
2281	Maintenance of Buildings	\$0				\$0.00	\$0
2282	Grounds Maintenance	\$44,500	\$2,825	\$1,846		\$3,187.00	\$41,313
2284	Requested Maintenance from County	\$0				\$0.00	\$0
2301	Employee Auto Mileage - Reimbursement	\$50				\$0.00	\$50
2303	Other Travel Employee Expenses	\$0				\$0.00	\$0
2470	Road/Construction Materials (Street Signs)	\$0				\$0.00	\$0
2479	Other Special Expenses	\$1,350				\$0.00	\$1,350
	<b>Sub-Total</b>	<b>\$76,575</b>	<b>\$6,456</b>	<b>\$1,964</b>	<b>\$0</b>	<b>\$6,818.25</b>	<b>\$69,757</b>
7800	Inter-Governmental Charges						
3530/3550	Taxes & Assessments	\$425				\$0.00	\$425
3611	Interfund Exp. (Investment & Property Tax)	\$0				\$0.00	\$0
5011	Reimbursement for County Admin. Costs	\$0				\$0.00	\$0
	<b>Sub-Total</b>	<b>\$425</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$425</b>
	<b>TOTAL O&amp;M Budget</b>	<b>\$124,652</b>	<b>\$6,456</b>	<b>\$2,124</b>	<b>\$0</b>	<b>\$6,818.25</b>	<b>\$117,834</b>



Discovery Bay Landscape & Lighting District #9 CAPITAL PROPOSED BUDGET 2011/2012			Planned to Pay 8/17/11	2011/2012 YTD REIMB.	2011/2012 ACTUALS	2011/2012 Remainder of Budget YTD
Acct. #	Account Description	2011/2012 BUDGET				
<b>PARKS</b>						
4265	Various Improvements (Splash Pad)	\$0		\$13,827	\$ 13,827	\$ (13,827.00)
4546	Structure & Walkway Repairs (Solar)	\$0		\$0	\$ -	
4789	Playground Equipment					
	<b>Parks Sub Total</b>	<b>\$0</b>		<b>\$13,827</b>	<b>\$ 13,827</b>	<b>(\$13,827)</b>
<b>STREETSCAPE</b>						
	<b>Streetscape Sub Total</b>	<b>\$0</b>		<b>\$0</b>	<b>\$ -</b>	<b>\$0</b>
<b>MISC.</b>						
4959	Tools & Sundry Equipment	\$0		\$0	\$ -	
	<b>Misc. Sub Total</b>	<b>\$0</b>		<b>\$0</b>	<b>\$ -</b>	<b>\$0</b>
	<b>Total Capital Budget</b>	<b>\$0</b>		<b>\$13,827</b>	<b>\$13,827</b>	<b>(\$13,827)</b>



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 17, 2011

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

### Agenda Title

Approve and Accept the contract work performed by Green Valley Landscape for the construction and completion of the Discovery Bay Boulevard /Sand Point Road Landscape Improvement project and direct Staff to record the "Notice of Completion" with the Contra Costa County Recorder's Office.

### Recommended Action

Approve and Accept completion of the Discovery Bay Boulevard /Sand Point Road Landscape Improvement project and direct staff to record the "Notice of Completion" with the Contra Costa County Recorder's Office.

### Executive Summary

The Discovery Bay Boulevard/Sand Point Road Landscape Improvement Project consisted of substantial irrigation modifications and planting improvements to the Discovery Bay Boulevard and Sand Point Road streetscapes.

The Town of Discovery Bay Community Services District Board of Directors awarded the construction of this project on December 12, 2010, for a total bid amount of \$96,236. On January 19, 2011 the Board approved Change Order 001 for irrigation modification, not to exceed \$35,000. Final retention billing is in the amount of \$11,637.31; which shall be released to the Contractor thirty-five (35) days after recordation by the County.

A final onsite inspection was performed with Green Valley representatives on August 5, 2011 and staff has determined that the work specified in the contract has been completed and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention and performance bonds and recordation of the Notice of Completion.

### Fiscal Impact:

Amount Requested: \$11,637.31 (Contract Retention)  
Sufficient Budgeted Funds Available: Yes  
Fund # 4829 Category: Capital

### Previous Relevant Board Actions for This Item

Approval and award of contract for Discovery Bay Boulevard/ Sand Point Road Landscape Improvement project – December 12, 2010  
Approval of Change Order 001 for the Discovery Bay Boulevard / Sand Point Road Landscape Improvement project – January 19, 2011

### Attachments

Notice of Completion

AGENDA ITEM: E-3

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

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

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:  
  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,  
a Political Subdivision of the State of California.
3. The full address of the undersigned is:  
  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on August 11, 2011.
6. The name of the contractor for such work of improvement is Green Valley Landscape.
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:  
  
Discovery Bay Boulevard/ Sand Point Road Landscape Improvement  
Project

8. The work of improvement consists generally of:
- A. Demolition, irrigation and planting installations of streetscape landscaping.

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

State of California                    )  
   )  
 County of Contra Costa            )

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

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

WITNESS my hand and official seal.

\_\_\_\_\_



# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 17, 2011

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

### Agenda Title

Approve and Accept the contract work performed by James Breneman for the construction and completion of the Ravenswood Park Splash Pad (Spray Park) project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office.

### Recommended Action

Approve and Accept completion of the Ravenswood Park Splash Pad (Spray Park) project and direct staff to record the "Notice of Completion" with the Contra Costa Recorder's Office.

### Executive Summary

The project generally consisted of constructing a zero depth, interactive splash pad; scope included earthwork, storm drain and utility connections, plumbing, irrigation and landscape modifications and concrete work.

The Town of Discovery Bay Community Services District Board of Directors awarded the construction of this project on October 6, 2010, for a total bid amount of \$111,000. Final retention billing is in the amount of \$11,100.00; which shall be released to the Contractor thirty-five (35) days after recordation by the County.

A final inspection was performed onsite with Contractor and Contra Costa County Building Inspection representatives on August 4, 2011. All lien releases and final permit acceptance was received on August 10, 2011. Staff has determined that the work specified in the contract has been completed and recommends acceptance of the work in accordance with the terms and conditions of the contract, including release of retention and performance bonds and recordation of the Notice of Completion.

### Fiscal Impact:

Amount Requested: \$11,100.00  
Sufficient Budgeted Funds Available: Yes  
Fund # 4265 Category: Capital

### Previous Relevant Board Actions for This Item

Approval and award of contract for Ravenswood Park Splash Pad (Spray Park) Capital Improvement Project -- October 6, 2010

### Attachments

Notice of Completion

AGENDA ITEM: E-4

RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:

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

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.
2. The full name of the undersigned is:  
  
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,  
a Political Subdivision of the State of California.
3. The full address of the undersigned is:  
  
1800 Willow Lake Road  
Discovery Bay, CA 94505-9376
4. The nature of the title of the undersigned is that of a fee holder.
5. A work of improvement on the property hereinafter described was completed on August 4, 2011.
6. The name of the contractor for such work of improvement is James Breneman.
7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

Ravenswood Park Splash Pad (Spray Park)





# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 17, 2011

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

**Agenda Title**

Agency Comment Request – Development Plan Modification - Sandy Cove Shopping Center/Chase Bank

**Recommended Action**

Review applicants' submittal to the Contra Costa County Department of Conservation and Development and comment as necessary.

**Executive Summary**

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed signage modification to a space vacated by Blockbuster Video in the Sandy Cove Shopping Center. The proposed modification is being proposed to accommodate a Chase Bank at that location. The proposed change is a modification to the development plan that would allow store front signage to be adjusted from the allowable 2' to 2'7&5/8". Previous signs have been allowed to exceed the 2' height limitation in the past (Safeway).

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

**Fiscal Impact:**

Amount Requested \$  
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)  
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

**Attachments**

Contra Costa County Department of Conservation and Development Agency Request Form



(5) AUG 08 2011  
 8/5/11 gmk



### AGENCY COMMENT REQUEST

Date 8/4/11

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

- DISTRIBUTION**
- Building Inspection     Grading Inspection
  - HSD, Environmental Health, Concord
  - HSD, Hazardous Materials
  - P/W - Flood Control (Full Size)
  - P/W - Engineering Svcs (Full Size)
  - Date Forwarded \_\_\_\_\_
  - P/W Traffic (Reduced)
  - P/W Special Districts (Reduced)
  - P/W—APC Floodplain Tech (2<sup>nd</sup> Floor)
  - Advance Planning
  - Redevelopment Agency/Housing
  - Historical Resources Information System
  - CA Native American Heritage Comm.
  - CA Fish & Game, Region # \_\_\_\_\_
  - U.S. Fish & Wildlife Service
  - Fire District East Contra Costa FPD
  - Sanitary District \_\_\_\_\_
  - Water District \_\_\_\_\_
  - City of \_\_\_\_\_
  - School District \_\_\_\_\_
  - East Bay Regional Park District
  - MAC/TAC \_\_\_\_\_
  - Diablo/Discovery Bay CSD
  - DOIT - Deputy Director, Communications
  - CDD-GIS
  - LAFCO
  - East CCC Habitat Conservancy (HCP/NCCP)
  - County Geologist
  - Airport Land Use Commission Staff (ALUC)
- Community Organizations:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Please submit your comments as follows:

Project Planner Gary Kupp

Phone # (925) 335-1230

E-mail gary.kupp @dcd.cccounty.us

County File # DPII-3019

Prior to August 23, 2011

\*\*\*\*\*

- We have found the following special programs apply to this application:
- No Redevelopment Area
  - No Active Fault Zone
  - A Flood Hazard Area, Panel # \_\_\_\_\_
  - 60 dBA Noise Control
  - No CA EPA Hazardous Waste Site

Mineral Rights Holder: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

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

Comments:  None     Below     Attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Agency phone # \_\_\_\_\_

Planner Assigned:  
Gary Kupp



CONTRA COSTA COUNTY  
Department of Conservation & Development  
Community Development Division

2011 JUL 28 PM 3:13

DEVELOPMENT PLAN APPLICATION  
TO BE COMPLETED BY OWNER OR APPLICANT

<b>OWNER</b>	<b>APPLICANT</b>
Name Pacific/Bowie-Tracy II	Name DAVID FORD
Address One Corporate Plaza	Address 124 ALLIMORE CT
City, State/Zip Newport Beach, CA 92660	City, State/Zip ROSELVILLE, CA 95749
Phone (949): 760-8591 email	Phone 916-381-0546 email
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.
Owner's Signature <i>[Signature]</i>	Applicant's Signature <i>[Signature]</i>

<b>CONTACT PERSON (optional)</b>	<b>PROJECT DATA</b>
Name	Total Parcel Size:
Address	Proposed Number of Units:
City, State/Zip	Proposed Square Footage:
Phone email	Estimated Project Value:

Project description (attach supplemental statement if necessary): Amend Sandy Cove Shopping Center Signage Design  
Criteria to permit up to 24" letter height and 32" logo height in Zone 4 of Stores A

FOR OFFICE USE ONLY

Project description: ~~The~~ An application to modify County File # DPO1-3032 to allow larger signs than COA 32 currently allows.

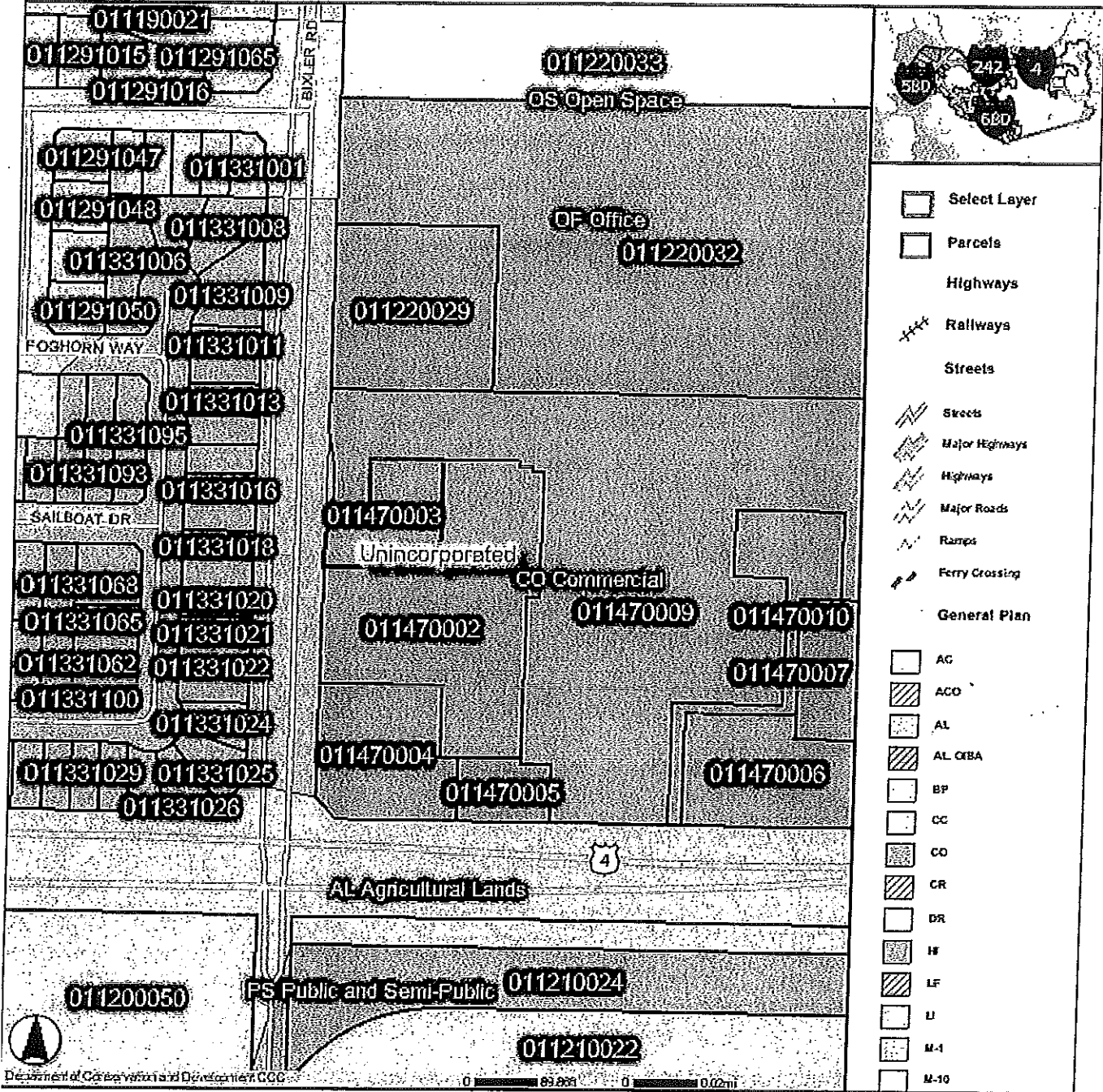
Property description:

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: Discovery Bay	*Base Fee/Deposit	\$ 3000.00	S-	011-470003
Fire District: East COLO	Late Filing Penalty (+50% of above if applicable)	/	S-066	Site Address: 14810 A-H Hwy 4
Sphere of Influence: NA	#Units x \$195.00	/	S-014	Zoning District: P-1
Flood Zone: A	Sq. Ft. x \$0.20	/		Census Tract: 3040.00
Panel Number:	Notification Fee	15.00 / 30.00	S-052	Atlas Page:
x-ref Files:	Fish & Game Posting (if not CEQA exempt)	75.00	S-048	General Plan: CO
	Environmental Health Dept.	47.00	5884	Substandard Lot: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	Other:			Supervisorial District: 3
Concurrent Files:	<b>TOTAL</b>	\$ 3152.00		Received by: Richard NORRIS
	Receipt #	CD11-000552		Date Filed: 7/28/11
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # DP 11-3019

INSTRUCTIONS ON REVERSE

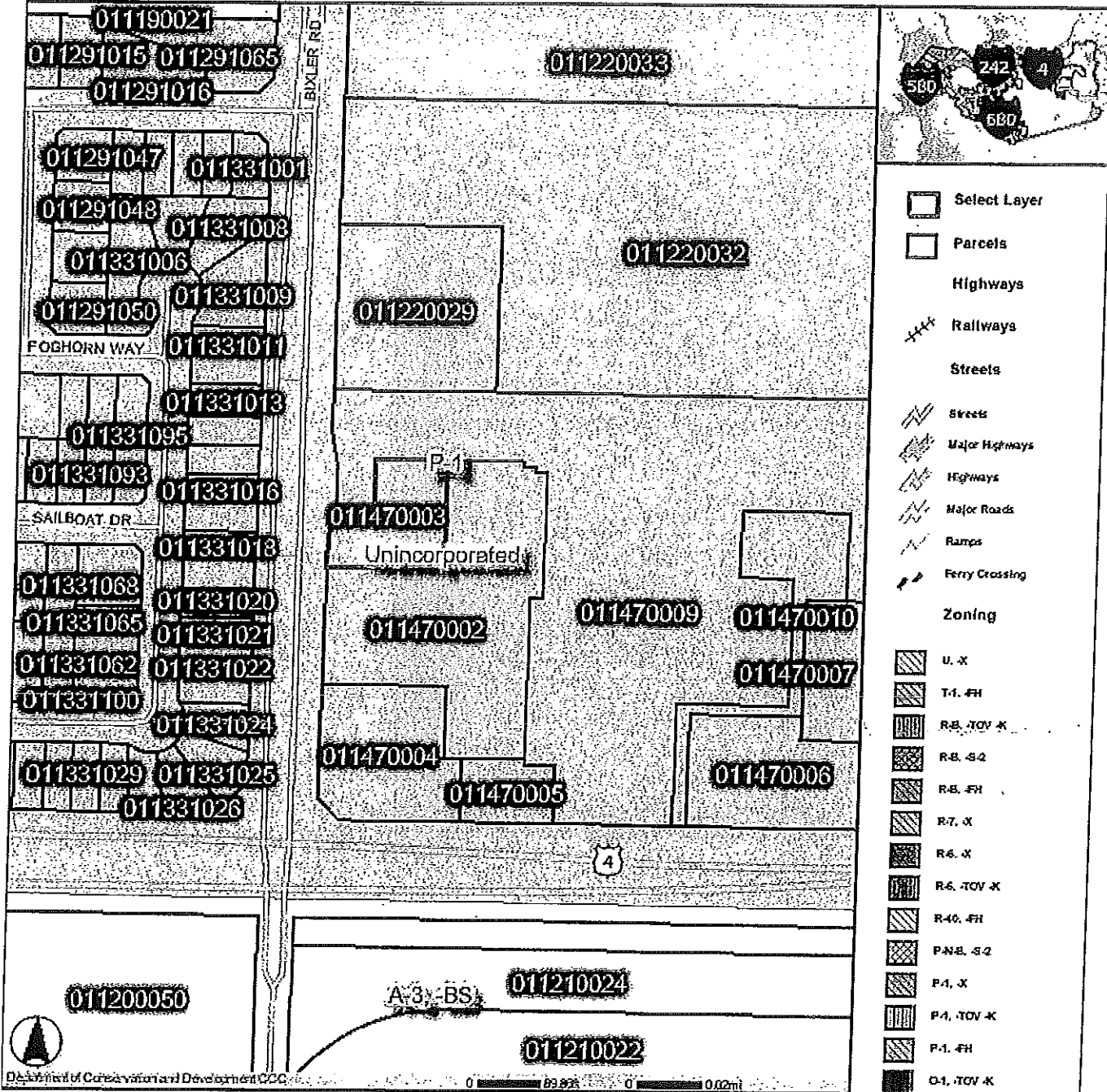


# General Plan (Commercial)



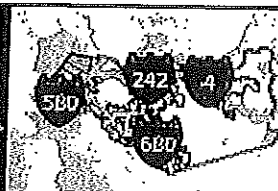
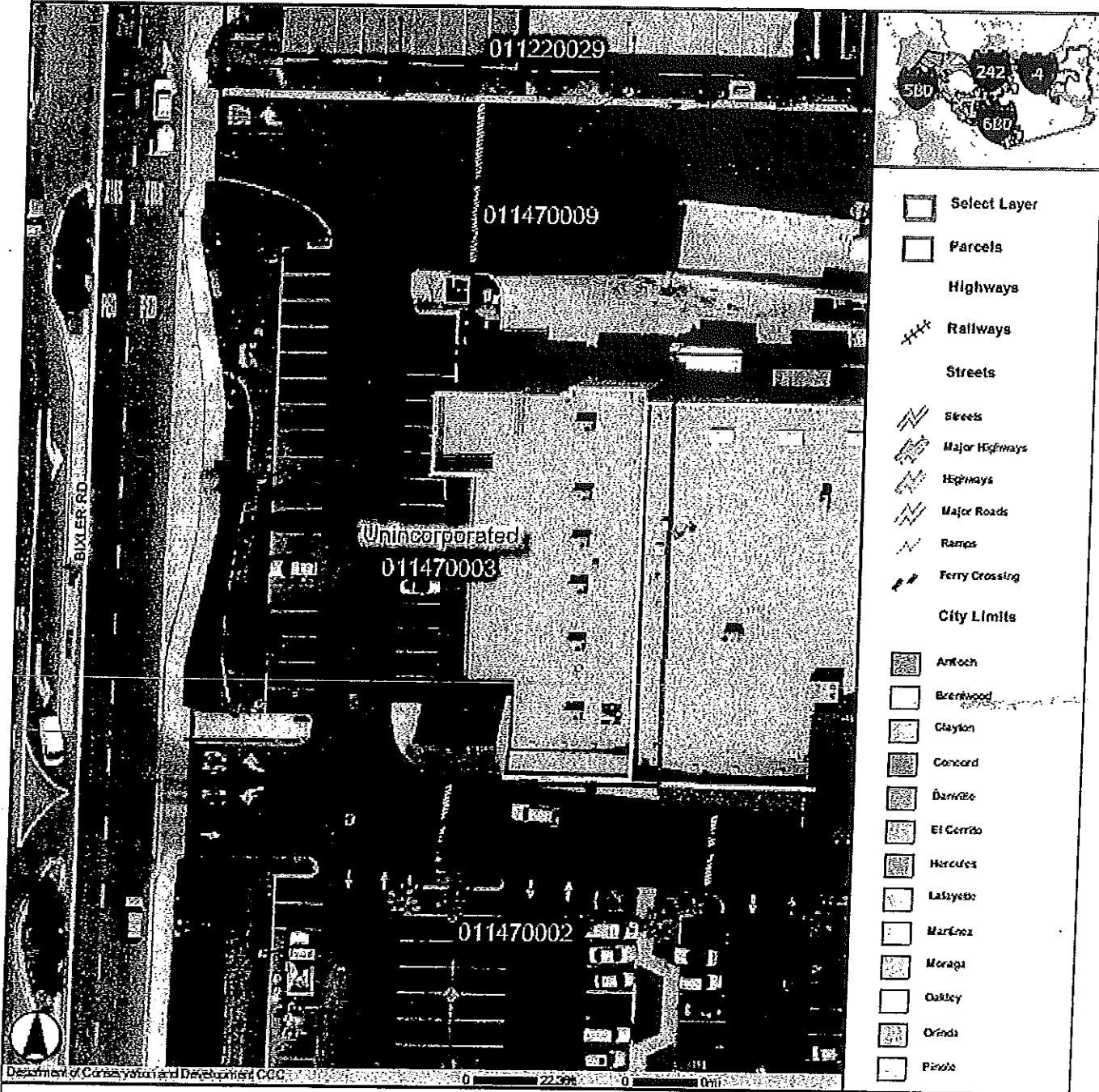
Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

# Zoning: P-1



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

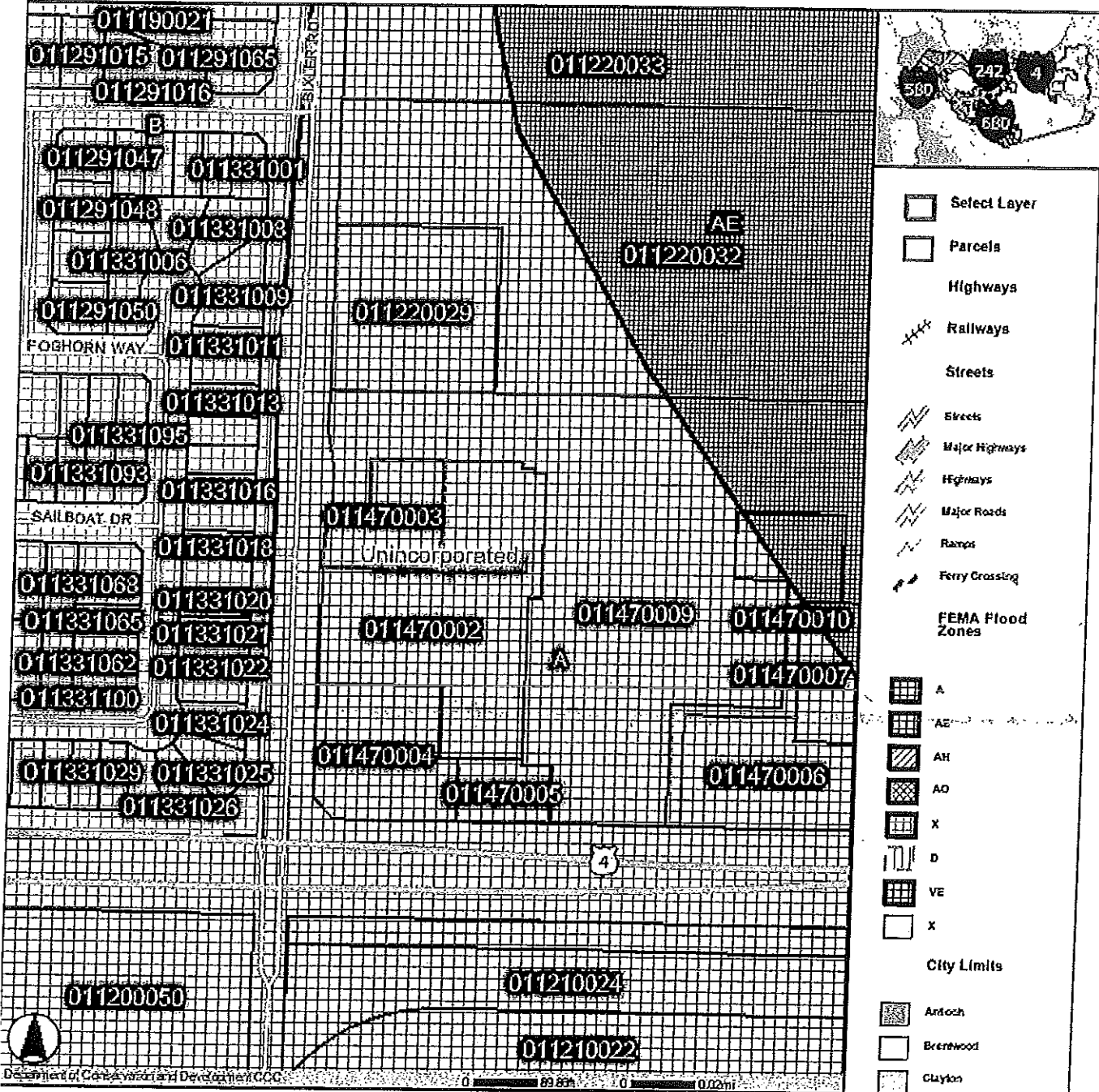
# Aerial Photo (2008)



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

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

# Flood Zone (A)



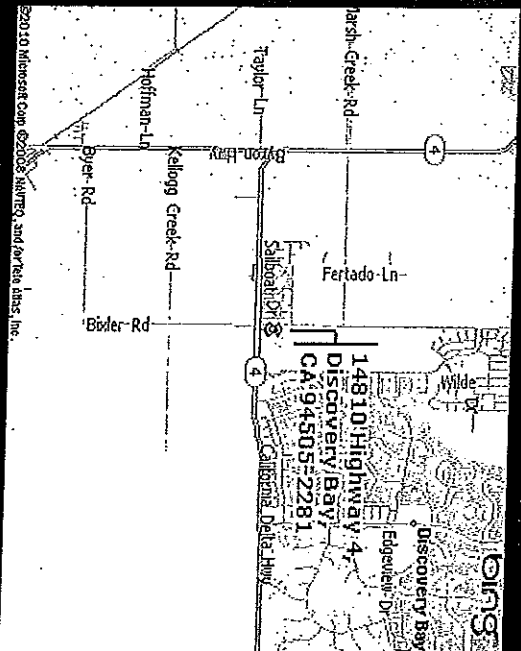
Department of Community and Development CCC

0 89.80m 0.02mi

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

# CHASE

#22472  
 Bixler and Hwy 4  
 14810 Hwy 4 #D  
 Discovery Bay, CA. 94505



**Signtech**

4444 Federal Blvd, San Diego CA 92102  
 Phone: (619) 522-6000 / Fax: (619) 527-6711  
 www.signtechUSA.com



JP Morgan Chase Bank  
 #22472

Bixler and Hwy 4  
 14810 Hwy 4 #D  
 Discovery Bay, CA. 94505  
 Date: 11/23/10  
 Salesperson: Arthur Navarro  
 Coordinator: Ashlen Gottschaling  
 Designer: Kandice Misker  
 Scale: As noted

**Revisions**

△	△
△	△
△	△
△	△
△	△

**CUSTOMER APPROVAL**

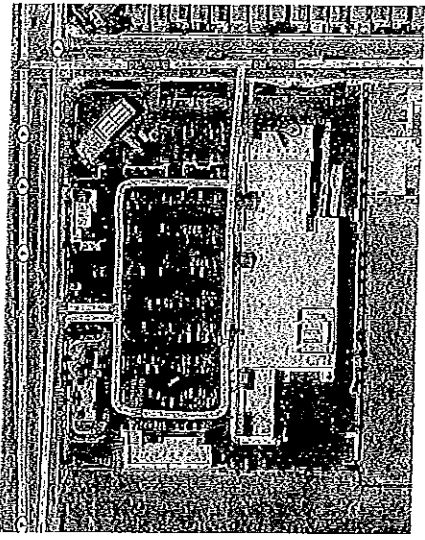
Customer Signature	Date
COPY COLORS & SIZES	Date
Signtech does NOT provide primary electrical to sign location. RESPONSIBILITY OF OTHERS!	
Customer Signature	Date
This design is the exclusive property of Signtech and cannot be reproduced, in whole or in part, without their prior written approval.	
Drawing Number: 10-000000	
Work Order Number: 50731	

Title Page

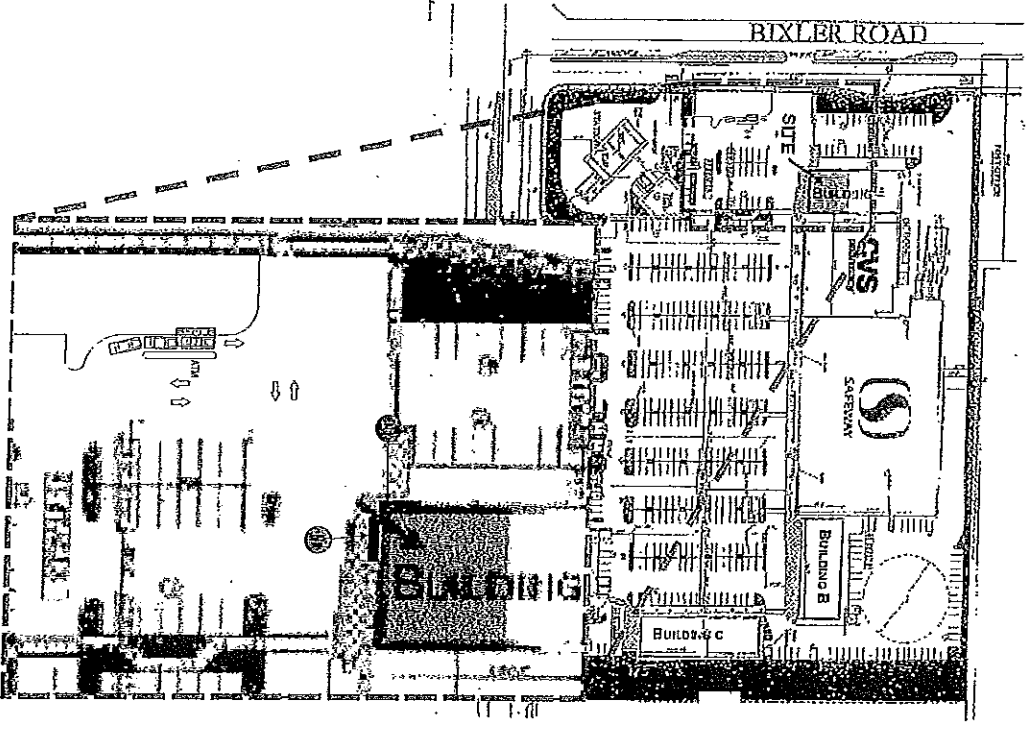


Station No.	Sign Type	Description	Sign Size
West N1	LH-BLK-24	24" Halo-Illuminated Channel Letters and Octagon	36.9
South N2	LH-BLK-24	24" Halo-Illuminated Channel Letters and Octagon	36.9

**SIGN LEGEND**



**AERIAL VIEW**



**SITE PLAN**

**NOT TO SCALE**



**Signitech™**

4444 Federal Blvd., San Diego CA 92102  
 Phone: (619) 527-6100 / Fax: (619) 527-6111  
 www.signitechUSA.com



**JP Morgan Chase Bank**  
 #22472

Bolder and Hwy 4  
 14810 Hwy 4 #D  
 Discovery Bay, CA, 94505

Date: 07/07/11  
 Salesperson: Arthur Navarro  
 Coordinator: Lisa Federick  
 Designer: Kendra Dickert  
 Scale: As Indicated

**Revisions**

△	△
△	△
△	△
△	△

**CUSTOMER APPROVAL**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 COPY COLORS & SIZES

Signtech does NOT provide primary RESPONSIBILITY OF OTHERS!

The design is the exclusive property of Signitech and cannot be reproduced in whole or in part without the written approval of Signitech.

Drawing Number: 11-00673  
 Work Order Number: 50791

**Site Plan and Sign Legend**











# Town of Discovery Bay CSD

## AGENDA REPORT

Meeting Date

August 17, 2011

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

### Agenda Title

Purchase of 2011 Ford F-150 Work Vehicle

### Recommended Action

Approve the purchase of one (1) Ford F-150 Pickup truck and authorize the General Manager to execute all purchase documents between the Town of Discovery Bay CSD and Big Valley Ford/Lincoln in an amount not to exceed \$21,344.63

### Executive Summary

The District owns and maintains a small fleet of vehicles for day-to-day use for its field employees. One (1) of those vehicles is a 1999 Chevrolet K2500 Pickup truck. That vehicle has been placed out of service due to ongoing mechanical issues.

As a part of the FY 2011-12 Budget, the Board authorized the replacement of the 1999 Chevrolet K2500 pickup truck and allocated \$25,000 for vehicle replacement.

On August 3, 2011 a Request for Bid was sent to seven (7) dealers in the region. Bids were due no later than August 12 at 2:00 pm. There were 4 bids received, and the lowest bid was from Big Valley Ford/Lincoln in the amount of 21,344.63. The vehicle must be ordered no later than Wednesday August 18, 2011 in order for it to be included in the 2011 model year manufacturing process.

A copy of the Bid specifications, Bidders list and Bid Summary is attached for Board consideration.

### Fiscal Impact:

Amount Requested \$

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

Prog/Fund # Category: Pers. Optg. Cap. LANDSCAPE ZONE 8 -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

Adoption of 2011-12 Operating and Capital Budget

### Attachments

Bid specifications, Bidders list and Bid Summary

AGENDA ITEM: F-2



BID SPECIFICATIONS FOR:

ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK

Town of Discovery Bay  
Community Services District  
1800 Willow Lake Rd.  
Discovery Bay, CA 94505  
July 20, 2011

BIDS DUE:

August 12, 2011  
2:00 pm

## NOTICE TO BIDDERS

The Town of Discovery Bay CSD will accept sealed bids for ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK until 2:00 p.m. Local Time, Friday, August 12, 2011 in the Office of the Community Services District, 1800 Willow Lake Rd., Discovery Bay, CA 94505

All proposals must be clearly marked "BID FOR ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK", attention General Manager. The Town of Discovery Bay CSD reserves the right to accept or reject all or any bids or to waive informalities, and to award the bid in any manner deemed to be in the best interest of the District.

Rick Howard  
General Manager  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505  
925-634-1131



## BID SPECIFICATION

### **INTRODUCTION:**

It is the intent and purpose of these specifications to describe the minimum requirements for ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK. These specifications are not meant to be restrictive in any way, but are intended to assure that all proposals submitted for consideration will cover trucks of similar design and capacity.

### **A. General:**

1. The vehicle to be furnished must be new and of the manufacturer's current model in production at the time of delivery. All standard or optional equipment to be included shall be as advertised by the manufacturer and shall not consist of substitute or after market equipment, unless specifically required by the District herein. If any non-factory installed equipment is to be installed by the manufacturer's authorized dealer, it shall be "clearly marked" on the bid proposal as non-factory installed standard or optional equipment.
2. The vehicle shall be of a design rugged enough to withstand hard daily use and provide maximum vehicle availability with a minimum of maintenance and repair time.

### **B. BASIS OF PROPOSAL:**

1. Lump Sum Amount as set forth on the District's Bid Proposal Form.
2. Bidder shall use attached bid forms.

### **C. AWARD OF BID:**

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

### **D. INVOICING AND PAYMENT:**

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

The successful bidder's Invoice, on dealer's letterhead, for vehicle requires verification by the Town of Discovery Bay CSD and in the event no discrepancies exist, will be paid within fifteen (15) calendar days after receipt of invoice. Application for California Title/Statement of Vehicle Sales is not acceptable as invoice for payment. Remit a separate invoice to the attention of General Manager at the address, 1800 Willow Lake Rd. Discovery Bay, CA 94505.

- E. The successful bidder shall comply with all Federal and State laws and regulations governing the Furnishing and use of all safeguards, safety devices and protective equipment. The successful bidder shall pay all royalties and license fees and shall hold and save the District, its officers, agents, servants and employees harmless from liability of any nature and kind, including costs and expenses for or on account of any patented or unpatented invention, process, article or appliance manufactured, including its use by the District. In this respect, the successful bidder shall defend all suits or claims for infringement of any patent or license rights.

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

**CANCELLATION CLAUSE:**

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

## VEHICLE SPECIFICATIONS FOR

ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK  
2011 MODEL YEAR

TO BE STANDARD FACTORY EQUIPPED INCLUDING, BUT NOT LIMITED TO,  
THE FOLLOWING:

### A. GENERAL, ENGINE, POWER TRAIN CHASSIS, AND ACCESSORIES

1. GVWR: 6,000 lbs Minimum
2. Payload: 1,500 lbs. Minimum
3. SuperCab with a minimum 5' foot box
4. Engine: 8 cylinder, Heavy-Duty
5. Transmission: 5 Speed automatic, with a heavy-duty oil cooler.
6. Engine cooling system: Maximum size cooling system available.
7. Manufacturer installed tow package (5,000 # capacity) (Minimum)
8. Brakes: Hydraulic power assisted, self adjusting, heavy duty with ABS.
9. Fuel Tank: Twenty (20) gallon capacity, minimum.
10. Steering: Power steering.
11. Gauges: Standard manufacturer's gauge cluster including ammeter, water temperature, engine oil pressure, and fuel.
12. Gauges are to be located in instrument cluster.

### B. EXTERIOR

1. Bumpers: Front and rear. Rear-heavy duty step.
2. Hitch: Heavy-duty receiver hitch.
3. Mirrors: Rearview, R.H. and L.H. swing away type, installed.
4. Windshield wipers: Dual, Multiple speeds with delay

### C. INTERIOR

1. Heater: Fresh Air intake type.
2. Air Conditioner
3. AM-FM Stereo Radio (Or Better At No Additional Cost)
4. Mirror: Rearview, Day/night type.
5. Sun visors: Driver and Passenger side
6. 12 Volt power outlet
7. Hood latch release.
8. Courtesy lights: Dome light (minimum).
9. Seating: Cloth 60/40, Heavy-duty construction with integral headrests (Or Better At No Additional Cost)
10. Seat Belts: Driver and passenger seat with retractors.
11. Floor Mats: Heavy-duty rubber.

#### D. OTHER

1. Power Package (Power Windows, Locks)
2. Color: Clear coat WHITE
3. Spray in Bed liner (Black)
4. Spare Tire and Wheel: To be the same as on truck.
5. Tools: Wheel wrench and jack.
6. Keys: Two (2) sets of keys to be furnished with unit.
7. Pre-Delivery Service and inspection.
8. Service Manual: Vendor to supply one (1) complete set, Service and electrical diagrams at the time of delivery, or proof that the manuals are ordered.
9. Extended Warranty: Bidder shall specify on Bid Proposal Form the price for an extended FULL (Bumper to bumper) 5 year 100,000 mile warranty. Price shall be included in LUMP SUM BID. Bidder shall also list on Bid Proposal Form the full coverage extended warranty components. This warranty information will be evaluated as part of the Bid package.
10. NO DEALER ADVERTISING DECALS TO BE ON VEHICLE.

**SPECIFICATIONS FOR VEHICLE  
PRE-DELIVERY SERVICE & INSPECTION**

The term "Pre-Delivery Service and Inspection" for all Town of Discovery Bay CSD vehicles includes the following:

- A. General appearance of body both interior and exterior for completeness and quality of workmanship.**
  
- B. Lubrication and fluid levels and correcting any leaks:**
  - 1. Radiator
  - 2. Windshield Washer
  - 3. Battery
  - 4. Steering gear or power pump
  - 5. Brake master cylinder
  - 6. Engine oil
  - 7. Automatic/manual transmission
  - 8. Radiator
  - 9. Windshield Washer
  - 10. Battery
  - 11. Steering gear or power pump
  - 12. Brake master cylinder
  - 13. Engine oil
  - 14. Automatic/manual transmission
  
- C. Mechanical operation of vehicle:**
  - 1. Steering gear and linkage
  - 2. Suspension assembly, front and rear
  - 3. Proper tire pressure to normal rated road requirements
  - 4. Hood latch
  - 5. Head lights, aim and adjust
  - 6. Front wheel toe in and torque wheel nuts
  - 7. Seat and shoulder belts operative
  - 8. All locks and latches to be operative
  - 9. Windshield wiper and washer to be operative
  - 10. Proper adjustment to all drive belts
  - 11. Proper adjustment to all carburetor timing and throttle linkage
  - 12. A check of all electrical operations to include: headlights, side marker lights, license plate and backup lights. Instrument panel lights, temperature, alternator, oil pressure lights, parking lights, stop and tail lights, directional signals, emergency flasher and parking brake signals. It is intended that vehicles delivered in accordance with the Town Specifications would be complete, including mechanical details, general workmanship and appearance, and shall be delivered complete with all warranty service books and identification plate.

ALL VEHICLES MUST BE EQUIPPED IN COMPLIANCE WITH ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND REGULATIONS. ALL VEHICLES MUST BE EQUIPPED TO COMPLY WITH ALL CALIFORNIA EMISSIONS REQUIREMENTS AND REQUIREMENTS OF THE CALIFORNIA MOTOR VEHICLE CODE.

The Town of Discovery Bay CSD will accept SEALED BIDS until 2:00 p.m., Friday, August 12, 2011 in the Office of the Community Services District at 1800 Willow Lake Rd. Discovery Bay, CA 94505.

The Board of Directors reserves the right to accept or reject any or all bids, to waive any informality in Bidding and to award the bid as it deems in the best interest of the Town of Discovery Bay CSD. Bid Proposal envelopes should be clearly marked "ONE 2011 FORD F-150 V8 SUPERCAB PICKUP TRUCK".

TOWN OF DISCOVERY BAY CSD  
ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK  
- BID PROPOSAL FORM -

TO: The Town of Discovery Bay CSD

The undersigned has examined the specifications and requirements contained within the Town of Discovery Bay CSD BID INVITATION for "ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK" and is prepared to furnish the complete vehicle in strict accordance with all stipulations contained herein for the LUMP SUM AMOUNT of dollars. Purchase Amount shall be shown in both words and figures; in case of a discrepancy, the amount shown in words shall govern.

The purchase Lump Sum Amount shall be the "out the door" price including all taxes, fees, etc.

The following information represents a breakdown of the LUMP SUM AMOUNT as requested by the Town of Discovery Bay CSD for their fixed asset accounting records.

LUMP SUM AMOUNT  
(With extended warranty)

\$ \_\_\_\_\_

LUMP SUM AMOUNT  
(Without extended warranty)

\$ \_\_\_\_\_

STANDARD MANUFACTURER BASE WARRANTY PERIOD IS \_\_\_\_\_ Months OR \_\_\_\_\_ MILES,  
WHICHEVER OCCURS FIRST.

EXTENDED WARRANTY INFORMATION (must be filled in) \*\* MUST BE INCLUDED IN LUMP SUM  
PRICE

Full 5 year/100,000 mile extended warranty, bumper to bumper

\$ \_\_\_\_\_

MAKE/MODEL OF VEHICLE, AND VEHICLE IDENTIFICATION NUMBER

Year/Make/Model: \_\_\_\_\_

VIN: \_\_\_\_\_

NAME, ADDRESS, LEGAL STATUS  
AND  
SIGNATURE OF BIDDER

This Proposal is submitted in the name of:

The undersigned hereby designates below his business to which all notices, directions or other communications may be served or mailed (please place company address in the space provided):

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

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- PARTNERSHIP registered in \_\_\_\_\_ County, California
- Limited Liability Company (LLC) under the name of \_\_\_\_\_  
\_\_\_\_\_ organized under the laws of the  
State of \_\_\_\_\_

CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF CALIFORNIA.

The Corporation or Limited Liability Company is:

- LICENSED TO DO BUSINESS IN CALIFORNIA
- NOT NOW LICENSED TO DO BUSINESS IN CALIFORNIA

The name, titles and home addresses of all persons who are Officers or Partners in the organization is as follows:

SIGNED This day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
BY (Signature) / PRINTED NAME OF AUTHORIZED SIGNER

\_\_\_\_\_  
TITLE / TELEPHONE NUMBER



Quotations for: "ONE (1) 2011 Ford F-150 V8 SuperCab PICKUP TRUCK" Were sent the following vendors on July 1, 2011:

1. Bill Brandt Ford  
8100 Brentwood Blvd.  
Brentwood, CA 94513  
866-631-5577
2. Diablo Ford  
2575 Railroad Ave.  
Pittsburg, CA 94565  
925-432-9717
3. Tracy Ford  
3500 Auto Plaza Way  
Tracy, CA 95304  
888-513-8899
4. Future Ford Lincoln of Concord  
2285 Diamond Blvd.  
Concord, CA 94520  
888-904-1402
5. Walnut Creek Ford  
1800 N. Main St.  
Walnut Creek, CA 94596  
877-857-8741
6. Manteca Ford  
555 N. Main St.  
Manteca, CA 95336  
209-239-3561
7. Big Valley Ford  
3282 Auto Center Cr.  
Stockton, CA 95212  
209-870-4400

**BID SUMMARY**  
 2011 Ford F-150 V8 Super Cab Pickup truck

Owner: Town of Discovery Bay CSD  
 Project: Ford F-150 Pickup Truck  
 Date: August 12, 2011 at 2:00p.m.

Bids Opened by: Rick Howard  
 Witness: Carol McCool

<b>CONTRACTOR /COMPANY NAME</b>	<b>DATE RCVD</b>	<b>TIME RCVD</b>	<b>Bld dollar Amount</b>
Big Valley Ford/Lincoln	8/10/2011	11:10a.m.	\$ 21,344.63
Tracy Ford	8/10/2011	11:10a.m.	\$ 21,349.05
Brandt Ford	8/10/2011	2:00p.m.	\$ 25,831.79
Walnut Creek Ford	8/11/2011	3:50p.m.	\$ 25,295.00



## MONTHLY OPERATIONS REPORT

July 2011

Town of Discovery Bay, CA

### TRAINING

**Safety, Operations, Equipment & Software.  
913 days of safe operations**

Topic	Staff	Total Hours
Fire extinguisher, Hot work-cutting – welding –brazing, Overexertion, heat protection, Safe backing, Arc flash, Fire protection, Mental Safety Assessment, Poisonous plants and stings	Jen, Gerald, Lori, Bill, Blaise, Joe and Phil	8 hours
Financial operations	Jennifer Bennett	16 hours
Gehl training	Lori Gabriel	3 hours

### WATER SERVICE

- Investigate brown water reports and implemented additional distribution flushing and investigation of WTP operations.
- Filter C appeared to have bled through faster than filter A and B. It was Isolated inspected, and recharged. Bac T monitoring on Tuesday.
- In response to brown water calls a water treatment expert will be on site in early August 8<sup>th</sup>-10<sup>th</sup> to review water treatment plant operations, distribution flushing program and water valve exercise program development.
- New compressor head installed WL WTP.
- Repaired communications with WL WTP-reduced false call outs
- Air Vac valve replaced at well 5.
- Position switch related to Well 4 failed causing "not to call" condition. System operated manually until switch was replaced.
- Well 6 sampled and permit approved by CDPH for operation.

#### **Customer Inquiries**

23	Brown water calls



# of Active Wells	Gallons of Water Produced	Chemical Usage CL2 / Delivered	Fire Hydrant Flushing
4	150 MG	4090	4

### Bacteriological Test Results

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

### WASTEWATER SERVICE

- Project Manager new hire begins August 1<sup>st</sup>, full time Aug 15<sup>th</sup>.
- New hire Instrument Control and electrical start July 25th
- Hired full time temporary maintenance support in addition to existing staff.
- Influent Flow and Loading study completed.
- UV 3000+ placed on line after weir rebalancing.
- Annual PM for UV3+ cleaning gel for wiper assembly.
- NTU meter installed permanently and replaced UV3+ intensity sensor.
- Lift station "R" pumps and electrical controls repaired.
- Hach representative calibrated NTU meter and replaced wiper.
- Power Outage plant I, sparrow found in MCC.
- Annual Wastewater monitoring completed in July.
- Belt to be replaced on Belt Filter Press. Shelf spare belt also ordered.

### Customer Inquiries

3	CCR
2	Hardness

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Treated-mgd
15	0	42.4	0	42.68



**Wastewater Laboratory Analysis**

Parameter	
<i>WW Influent /Effluent</i>	<i>June</i>
Flow, MG Effluent	48.24
Influent BOD <sub>5</sub> , mg/L/day, <b>monthly avg.</b>	111
Influent TSS, mg/L/day, <b>monthly avg.</b>	193
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<1.0
Effluent TSS, mg/L, <b>monthly avg.</b>	14.6
Total Coliform 7 day Median Max	80
Total Coliform Daily Maximum	170
TSS Effluent Composite Max Result <b>mg/L</b>	21
TSS Effluent Composite Max Result <b>lbs</b>	284

**Maintenance:  
Preventive and Corrective**

Total # of WO's Completed	Total Hours
292	255.74

**Call & Emergency Responses**

Call Outs	Emergencies
29	0

**Personnel Hours & Overtime: Pay Period ending 6-29-11**

Regular Hours	Overtime
1120	156



1. Internet service restored with new radios and repeater.
2. Completed PM back log. Corrective maintenance list increasing due to improved capture of issues in database.
3. Annual Submersible Pump PM's. Each was pulled, inspected and catalogued.
4. New Valve Dampener installed on the check valve for Influent Pump 2 Well B.
5. Proximity switches replaced on the Belt Filter Press
6. Rework Lift station R Controls
7. Rails repaired At Lift stations J and R.
8. Initiated replacement of seals for Rotor #2 at Plant 1. Ongoing project.
9. PM schedule delivered to TODB.
10. Prioritize CM's and initiate repair based on criticality. Conduct facilities walkthrough with TODB to ensure comprehensive list.
11. Developing Traffic Control Response kits
12. Veolia purchased suction pipe sections and Hydrojet nozzles for collections cleaning truck.

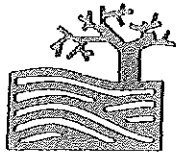
NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # H

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # I



NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # J

NO BACK UP  
DOCUMENTATION  
FOR THIS AGENDA  
ITEM # K



DIABLO  
WATER  
DISTRICT

TownOfDiscoveryBay CSD  
Received

JUL 26 2011

July 22, 2011

VK  
rh  
ck  
File

2107 Main St.  
P.O. Box 127  
Oakley, CA 94561-0127  
925 • 625 • 3798  
Fax 925 • 625 • 0814  
[www.diablowater.org](http://www.diablowater.org)

*Directors:*

Howard Hobbs  
President

Enrico Cinquini  
Vice President

Kenneth L. Crockett  
Edward Garcia  
Richard R. Head

*General Manager  
& Secretary:*  
Mike Yeraka

*General Counsel:*  
Jeffrey D. Pollsner

Mr. Virgil Koehne  
Water and Waste Water Manager  
Town of Discovery Bay  
1800 Willow Lake Road  
Discovery Bay, 94514

Subject: 2010 Final Urban Water Management Plan

Dear Mr. Koehne:

Diablo Water District (DWD) has revised its 2010 Urban Water Management Plan and a copy of the Final Plan is available on our website at [www.diablowater.org](http://www.diablowater.org).

A public hearing on the Final Draft Plan was held on May 25, 2011, at 7:30 p.m. at the District's office located at 2107 Main Street, Oakley, California. The Final Plan was adopted at the June 22, 2011, Board Meeting.

If you have any questions, please call me at 925-625-0588.

Sincerely,

Christine Belleci  
Administrative Analyst



**County Supervisor Mary Nejedly Piepho, District III**  
**CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR**

JUL 29 2011  
*Emailed to Board  
GM C*

COMMITTEES

Internal Operations Committee, Chair

Transportation, Water and  
Infrastructure Committee, Chair

Contra Costa Regional Medical Center,  
Joint Conference Committee and  
Professional Affairs Committee, Chair

Sacramento-San Joaquin Delta  
Conservancy, Chair

Airport Committee, Vice Chair

Delta Counties Coalition

Delta Protection Commission

Central Contra Costa  
Solid Waste Authority

East Bay Economic  
Development Alliance

Tri-Valley Transportation Committee

Dougherty Valley Oversight Committee

Doctors Medical Center Management  
Authority Governing Board, Joint  
Powers Authority

City-County Relations Committee

SERVING AS ALTERNATE

Local Agency Formation Commission

Contra Costa Transportation Authority

Association of Bay Area Governments

East Contra Costa Regional Fee and  
Finance Authority

East County Water  
Management Association

eBART Partnership Policy  
Advisory Committee

East Contra Costa County Habitat  
Conservation Plan, Executive  
Governing Board

Mental Health Commission

San Joaquin Valley Rail Committee

State Route 4 Bypass Authority

South West Area Transportation

TRANSPAC, Central County  
Transportation Partnership and  
Cooperation

TRANSPAN, East County  
Transportation Planning

July 27, 2011

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

Dear President *Kevin* Graves and Members,

Please find enclosed a Board Order from the July 26, 2011 Board of Supervisors' meeting that I believe will be of interest to the Town of Discovery Bay Community Services District.

- 1.) July 7, 2011 Response to Civil Grand Jury Report No. 1108, Entitled "Bridging the Gap at the Orin Allen Youth Rehabilitation Facility".

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

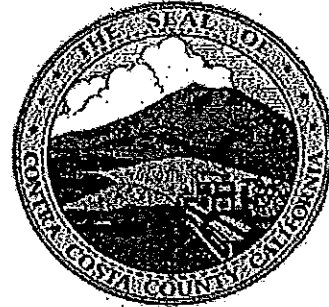
PDF Return Previous Next

SD. 3

To: Board of Supervisors

From: David Twa, County Administrator

Date: July 7, 2011



Contra Costa County

Subject: RESPONSE TO CIVIL GRAND JURY REPORT NO. 1108, ENTITLED "BRIDGING THE GAP AT THE ORIN ALLEN YOUTH REHABILITATION FACILITY"

RECOMMENDATION(S):

APPROVE response to Civil Grand Jury Report No. 1108, entitled "Bridging the Gap at the Orin Allen Youth Rehabilitation Facility" and DIRECT the Clerk of the Board to forward the response to the Superior Court no later than September 6, 2011.

FISCAL IMPACT:

No fiscal impact. This is an informational report.

BACKGROUND:

On June 8, 2011, the 2009/10 Civil Grand Jury filed the above-referenced report, which was reviewed by the Board of Supervisors and subsequently referred to the County Administrator and County Probation Officer, who jointly prepared the attached response that clearly specifies:

- A. Whether a finding or recommendation is accepted or will be implemented;
B. If a recommendation is accepted, a statement as to who will be responsible for implementation and by what definite target date;

APPROVE RECOMMENDATION OF CNTY ADMINISTRATOR OTHER RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 07/26/2011 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: July 26, 2011

David J. Twa,

VOTE OF SUPERVISORS

AYES [ ]

NOES [ ]

ABSENT  ABSTAIN  BY: , Deputy  
RECUSE

**Contact:** JULIE ENEA (925) 335-1077  
**cc:** CAO (Enea) County Probation Officer

**BACKGROUND: (CONT'D)**

C. A delineation of the constraints if a recommendation is accepted but cannot be implemented within a six-month period; and

D. The reason for not accepting or adopting a finding or recommendation.

Section 933.5(a) requires a response to the designated findings of the Grand Jury.

**FINDINGS**

1. Orin Allen (Youth Rehabilitation Facility) is a cost-effective alternative to the Juvenile Hall facility.

**Response:** The County agrees with the finding.

2. There is no formal training in construction, food preparation or horticulture.

**Response:** The County agrees with the finding. There is no dispute there is no formalized and highly structured offering in construction, food preparation and horticulture. However, there is a wood shop class offered to the youth and several large areas of the raised planting beds have been planted with tomatoes and several other vegetables. The plan is to incorporate food preparation with the items harvested.

3. Residents do not routinely perform minor facility maintenance and repairs.

**Response:** The County agrees with the finding. Conversations have already begun to set up a protocol with the wood shop instructor to replace and/or repair benches or other wood related objects at the facility.

4. There are no regularly scheduled collaborative planning sessions between the County Probation Department and Office of Education leadership concerning the Orin Allen Youth Rehabilitation Facility.

**Response:** The County agrees with the finding. Although there are meetings with school administration, they are not regularly scheduled.

5. Management personnel at the Office of Education have varying levels of knowledge about the execution of their educational programs currently offered at Orin Allen.

**Response:** N/A

6. The Rossmoor Senior Tutors provide a valuable service to the residents of the Orin Allen Youth Rehabilitation Facility.

**Response:** The County agrees with the finding.

7. Community volunteers provide additional enrichment opportunities for Orin Allen residents.

**Response:** The County agrees with the finding.

Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

**RECOMMENDATIONS**

1. Orin Allen (Youth Rehabilitation Facility) should remain open to provide programs for non-violent youth offenders.

**Response:** The recommendation has been implemented. The recently adopted State and County budgets make provision to fund the OAYRF for FY 2011/12.

2. Probation and Office of Education should explore adding vocational classes to supplement classroom education with the assistance of General Services.

**Response:** The recommendation has been implemented. Discussions have been going on for some time between Probation and the Office of Education to develop and implement vocational classes to supplement classroom education. Several Paxton/Patterson vocational-type classes have been purchased by the Office of Education and will be implemented during the fall semester.

3. Office of Education should consider incorporating minor repair and maintenance projects into the current woodshop curriculum to supplement classroom instruction.

**Response:** The recommendation has been implemented. Probation and the Office of Education have discussed and plan to implement minor repair and maintenance projects at the facility (with the appropriate approval and support of the County General Services Department).

4. Probation and Office of Education leaders should establish collaborative planning sessions concerning rehabilitation programs at Orin Allen.

**Response:** The recommendation has been implemented. Although there are set monthly meetings between Probation and the Office of Education, there is no formal agenda. These meetings have now been formalized and include all the collaborative partners on a quarterly basis.

5. Office of Education should identify a management person to be the Orin Allen site expert.

**Response:** N/A

6. The Board of Supervisors should publicly recognize the Rossmoor Senior Tutors for their long and dedicated service to Orin Allen.

**Response:** The recommendation will be implemented within 90 days. The County values the contributions of all of the volunteers who generously devote their time, wisdom, and talents to mentor, coach, and educate the wards at OAYRF.

7. The Board of Supervisors should assign a liaison to solicit community volunteers to provide enrichment programs for the Orin Allen residents.

**Response:** The recommendation will not be implemented because it is not reasonable. While the County agrees with the recommendation and would implement it if there were sufficient staff resources to do so, the FY 2011/12 budget is not sufficient to support any functions beyond the basic operation of the OAYRF. State public safety realignment and associated funding is directly related to the adult prison population and cannot be redirected to juvenile detention programs. While adult probation supervision programs were bolstered through state realignment, County juvenile supervision programs were actually reduced in the FY 2011/12 budget.

#### **CONSEQUENCE OF NEGATIVE ACTION:**

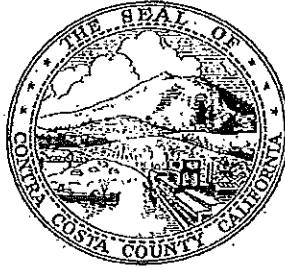
In order to comply with statutory requirements, the Board of Supervisors must provide a response to the Superior Court no later than September 6, 2011. The last Board meeting prior to the September 6, 2011 deadline is on August 16, 2011. If the Board decides to not adopt the proposed response today, it must adopt a response by August 16, 2011 in order to comply with the statutory deadline.

#### **CHILDREN'S IMPACT STATEMENT:**

None.



**Discovery Bay  
P-6 Zone Citizen  
Advisory  
Committee**



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
181 Sand Creek Road, Suite L  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

**DRAFT**

*The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

\*Error with meeting recording

## Record of Actions

**Meeting start time: 7:30 p.m.**

**Tuesday, May 10, 2011**

**1.) Meeting called to order by Chair Stevens at 7:30 p.m. with Vice Chair Earl and Council members Mankin and Kane present. Council member Alfsen absent.**

**2.) Public Comment:** No public comment received.

**3.) Review of Record of Actions of 4-12-11 meeting:** Committee member Kane made a motion to accept the Record of Actions as written. Second made by Vice Chair Earl. Motion carried 4-0.

**4.) Correspondence: (Key: R= Received S= Sent)**

- R 4/28/11 Supervisor Piepho thank you to Sheriff Livingston for presenting at the 4-12-11 Discovery Bay P-6 Zone CAC

**5.) Old Business:**

- a.) Discuss P-6 Zone Fund Balance: Copies of the fund balance presented at the May 2011 meeting by Sheriff Livingston where distributed to the committee members.
- b.) Discussion of funding for the Byron Union School District School Resource Officer and Anti-bullying effort: Vice Chair Earl presented the group with an overview of the earlier subcommittee meeting and the recommendation for the DB P-6 Zone CAC to fund the SRÖ position for 2011/2012 while the Byron Union School District continues to research funding for the position on a long-term basis. Motion made by Committee member Mankin to recommend to Supervisor Piepho and the Office of the Sheriff to fully fund a School Resource Office for the Byron Union School District for 1 year, June 2011 through June 2012, with Discovery Bay P-6 Zone funds. Second made by Vice Chair Earl. Motion carried 4-0.
- c.) Discussion of creation of budget line item for use by the Sheriff's office for staff supplies: Lt. Burton provided the committee with an update that he received clarification on purchasing supplies and that a specific budget line item is not necessary at this time.

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2, 205(d) of the Contra Costa County Ordinance Code.*

**6.) New Business**

a.) Monthly activity report (Lt. Burton): Lt Burton provided an overview of several recent residential burglaries in the community, Lt. Burton also discussed that the Marine Patrol Division is again ramping up for the upcoming boating season and that he will be putting out the notice regarding fireworks being illegal in Contra Costa County.

b.) Other new business: The committee discussed their summer meeting schedule and decided to cancel their June meeting.

**8.) Future agenda items/Committee Member Comments:** No items discussed

**9.) Adjourn:** Meeting adjourned at 8:32p.m. to the next meeting scheduled for July 12, 2011.

8/9 AUG 08 2011  
Emailed to Board +  
GMA



**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION & DEVELOPMENT**  
**651 Pine Street, N. Wing - 4th Floor**  
**Martinez, CA 94553**  
**Telephone: 335-1290 Fax: 335-1300**

TO: Members, Municipal Advisory Councils in the Delta

FROM: John Greitzer, Delta Water Planner

*John Greitzer* <sup>MP</sup>

DATE: August 5, 2011

SUBJECT: **Delta Economic Sustainability Plan**

As a member of the Municipal Advisory Council, you may be interested to know that the Delta Protection Commission is developing an Economic Sustainability Plan for the Delta. The plan will analyze the current state of the five-county Delta economy, and will recommend strategies to enhance the economy over the long term.

The Economic Sustainability Plan was mandated by the Delta Reform Act legislation of 2009.

The Delta Protection Commission has been developing the draft plan and intends to bring the plan to a series of public meetings that will be held in four Delta locations on August 23, 24, 30 and 31. At the time this memo was written, we did not yet know the locations of the meetings.

Some revisions to the plan are expected, based on the input that is received at the four public meetings. A revised plan will then go to the Delta Protection Commission for review in September.

More information can be found on the Delta Protection Commission's website at [www.delta.ca.gov](http://www.delta.ca.gov).

We will provide information on the locations of the public meetings as soon as it is available. It also will be posted on the Delta Protection Commission website noted above.

c: K. Basting, District III Supervisor's Office  
L. Reichard, District V Supervisor's Office  
S. Goetz, Deputy Director—Conservation, Transportation Planning & Redevelopment

4A.1  
Town Of Discovery Bay CSI  
Received

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

AUG 10 2011  
Emailed to Board's  
GMA

JOINT EXERCISE OF POWERS AGENCY

MINUTES  
July 14, 2011

The STATE ROUTE 4 BYPASS AUTHORITY meeting was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California by Chair Jim Frazier at 7:19 P.M.

ROLL CALL

PRESENT: Brian Kalinowski (Antioch), Federal Glover (Contra Costa County), Robert Taylor (Brentwood), and Chair Jim Frazier (Oakley)

ABSENT: None

STAFF: Dale Dennis, Program Manager  
David Schmidt, Legal Counsel

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

Program Manager Dennis requested the removal of Item G from Consent.

On motion by Director Taylor, seconded by Director Kalinowski, the Authority unanimously adopted the Consent Items, with the removal of Item G, as follows:

- A. APPROVED Minutes of June 9, 2011.
- B. APPROVED a \$47,740 amendment to the Consulting Services Agreement with Lucy Owens to complete right-of-way services for the right-of-way transfer of the SR4 Bypass to Caltrans, as well as property to Contra Costa County, Antioch, Brentwood, etc., and extend the term to September 30, 2011, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. APPROVED Contract Change Order No. 9 with Ghilotti Construction Company, for an amount of \$761,730.64 for encasement of East Bay Municipal Utility District (EBMUD) Mokelumne Aqueducts and AUTHORIZED the Secretary or designee to sign the change order on behalf of the Authority. Measure J funds in the amount of \$530,000 will be used to cover a portion of the cost.
2. APPROVED Contract Change Order No. 10 with Ghilotti Construction Company, for a not-to-exceed amount of \$75,000 for completing punchlist items associated with the transfer of the SR4 Bypass to Caltrans and AUTHORIZED the Secretary or designee to sign the change order on behalf of the Authority.
3. APPROVED a \$661,779 increase in the project budget to \$2,857,535 to cover the above contract change orders and maintain a 10 percent construction contingency of \$76,173 for CCO No. 9.

D. THE BOARD TOOK THE FOLLOWING ACTIONS:

1. APPROVED issuance of contract change Order No. 1 with Stockton Fence and Material Company, in the amount of \$85,935, for constructing a Soft Median Barrier on Segment 2 of the SR4 Bypass from Lone Tree Way to Balfour Road, and AUTHORIZED the Secretary or designee to sign the change order on behalf of the Authority; and
2. APPROVED a \$103,122 increase in the project budget to \$351,590 to cover the above contract change order and to maintain a 20 percent construction contingency fund of \$58,598.

E. ADOPTED Resolution No. 2011-02 to maintain westbound directional signage indicating "Martinez" instead of "Hercules" for the SR4 Bypass.

F. APPROVED a Memorandum of Understanding (MOU) between the Authority and the Brentwood Agricultural Land Trust (BALT) regarding the Segment 1 Wetland Mitigation Site and Agricultural Mitigation Funds, outlining the conditions and terms for the transfer of the Segment 1 Wetland Mitigation Site and payment of the agricultural mitigation fee payment to BALT and AUTHORIZED the Secretary or designee to sign it on behalf of the Authority.

G. DENY the application to file late claim and the claim filed by Lura Lee Harrold, Gail Lee Downing, and Greg Eugene Harrold. **[REMOVED FOR DISCUSSION]**

- H. APPROVED reimbursement to the Chair and Vice Chair for travel expenses to attend California Transportation Commission (CTC) meeting in Southern California on June 22/23 and DIRECTED Secretary or designee to arrange for reimbursement payment upon submittal of an expense report.
- I. ACCEPTED Vendor Expenses Report for the month of May.

The following item was removed from Consent for discussion.

**DENY THE APPLICATION TO FILE LATE CLAIM AND THE CLAIM FILED BY LURA LEE HARROLD, GAIL LEE DOWNING, AND GREG EUGENE HARROLD**

For Item G, Legal Counsel David Schmidt advised that the item related to a fatality motorcycle accident. The Board of Directors had previously denied one claim and had lately received another one along with an application to file a late claim. The item was a denial for the filing of an application to file a late claim. He explained that the same paperwork the County used for denying an application for a late claim had been prepared, copies of which he made available to the Board. The recommendation was only to deny the application to file a late claim.

On motion by Director Glover, seconded by Director Kalinowski, the Authority unanimously DENIED the application to file the late claim by Lura Lee Harrold, Gail Lee Downing, and Greg Eugene Harrold.

**DETERMINATION ITEMS**

- A. DISCUSS and Provide Staff Direction on the Future Management Structure and Staffing for the SR4 Bypass Project

Mr. Dennis referred the discussion to Julie Bueren, Contra Costa County Public Works Director, Manager and Secretary of the Authority, and to Steve Kowalewski, Deputy Public Works Director.

Director of Public Works Bueren provided background regarding the SR4 Bypass Authority. She indicated that the SR4 Bypass would be turned over to the State of California in the near future, and it was an appropriate time to evaluate the role and staffing of the Bypass Authority going forward. She recommended an approach going forward whereby the Contra Costa Transportation Authority (CCTA) would manage the delivery of remaining projects on the new SR4 (SR4 Bypass).

When asked, Ms. Bueren stated if that were the case, the SR4 Bypass Authority would remain as a functioning body given there would be remaining responsibilities which included Segment 1 Mitigation Site Disposition, the Mokelumne Overcrossing, Segment 3 Mitigation Site Monitoring and Disposition, and other aspects of the process she

described as follow-up to the relinquishment to Caltrans. As to the administration of the Bypass Authority itself, she suggested that could remain with Contra Costa County staffing, if so determined.

Director Glover suggested that the issue was timely. He noted that Mr. Dennis had done an outstanding job bringing the project to fruition. He agreed that the timing was appropriate for consideration and he applauded the discussion. At the time the Bypass was turned over to the State he suggested that the project management for implementation of remaining projects on the new SR4 (SR4 Bypass) should simultaneously be brought into the CCTA.

In response to Chair Frazier as to whether or not the CCTA was willing to provide that service, Ms. Bueren stated that she had discussed the issue with CCTA staff.

Randy Iwasaki, Executive Director of the CCTA advised that the CCTA was willing to manage remaining projects on the new SR4 (SR4 Bypass). He spoke to the workload issue and noted that additional resources might have to be hired or funded to deliver the remaining projects. He added that delivering the program was pretty straight forward.

Ross Chittenden, CCTA's Deputy Executive Director for Projects, stated that there were a couple of activities on the readiness side such as working on a Request for Proposal (RFP) for Construction Management Services and working on design services. He added that the CCTA could bring in consultant resources when needed very quickly.

In response to Chair Frazier as to whether there might be an economy of scale in conjunction with the SR 239 project, Mr. Iwasaki stated that they were talking about the transfer and relinquishment to Caltrans and in that regard the CCTA would work with the County. He reiterated that while the CCTA could take project delivery, he agreed that the SR4 Bypass Authority should continue to be the lead on transfer and relinquishment. He added, when asked, that the funding could be supplemented by the East Contra Costa Regional Fee and Financing Authority (ECCRFFA).

Director Glover recommended that the applicable staff meet and return with a plan, with project delivery by CCTA, and with administration of the SR4 Bypass to remain with the County.

Ms. Bueren thanked the Authority for that direction. She added that they were hoping to make the California Transportation Commission's (CTC's) September schedule for the relinquishment and if not, she remained hopeful that would be done in October.

In response to Director Kalinowski as to the Authority's legal exposure for the Bypass until relinquishment to Caltrans, Mr. Dennis stated that staff was working with the applicable city attorneys. Once transferred to the State, the Bypass would be the responsibility of the State.

Legal Counsel David Schmidt affirmed that in the latest draft language had been included that once the State accepted the transfer anything occurring on the SR4 Bypass would be the State's responsibility. He added that would not involve the previously referenced claim that had occurred prior to that time.

- B. RECEIVE Status Report on the State Route 4 Bypass Projects, Including an Update of the Corridor Mobility Improvement Account (CMIA) Funding for Sand Creek Road and 4-Lane Widening Project and the Cost of Relinquishment, and Provide Staff Direction as Appropriate.

Mr. Dennis emphasized continued efforts to get the adoption and relinquishment on the CTC's September agenda, and if not in September on the October agenda, although he noted that there were three items that had to be resolved including the Kinder Morgan pump station at Balfour Road and the contamination on that site. He explained that staff had been working with Caltrans District 4 staff with the concept of leaving the substation in place and not relocating it which could save \$3 to \$5 million in the cost of the Balfour Interchange, and still allow Caltrans to construct an L-9 interchange configuration. Caltrans district staff supported the concept and was in discussions with headquarter staff. The next step would be to complete the Balfour Addendum, which would include the final interchange geometrics and the location of the Kinder Morgan pump station.

Mr. Dennis stated that the final item would be the Transfer and Relinquishment Co-op Agreement between Caltrans, the SR4 Bypass Authority, and the member agencies. He advised that staff had gone through attorney reviews, staff reviews, and Caltrans District 4 reviews and would be working with the Chief Deputy Director of the District to make the September CTC date if at all possible.

Mr. Dennis noted that the application for CMIA funds had been for \$33 million although the Authority had received only \$25 million. If successful in securing \$33 million in CMIA funding, the Bypass Authority had agreed to be responsible for the cost to relinquish, to pay the cities and County for the cost of relinquishment, approximately \$4 million. He presented two options for proceeding forward: 1) accepting the fact that only \$25 million had been received, work with CCTA staff to identify other funding possibilities to cover the \$8 million shortfall and still pay the \$4 million cost to relinquish to the cities and County; and 2) work with CCTA staff to identify other funding possibilities to cover the \$8 million shortfall and indicate to Caltrans that the State should be responsible for the \$4 million cost of relinquishment to the cities and County (even if deferred to a later point in time), since the entire \$33 million had not been received. He sought direction on which way to proceed.

Director Glover asked Randy Iwasaki, CCTA Executive Director to provide his thoughts or recommendation on which way to proceed.



Mr. Iwasaki stated that Section 73 of the Streets and Highways Code included a provision that it was the State's responsibility to place the relinquished facility in a state of good repair. The State could complete the work or pay the local agency for the cost of good repair. He noted that most local agencies would accept payment. He explained that the issue was the \$4 million and while the State did not have those funds he suggested there was a possibility of forwarding that money, to be paid back when the State had the funds. He stated that if not in the Co-op Agreement there would be nothing to pay back. With no agreement, the State would not repay since there was no benchmark.

Mr. Dennis verified that there would have to be an agreement to memorialize the situation. He added that the State had already agreed with the \$4 million (cost of good repair) although he recognized that the State did not have those funds, which was the critical element that may affect the finalization of the Co-op Agreement to be able to pursue the relinquishment.

Director Glover stated that he would work Mr. Iwasaki (CCTA) and the Metropolitan Transportation Commission (MTC) to advance the funding for Caltrans, with Caltrans paying MTC back in the future.

Mr. Iwasaki explained that in talking with Caltrans District 4 staff, a roadway could not be relinquished if not brought up to a state of good repair. If the number was \$4 million and if the State had no cash, there would not be an agreement on the Co-op unless there was an agreement for repayment.

Director Kalinowski emphasized the need to finalize the transfer and relinquishment to Caltrans.

#### **BOARDMEMBER COMMENTS**

Chair Frazier reported that he, Director Taylor, and Ross Chittenden had spoken at the last CTC meeting in Long Beach about the funding issue, which had been preceded by calls from Director Glover to the Commissioners. He expressed his thanks to all involved.

Director Taylor reported that Congressman McNerny had called a press conference at the Sand Creek Interchange regarding the widening of Highway 4 and the SR4 Bypass on Monday, July 18, at 10:00 or 10:30 A.M. He noted that a lot of publicity would be produced, with 20 to 30 electeds expected to be present.

#### **CORRESPONDENCE**

There was no correspondence.

ADJOURNMENT

With no further business to come before the State Route 4 Bypass Authority, Chair Frazier adjourned the meeting at 7:57 P.M. to the next meeting scheduled for Thursday, August 11, 2011.

Respectfully submitted,

Anita L. Tucci-Smith  
Minutes Clerk